



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	
	1/127

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



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	2/127

- 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.

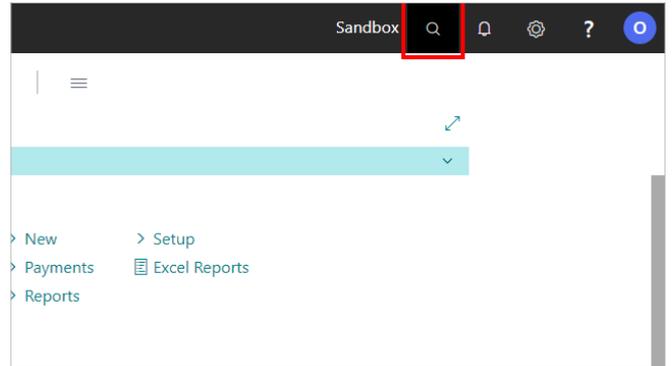
Note: To ensure that ODT Intercompany functions correctly, the LCY Code in the General Ledger Setup must have a ISO 4217 Currency Code. For example, Canadian Dollar = CAD, US Dollar = USD.



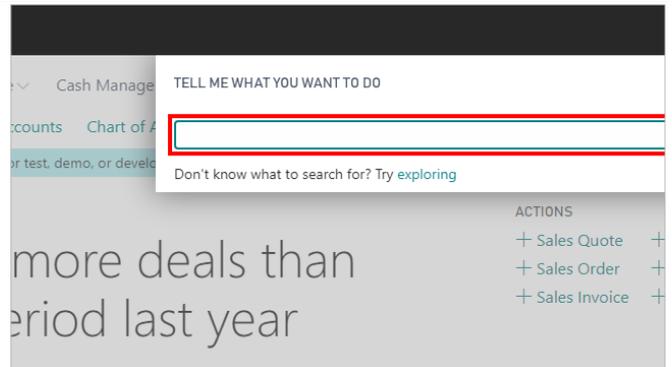
Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	3/127

2.1.2. How to Enable Intercompany

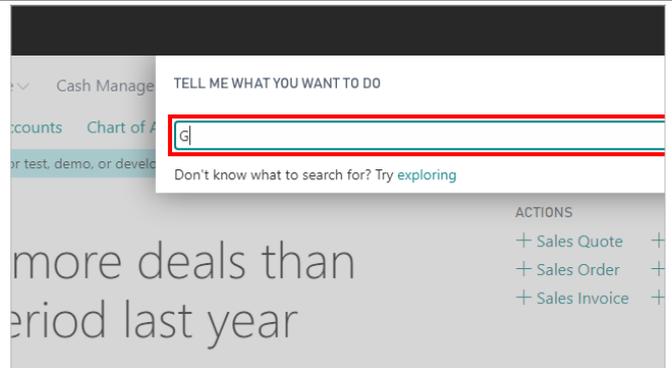
Click on the link **Search**



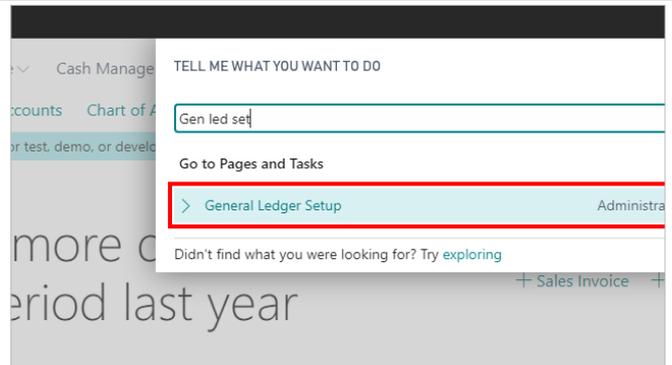
Click on the field **Type to start search:**



Enter **General Ledger Setup**.



Click on **General Ledger Setup Administration**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	4/127

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

Code: 0.01
Tax Rounding Type: Nearest
Bank Account Nos.: BANK
Bank Rec. Adj. Doc. N...
Deposit Nos.:
Allow GL Intercompany: (highlighted)
GL IC usr Lvl Validation:
VAT in Use:
Bank Recon. with Aut...:

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

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

Code: 0.01
Tax Rounding Type: Nearest
Bank Account Nos.: BANK
Bank Rec. Adj. Doc. N...
Deposit Nos.:
Allow GL Intercompany:
GL IC usr Lvl Validation: (highlighted)
VAT in Use:
Bank Recon. with Aut...:

Click on the back button

CRONUS SOURCE BM | Finan
Customers Vendors Items Bank
This is a sandbox environment (preview)
INSIGHT FROM THE LAST THREE MONTHS
You closed 16 in the same p
General Ledger
Reminder: your work date is 4/11/2021
General Posting Tax Bank Jo
General
Allow Posting From

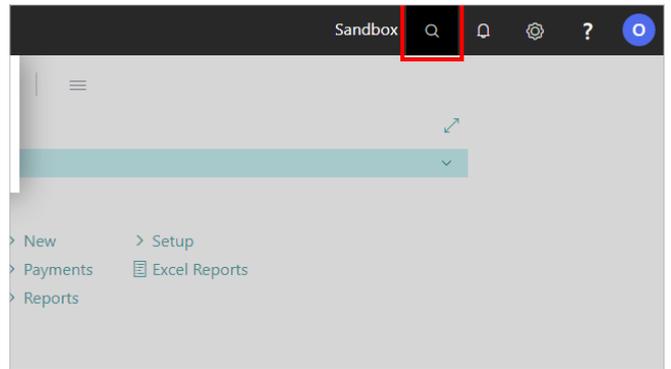
Click on the link **Search**

Sandbox
Tell me what you want to do. Quickly access actions, pages, reports, documents, and apps and consulting services.
New Setup
Payments Excel Reports
Reports

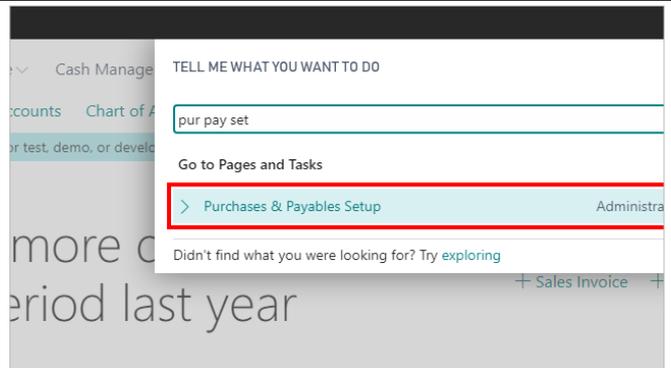


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	5/127

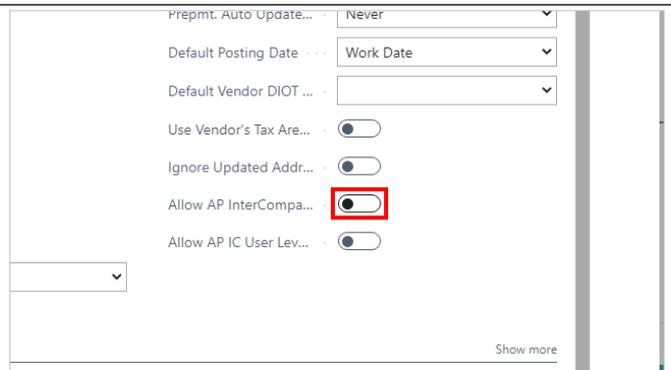
Enter the text **Purchase Payables Setup**.



Click on **Purchases & Payables Setup Administration** □

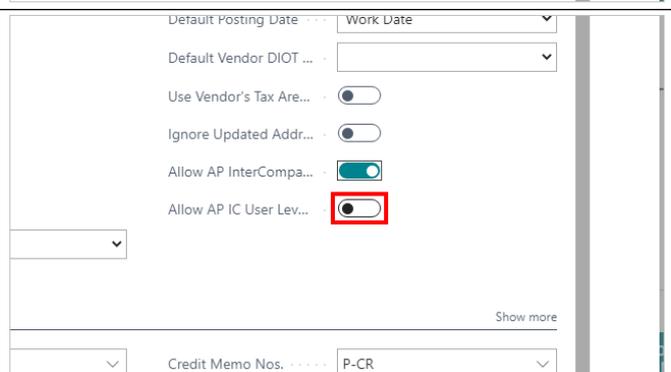


Click on the toggle field **Allow AP InterCompany**



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

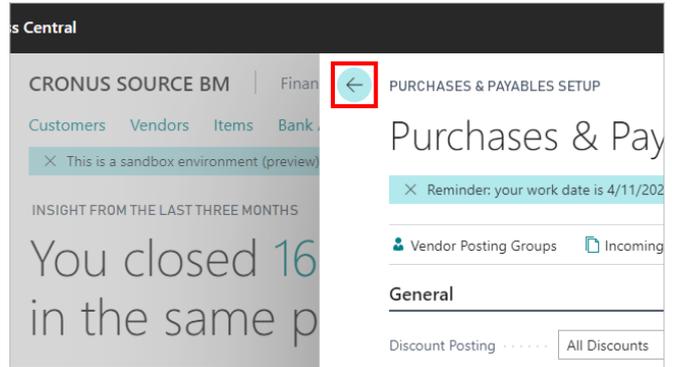
We recommend to have this feature off, unless you use user restriction.



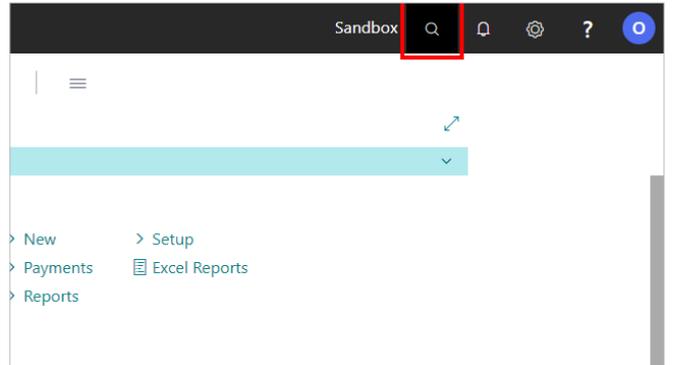


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	6/127

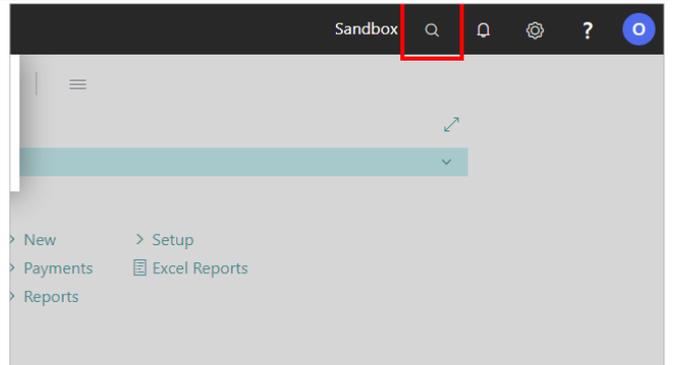
Click on the back button



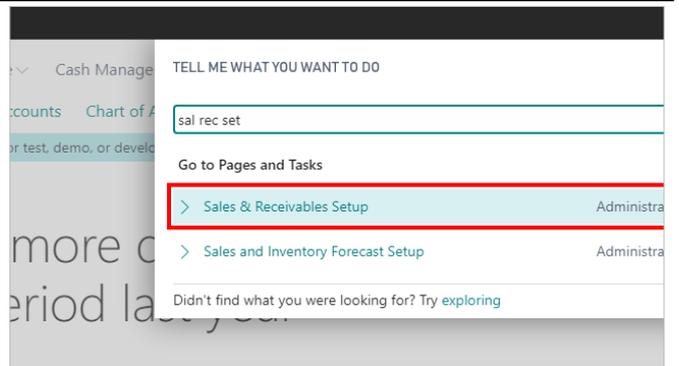
Click on the link **Search**



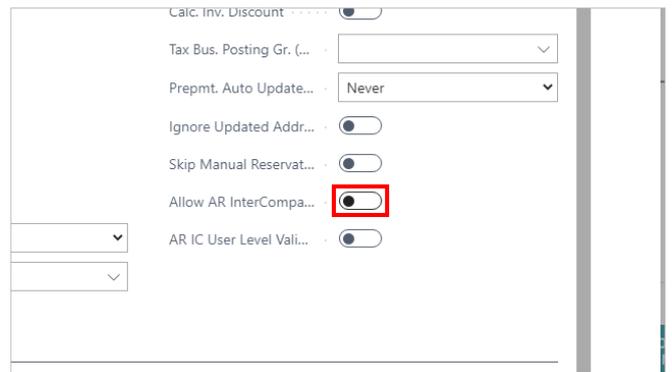
Enter the text **Sales Receivable Setup**.



Click on **Sales & Receivables Setup Administration**

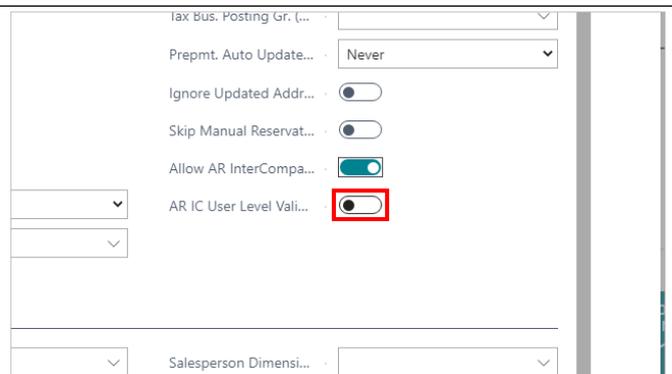


Click on the toggle field **Allow AR InterCompany**

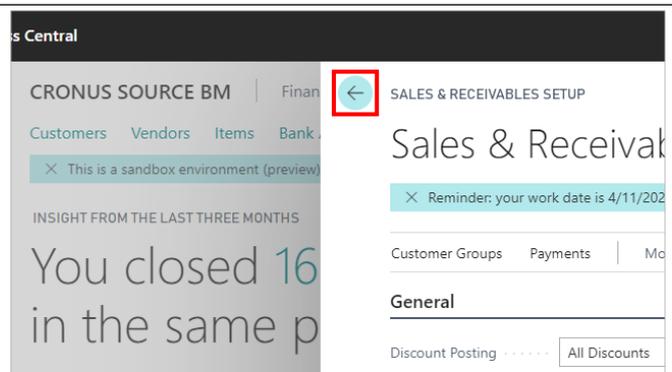


Click on the toggle field **AR IC User Level Validation**

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

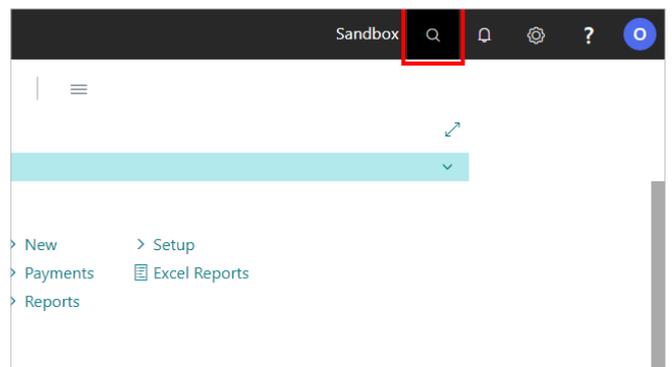


Click on the back button



2.1.3. How to Setup Intercompany Test Reports

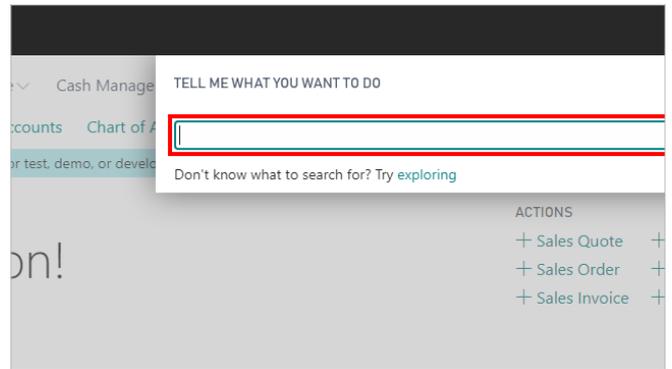
Click on the link **Search**



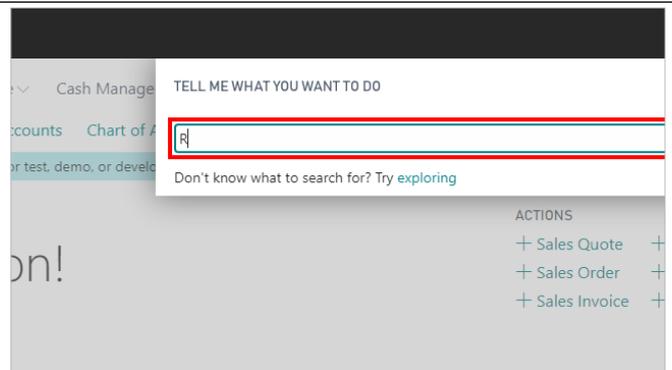


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	8/127

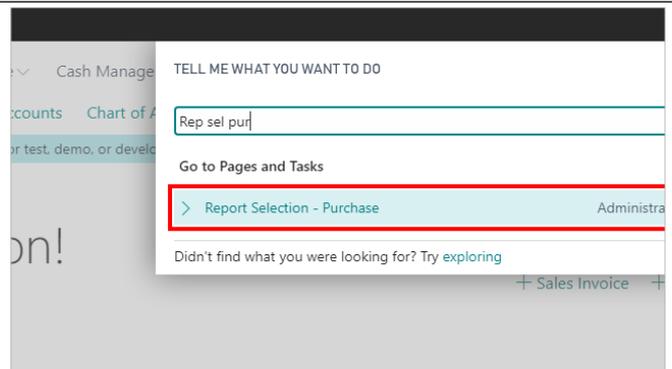
Click on the field **Type** to start search:



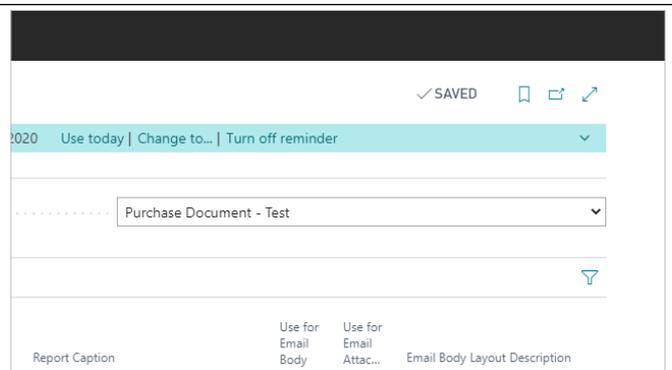
Enter **Report Selection Purchase**.



Click on **Report Selection - Purchase Administration** □



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

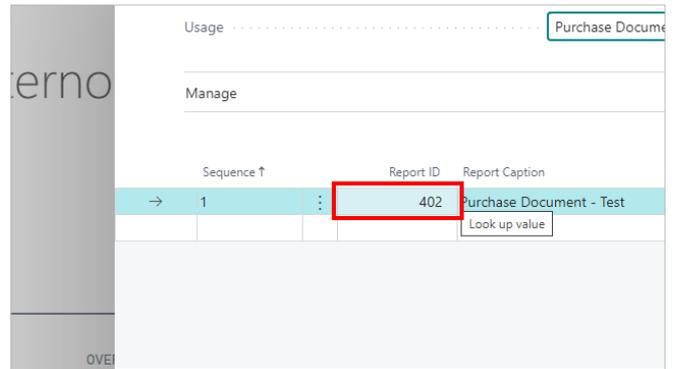




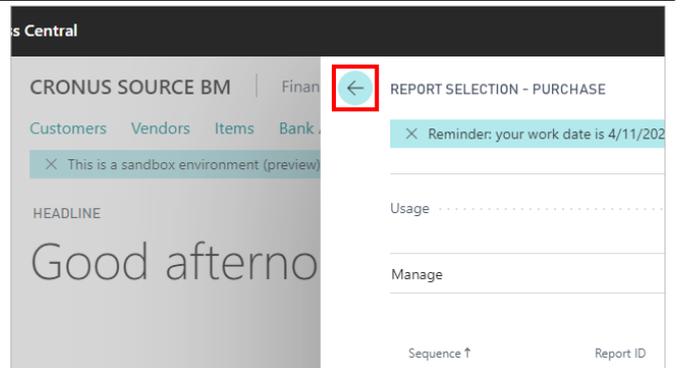
Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	9/127

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

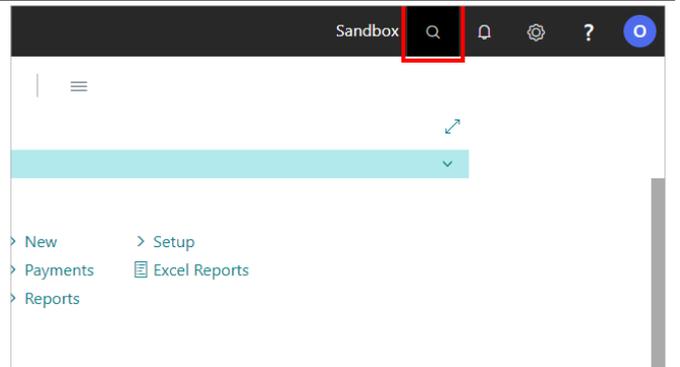
Enter report ID 23001092



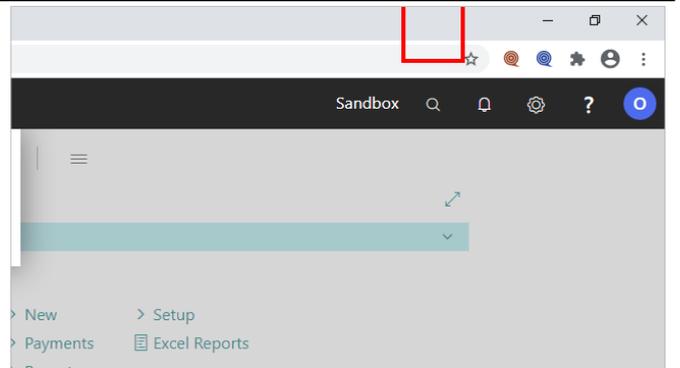
Click on the back button



Click on the link **Search**



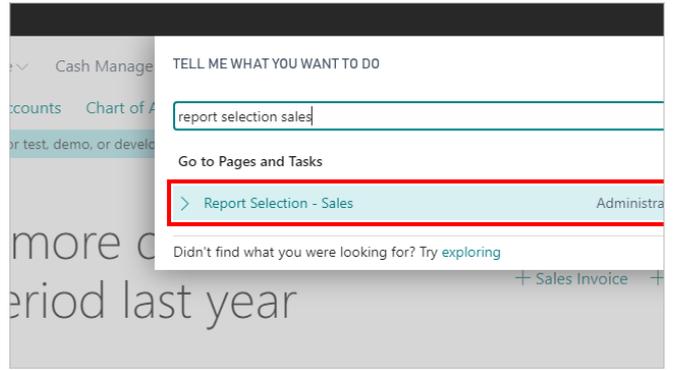
Enter **Search**.



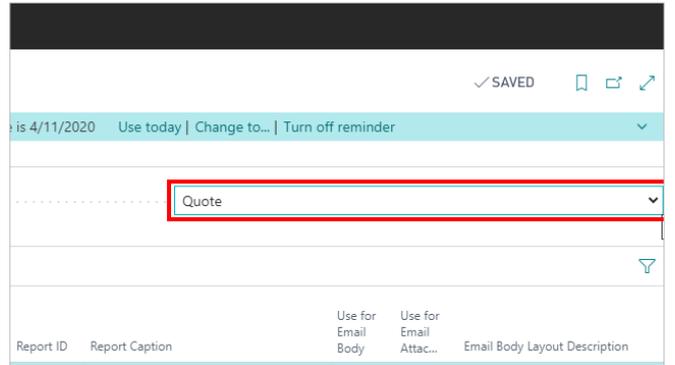


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	10/127

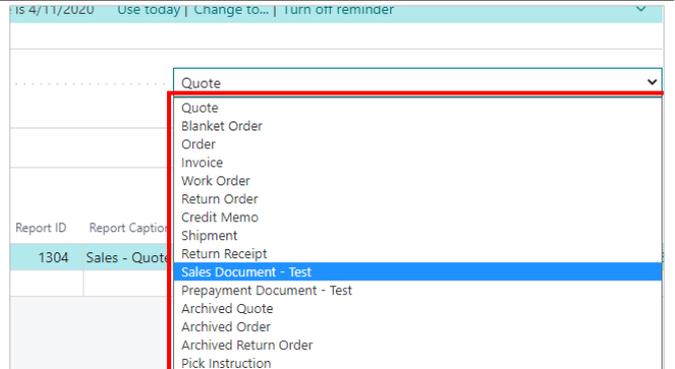
Click on **Report Selection - Sales Administration**



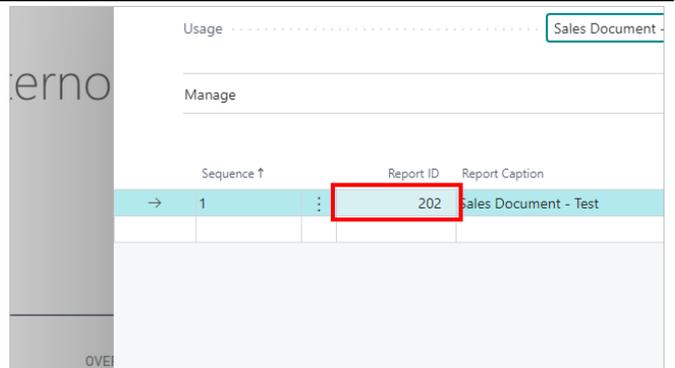
Click on the field **Usage**



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



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





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	11/127

Enter Report ID 23001091

A screenshot of a report selection interface. At the top, there is a dropdown menu labeled 'Usage' with 'Sales Document - Test' selected. Below it is a 'Manage' section. A table lists reports with columns for 'Sequence', 'Report ID', 'Report Caption', 'Use for Email Body', and 'Use for Attachments'. The first row is highlighted in blue and has a red box around the 'Report ID' '23001091' and 'Report Caption' 'Sales Document - Test'. A dropdown menu is open below the first row, showing another report: '23001091 Sales Document IC - Test'.

Click on the back button

A screenshot of a navigation bar. The title is 'REPORT SELECTION - SALES'. On the left, there are tabs for 'Customers', 'Vendors', 'Items', and 'Bank'. A red box highlights a back arrow button on the left side of the navigation bar. Below the navigation bar, there is a reminder: 'Reminder: your work date is 4/11/2021'. Below that is a 'Usage' dropdown and a 'Manage' section.

Click on the link **Search**

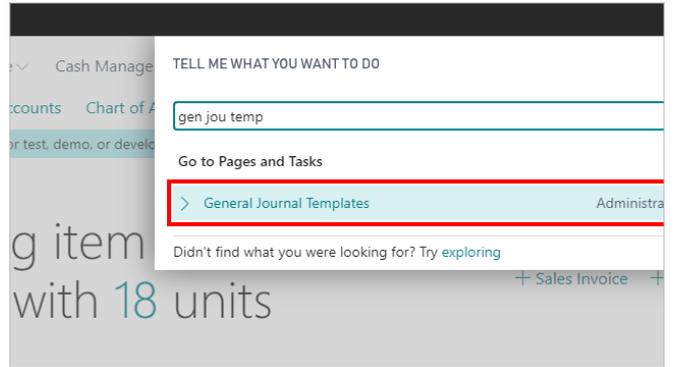
A screenshot of a search interface. At the top right, there is a search bar with a magnifying glass icon, highlighted with a red box. Below the search bar, there is a list of items: 'New', 'Payments', 'Reports', 'Setup', and 'Excel Reports'.

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

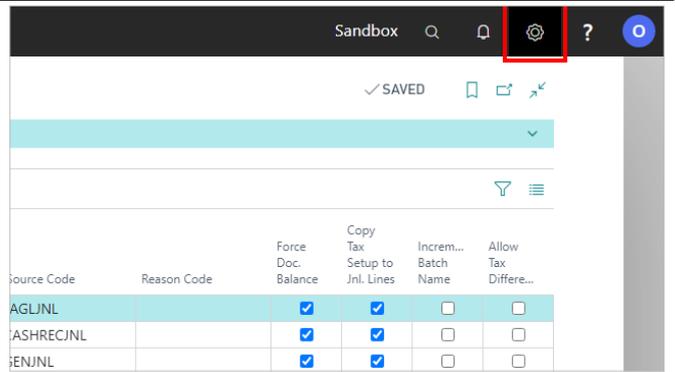
Enter General Journal Template

A screenshot of search results. At the top, there is a search bar with the text 'TELL ME WHAT YOU WANT TO DO' and a red box around it. Below the search bar, there is a list of items: 'Cash Management', 'Accounts', 'Chart of Accounts', and 'General Journal Template'. Below the list, there is a message: 'Don't know what to search for? Try exploring'. At the bottom right, there is a section titled 'ACTIONS' with three items: '+ Sales Quote', '+ Sales Order', and '+ Sales Invoice'.

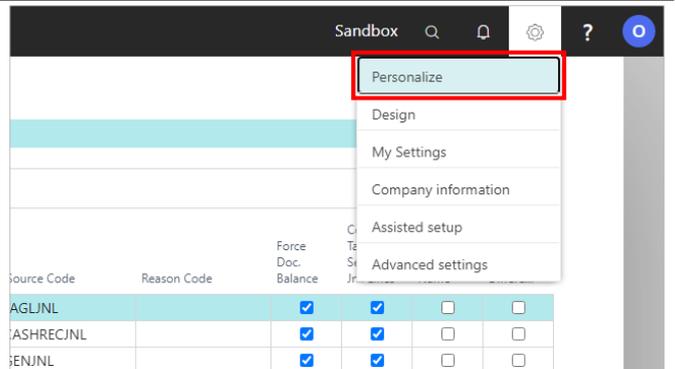
Click on **General Journal Templates Administration**



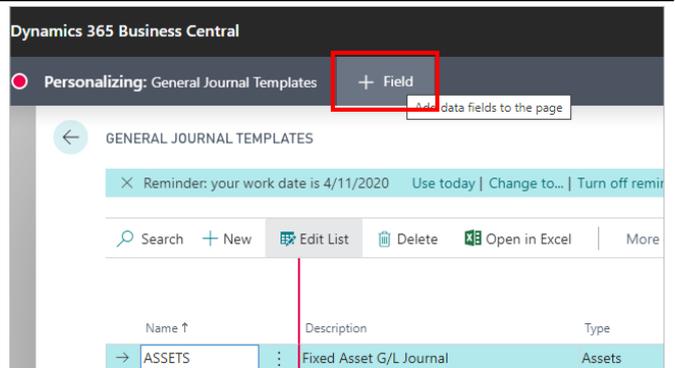
Click on the link **Setting**



Click on the menu item **Personalize**



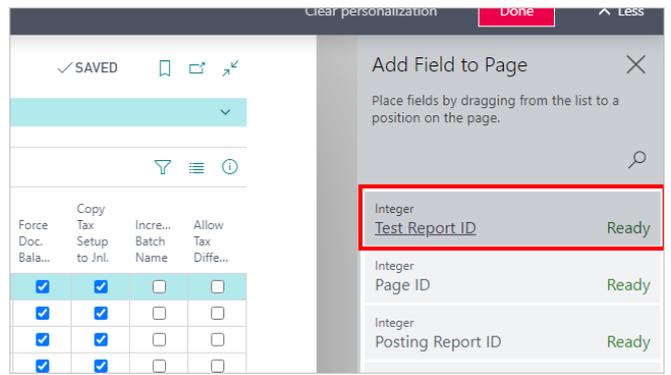
Click on the link **Add data fields to the page**



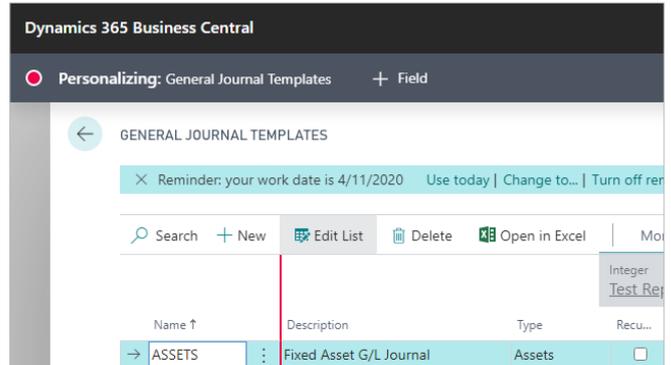


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	13/127

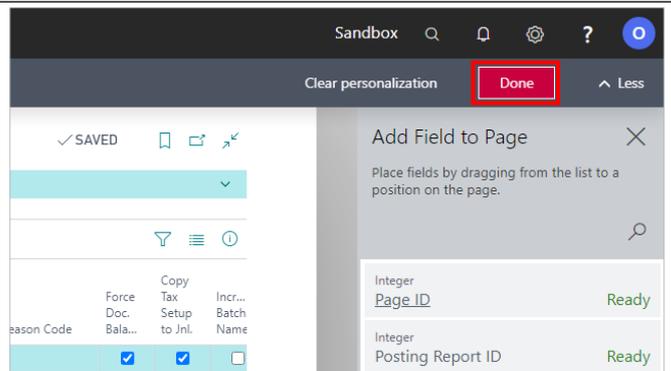
Click and hold the left mouse button the Test Report ID



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

Journal	Type	Recurr...	Test Report ID	Bal. Account Type	Bal. Account No
	Assets	<input type="checkbox"/>	2	G/L Account	
	Cash Receipts	<input type="checkbox"/>	2	G/L Account	
	General	<input type="checkbox"/>	2	G/L Account	
	Payments	<input type="checkbox"/>	10089	G/L Account	



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	14/127

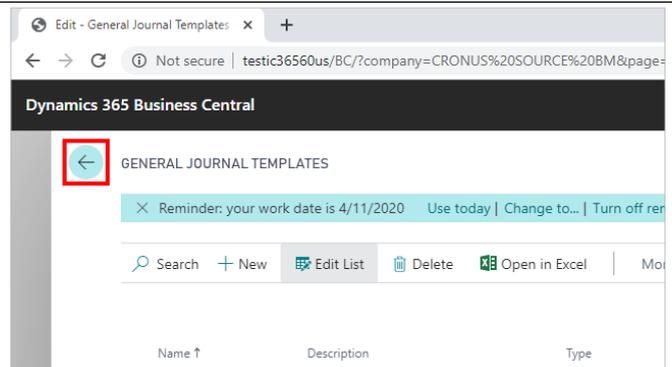
Click on the link in cell **ID** with the value **23001090**

Type	Recurr...	Test Report ID	Bal. Account Type	Bal. Account No.
Assets	<input type="checkbox"/>	2	G/L Account	
Cash Receipts	<input type="checkbox"/>	2	G/L Account	
General	<input type="checkbox"/>	23001090	G/L Account	
Payments	<input type="checkbox"/>			

ID ↑	Object Caption
23001090	General Journal IC - Test

Select record "23001090"

Click on the back button



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

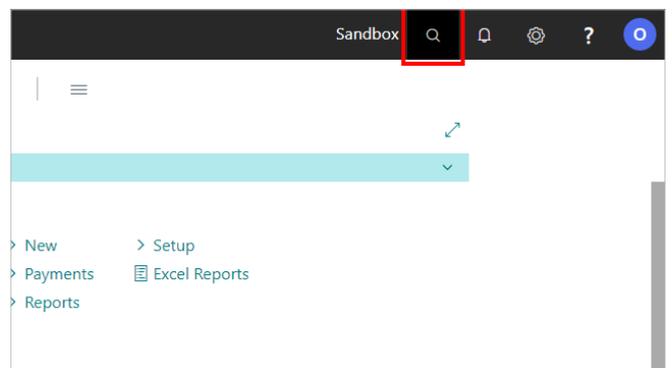
2.2. How to Setup Intercompany Users

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

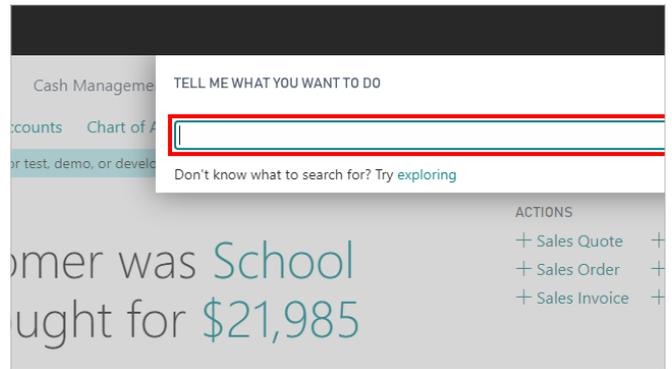
Click on the link **Search**



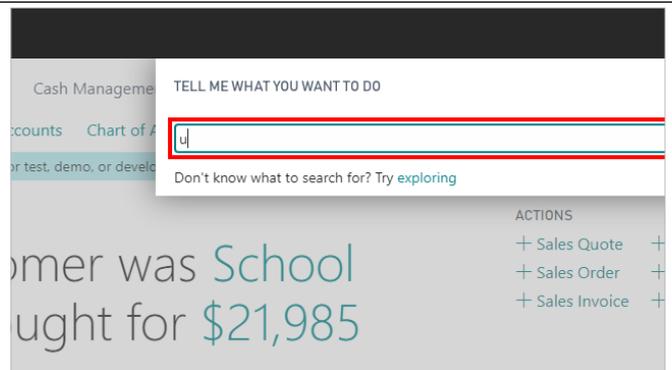


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	15/127

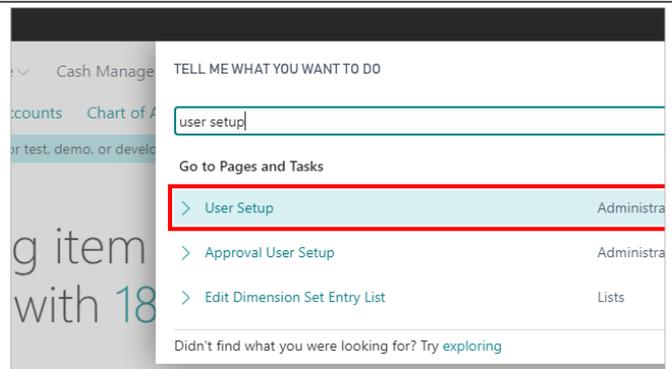
Click on the field **Type** to start search:



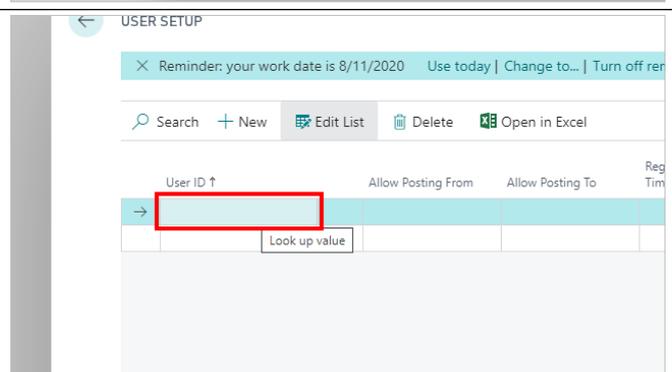
Enter **User setup**.



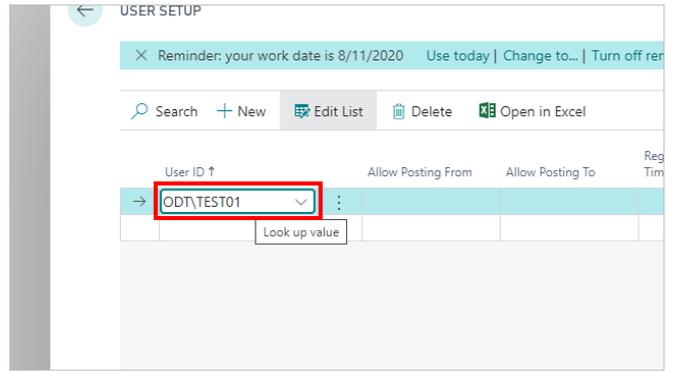
Click on **User Setup Administration** □



Click on the cell **User ID**

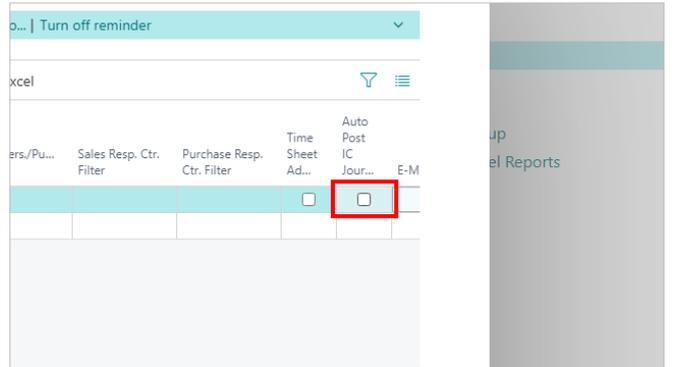


Add the User that will have Intercompany Posting access

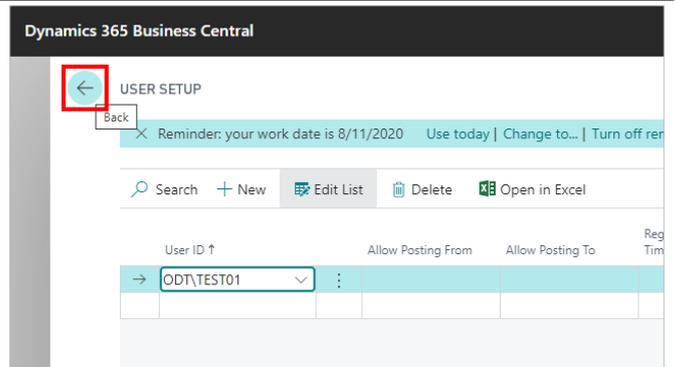


Click on **Auto Post IC Journal** field to add **Check Mark**

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

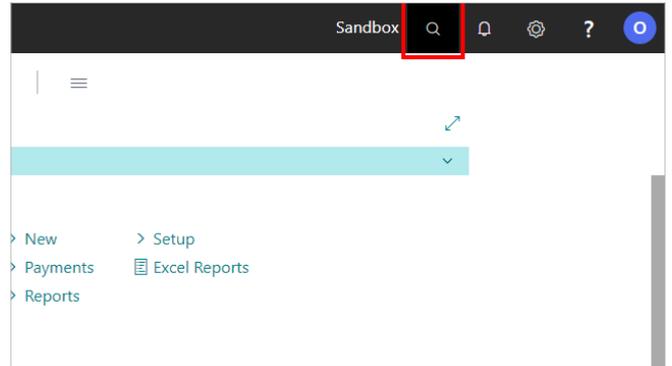
2.3.1. Overview

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

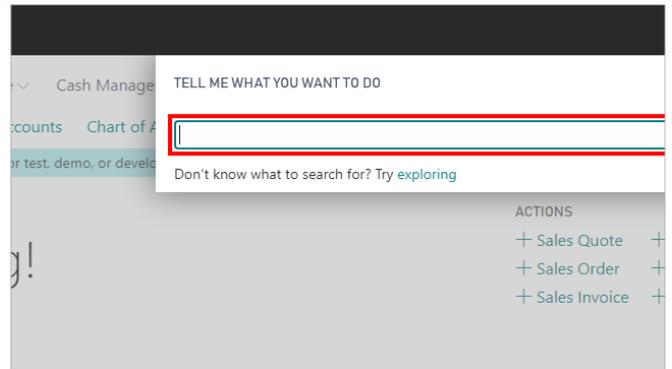
2.3.2. How to Setup Intercompanies

Click on the link **Search**

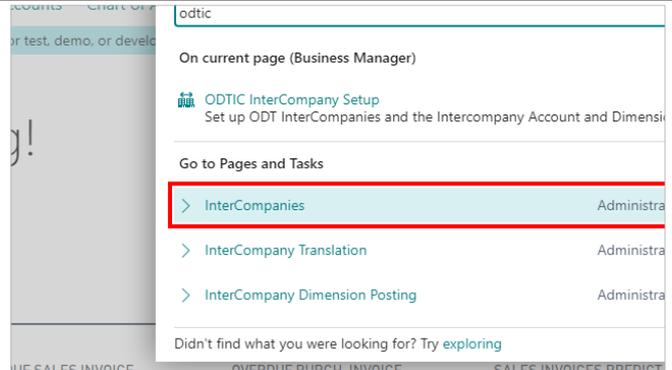


Click on the field **Type to start search:**

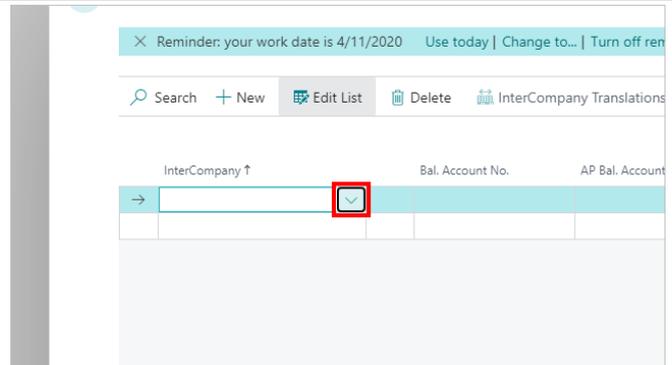
Enter ODTIC



Click on **InterCompanies Administration**



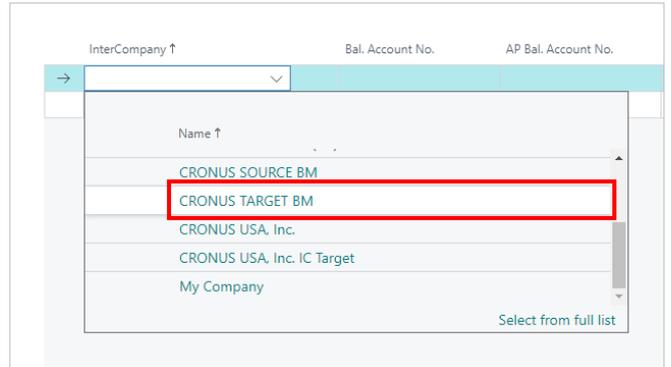
Click on the lookup button in the cell **InterCompany**



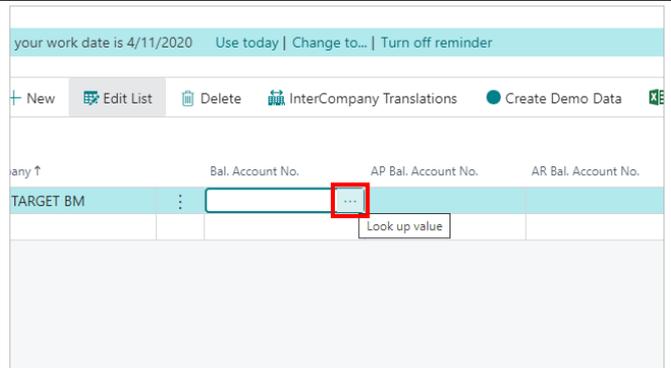


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	18/127

Select your Target company that you will use for Intercompany transactions

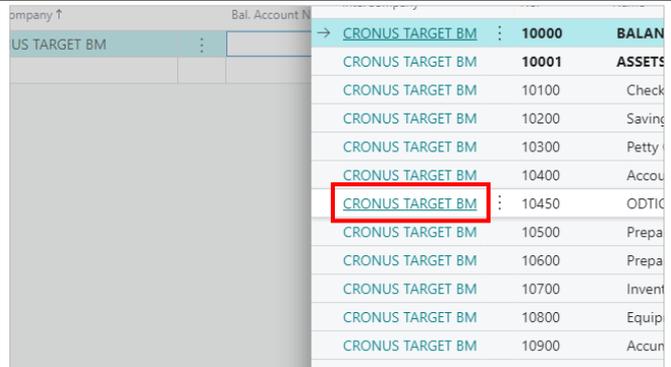


Click on the lookup button in the cell **Balance Account No.**

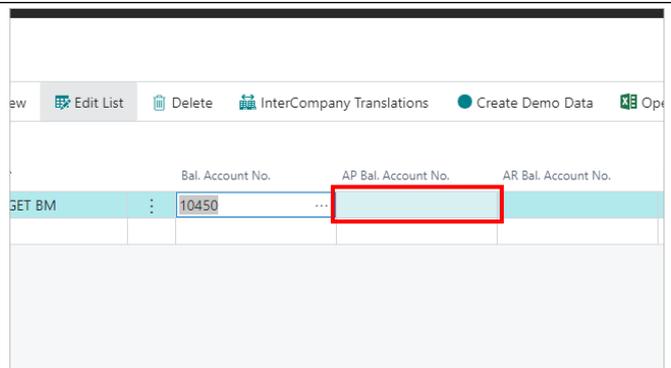


Choose the Balance Account for Intercompany Journals.

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.**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	19/127

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.

	Bal. Account No.	AP Bal. Account No.	AR Bal. Account No.
GET BM	10450		...

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

	Bal. Account No.	AP Bal. Account No.	AR Bal. Account No.	Bank Bal. Account No.
	10450	10450		...

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.

	AP Bal. Account No.	AR Bal. Account No.	Bank Bal. Account No.	IC General Journal Template
	10450		...	

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

	AP Bal. Account No.	AR Bal. Account No.	Bank Bal. Account No.	IC General Journal Template
	10450	10450		



Open Door Technology Inc.		
		June 16, 2021
ODT Intercompany Help		20/127

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

AR Bal. Account No.	Bank Bal. Account No.	IC General Journal Template	IC General Journal Batch
10450	<input type="text"/>	...	

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.

Company	Bal. Account No.				
CRONUS TARGET BM	10450	→	CRONUS TARGET BM	10000	BALAN
			CRONUS TARGET BM	10001	ASSETS
			CRONUS TARGET BM	10100	Check
			CRONUS TARGET BM	10200	Saving
			CRONUS TARGET BM	10300	Petty
			CRONUS TARGET BM	10400	Accou
			CRONUS TARGET BM	10450	ODTIC
			CRONUS TARGET BM	10500	Prepa
			CRONUS TARGET BM	10600	Prepa
			CRONUS TARGET BM	10700	Invent
			CRONUS TARGET BM	10800	Equip
			CRONUS TARGET BM	10900	Accur

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

AR Bal. Account No.	Bank Bal. Account No.	IC General Journal Template	IC General Journal Batch
10450	10450	...	

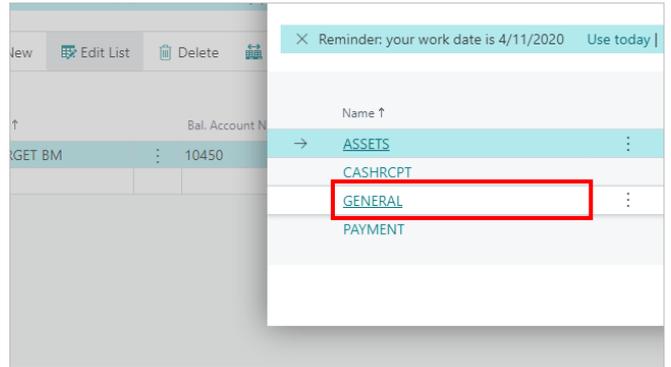
Click on the lookup button in the cell **IC General Journal Template**

Bank Bal. Account No.	IC General Journal Template	IC General Journal Batch	Post Taxes	Allow Multi-Currency
10450	<input type="text"/>	...	<input type="checkbox"/>	<input type="checkbox"/>

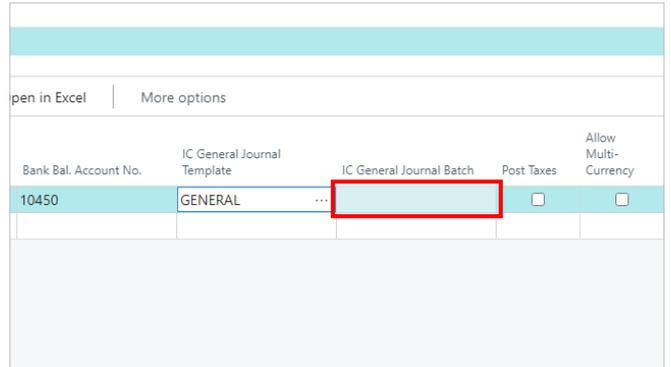


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	21/127

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

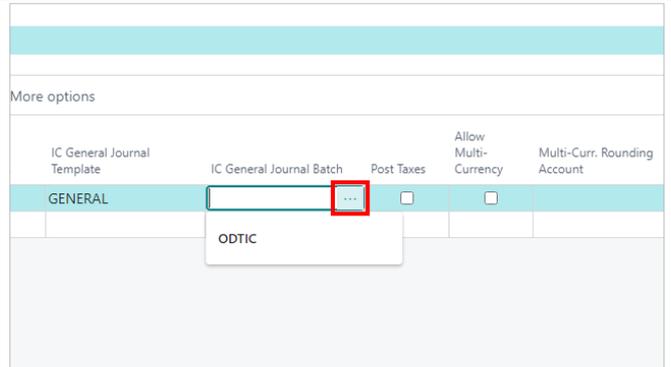


Click on the cell **IC General Journal Batch**

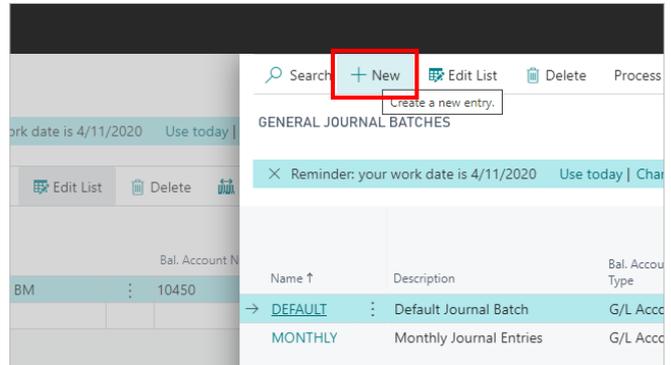


Click on the lookup button in the cell **IC General Journal Batch**

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**

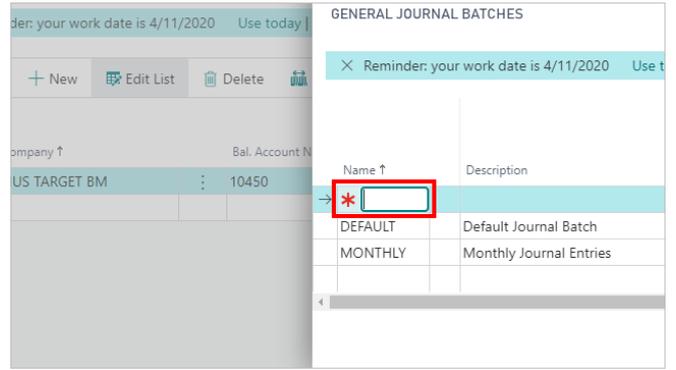




Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	22/127

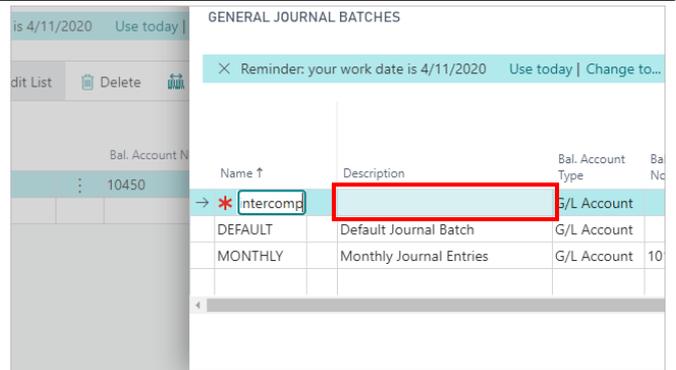
Click on the cell **Name**

Enter INTERCOMP

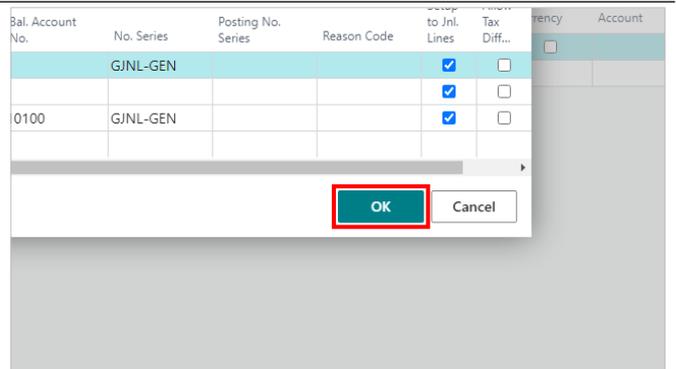


Click on the cell **Description**

Enter "Intercompany Journal Entries"



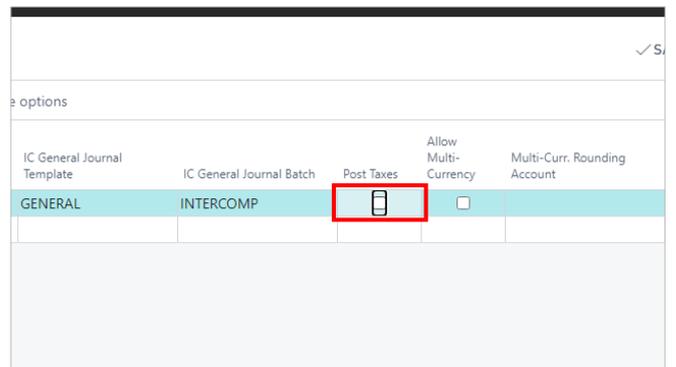
Click on the button **OK**



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**

Batch	Post Taxes	Allow Multi-Currency	Multi-Curr. Rounding Account	Non-Tax Tax Group Code
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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

Code	Description
FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAXABLE	Nontaxable
SUPPLIES	Taxable Olympic Supplies
+ New	

2.3.4. How to Setup Intercompany Multi-currency

Click on **Allow Multi-Currency**

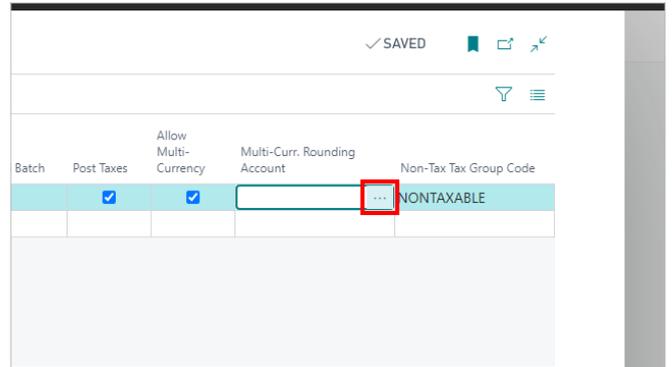
Multi-currency can be enabled for Intercompany transactions. The Exchange Rate in the Source company will be used for these transactions.

Journal	IC General Journal Batch	Post Taxes	Allow Multi-Currency	Multi-Curr. Rounding Account	Non-Tax Tax G
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NONTAXABL

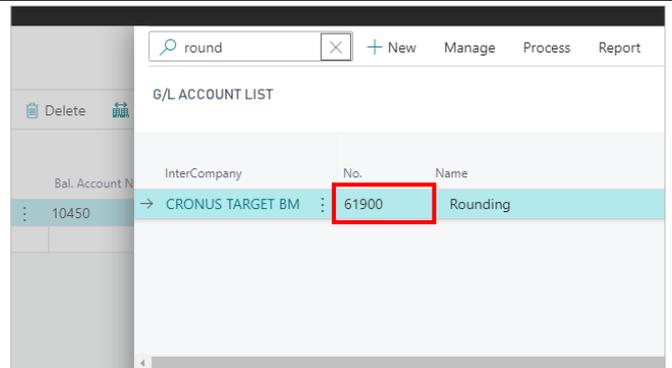
Click on the cell **Multi-Curr. Rounding Account**

IC General Journal Batch	Post Taxes	Allow Multi-Currency	Multi-Curr. Rounding Account	Non-Tax Tax Group Code
INTERCOMP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NONTAXABLE

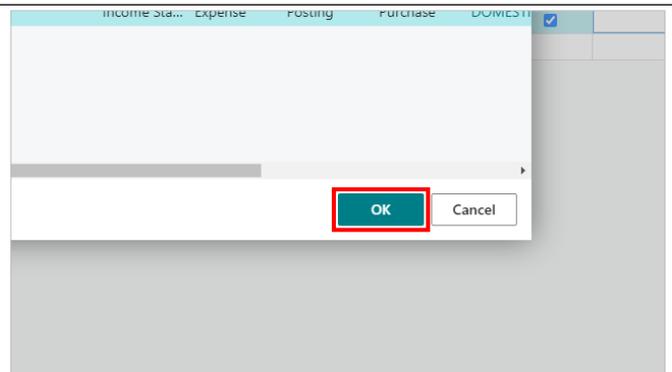
Click on the lookup button in the cell **Multi-Curr. Rounding Account**



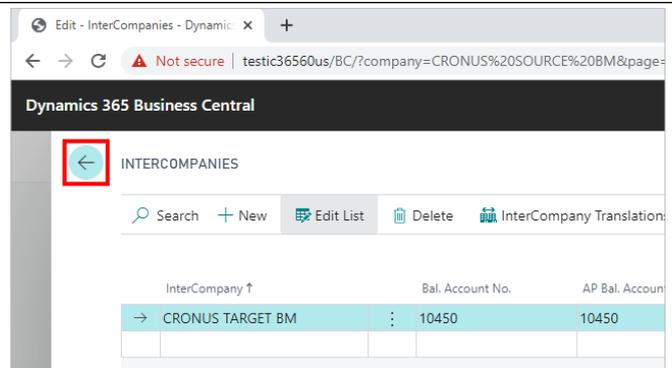
Select the Rounding GL Account in the Target company



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.

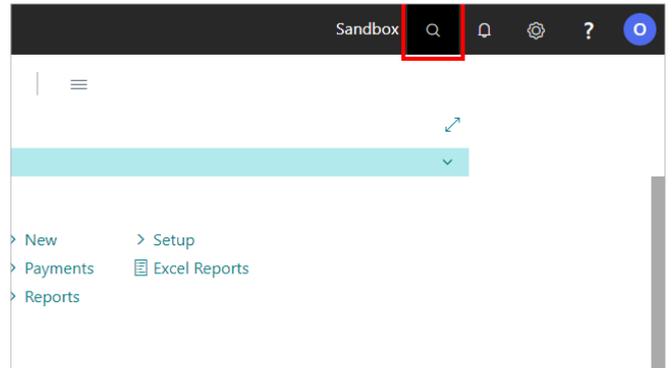
Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	25/127

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

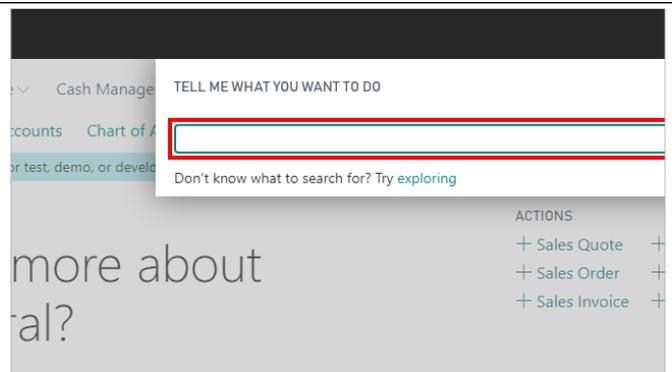
2.4.2. How to Setup Intercompany Translations

Click on the link **Search**

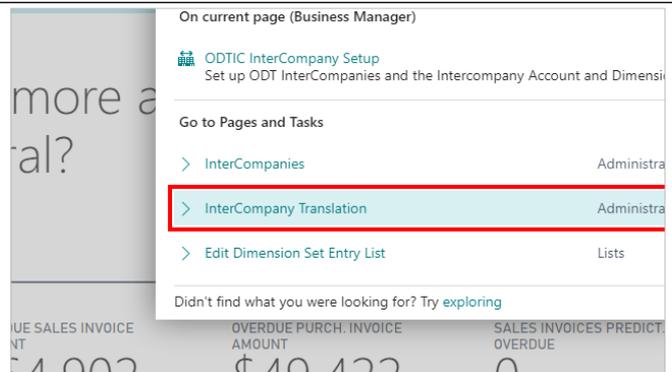


Click on the field **Type to start search:**

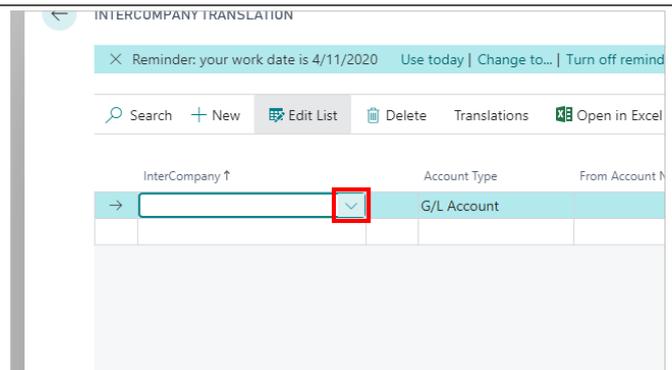
Enter the text ODTIC



Click on **InterCompany Translation Administration**



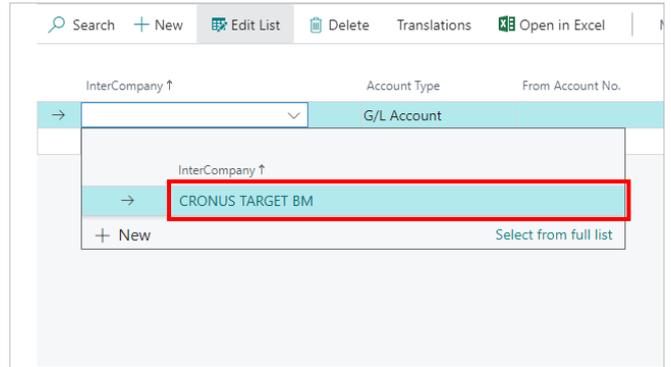
Click on the lookup button in the cell **InterCompany**



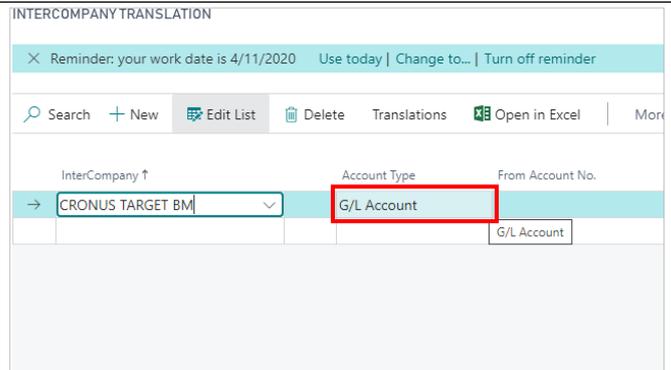


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	26/127

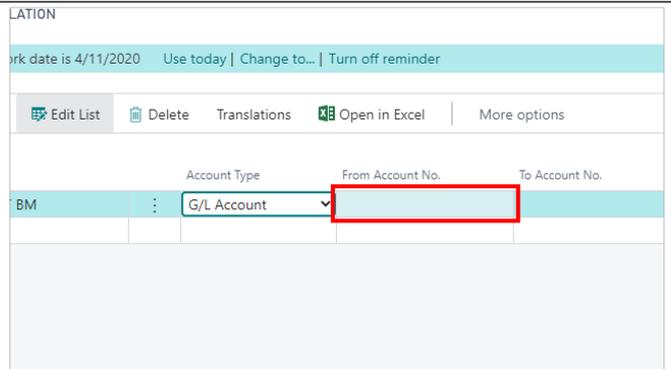
Select the Company that you want to setup Translations for



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

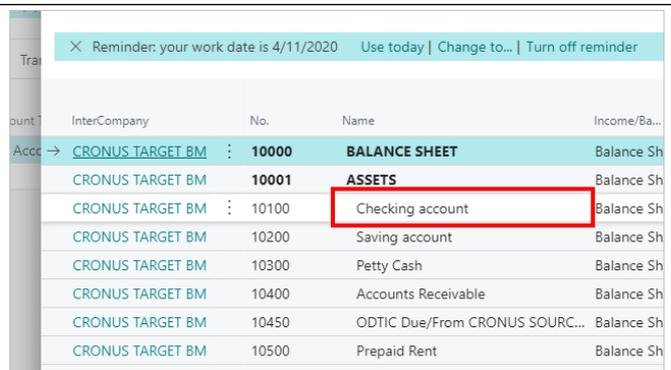


Click on the cell **From Account No.**



Select the Account that the range of Accounts will start from

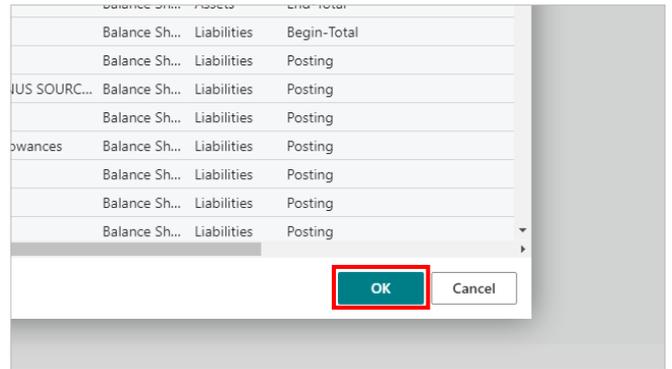
You can select a range of accounts, or just one account. If you would like to enable all the accounts in the Target company then select from the first account in the list to the last account in the list



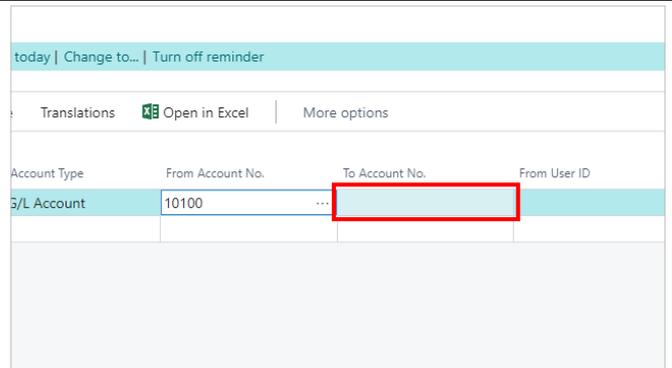


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	27/127

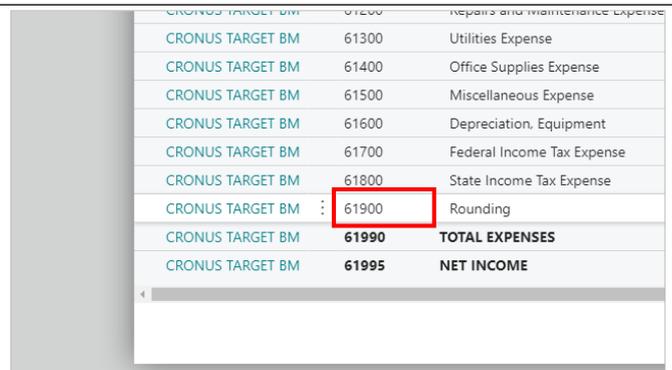
Click on the button **OK**



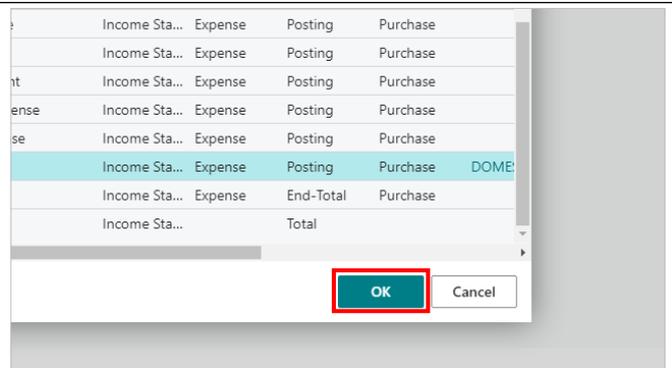
Click on the cell **To Account No.**



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



Open Door Technology Inc.		
		June 16, 2021
ODT Intercompany Help		28/127

Click on the cell **From User ID**

Add the first User in the range

off reminder			
en in Excel More options			
From Account No.	To Account No.	From User ID	To User ID
00	61900		

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

ions			
Account No.	From User ID	To User ID	Posting Account No.
00	ODT\TEST01	ODT\TEST01	0450
INGS			10450

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.

From User ID	To User ID	Posting Account No.	Dimension Translation
ODT\TEST01	ODT\TEST01	10450	0
		10450	

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

From User ID	To User ID	Posting Account No.	Dimension Translation																
			0																
<table border="1"> <thead> <tr> <th>No.</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>10200</td> <td>Saving account</td> </tr> <tr> <td>10300</td> <td>Petty Cash</td> </tr> <tr> <td>10400</td> <td>Accounts Receivable</td> </tr> <tr> <td>10450</td> <td>ODTIC Due/From CRONUS SOURCE</td> </tr> <tr> <td>10500</td> <td>Prepaid Rent</td> </tr> <tr> <td>10600</td> <td>...</td> </tr> <tr> <td colspan="2">+ New</td> </tr> </tbody> </table>				No.	Name	10200	Saving account	10300	Petty Cash	10400	Accounts Receivable	10450	ODTIC Due/From CRONUS SOURCE	10500	Prepaid Rent	10600	...	+ New	
No.	Name																		
10200	Saving account																		
10300	Petty Cash																		
10400	Accounts Receivable																		
10450	ODTIC Due/From CRONUS SOURCE																		
10500	Prepaid Rent																		
10600	...																		
+ New																			

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.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	29/127

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

User ID	Posting Account No.	Dimension Translation	Description
	10450	0	

Open record *0*

Click on the cell **Dimension Code**

EDIT - INTERCOMPANY DIMENSION TRANSLATIONS

Reminder: your work date is 4/11/2020 Use today | Change to... | Turn off reminder

InterCompany	Dimension Code	From Code
CRONUS TARGET BM		

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

EDIT - INTERCOMPANY DIMENSION TRANSLATIONS

Reminder: your work date is 4/11/2020 Use today | Change to... | Turn off reminder

InterCompany	Dimension Code	From Code	To Code
CRONUS TARGET BM			

Select the Dimension Code you would like to use

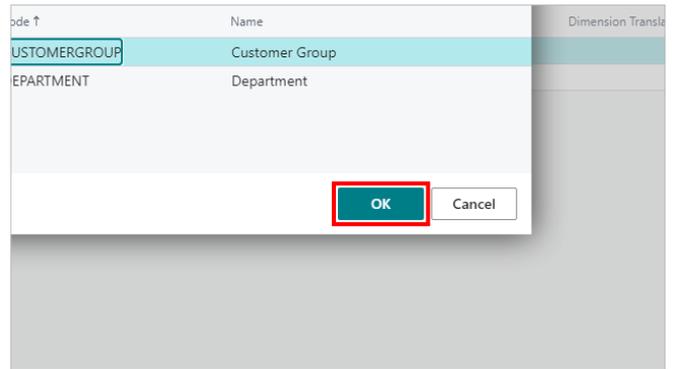
Reminder: your work date is 4/11/2020 Use today | Change to... | Turn off reminder

Company	Code	Name
CRONUS TARGET BM	CUSTOMERGROUP	Customer Group
CRONUS TARGET BM	DEPARTMENT	Department

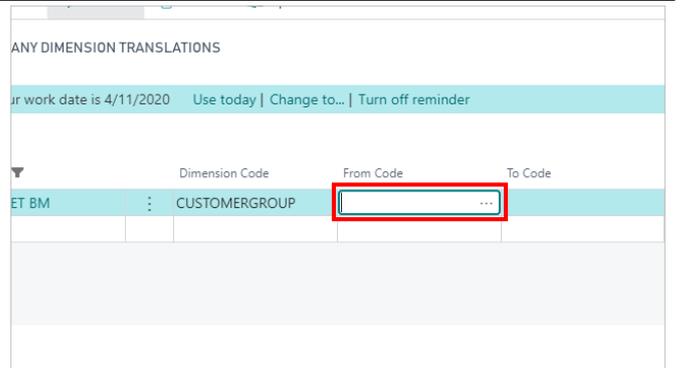


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	30/127

Click on the button **OK**

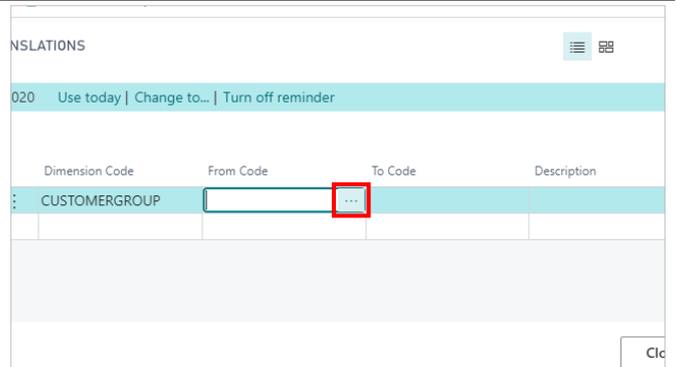


Click on the cell **From Code**

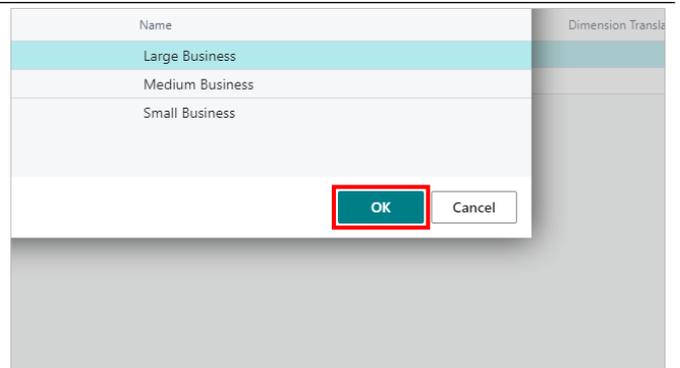


Select the Dimension Value that your range will start from

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**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	31/127

Click on the cell **To Code**

Dimension Code	From Code	To Code	Description
CUSTOMERGROUP	LARGE		

Select the Dimension value that your range will end on

InterCompany	Code	Name
CRONUS TARGET BM	LARGE	Large Business
CRONUS TARGET BM	MEDIUM	Medium Business
CRONUS TARGET BM	SMALL	Small Business

Click on the button **OK**

Repeat these steps to enable more dimensions

- Large Business
- Medium Business
- Small Business

OK Cancel

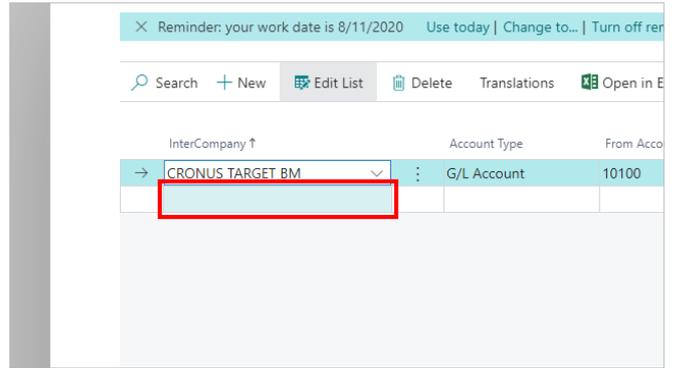
Click on the button **OK**

- Administration
- Production
- Sales

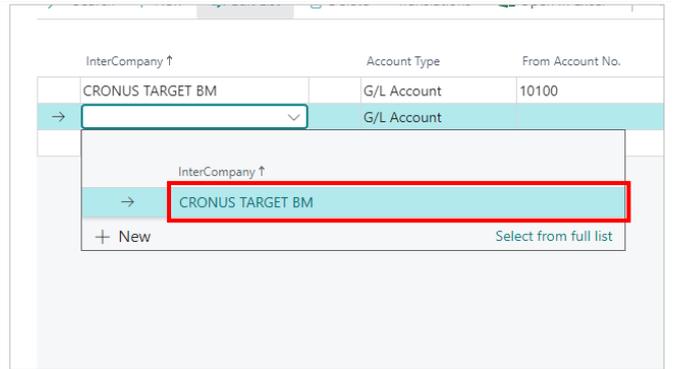
OK Cancel

2.4.4. How to Add Bank Accounts to Intercompany

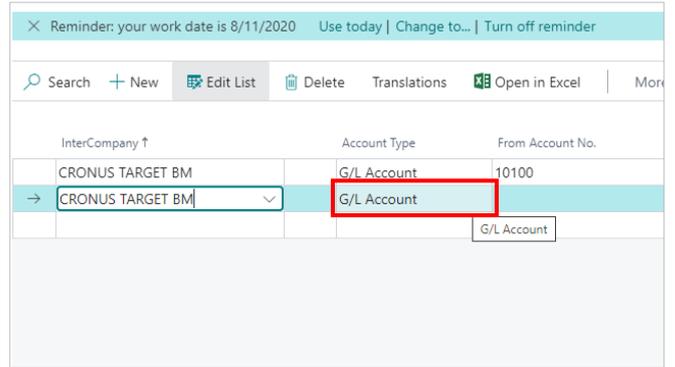
To add Bank Accounts to the Translations, use the following steps on a new line
Click on the cell **InterCompany**



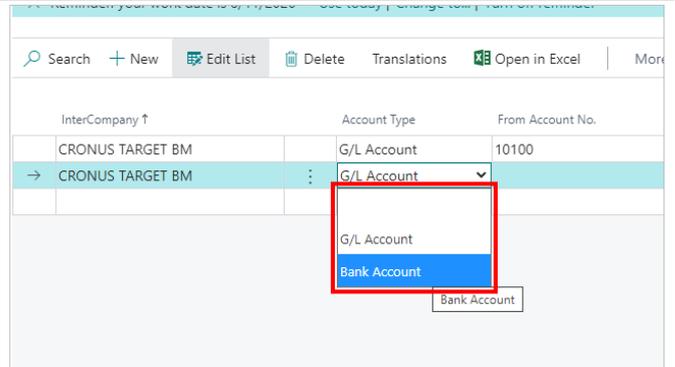
Select your Target company



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



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





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	33/127

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

	Account Type	From Account No.	To Account No.
BM	G/L Account	10100	61900
BM	Bank Account		

Look up value

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

Select the first Bank Account in your range

Account Type	From Account No.	To Account No.	From User ID
G/L Account	10100	61900	
Bank Account	...		

Click on the button **OK**

Phone No.	Contact
	Grant Culbertson
	Grant Culbertson

OK Cancel

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

Account Type	From Account No.	To Account No.	From User ID
G/L Account	10100	61900	
Bank Account	CHECKING	...	



Open Door Technology Inc.	
ODT Intercompany Help	June 16, 2021 34/127

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

From Account No.	To Account No.	From User ID	To User ID
10100	61900		
CHECKING	<input type="text" value="..."/>		

Select the last Bank Account in your range

Company	Account	InterCompany	No. ↑	Name
US TARGET BM	G/L Acco	→ CRONUS TARGET BM	CHECKING	World
US TARGET BM	Bank Acc	CRONUS TARGET BM	SAVINGS	World

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

From User ID	To User ID	Posting Account No.	Dimension Translati
		10450	

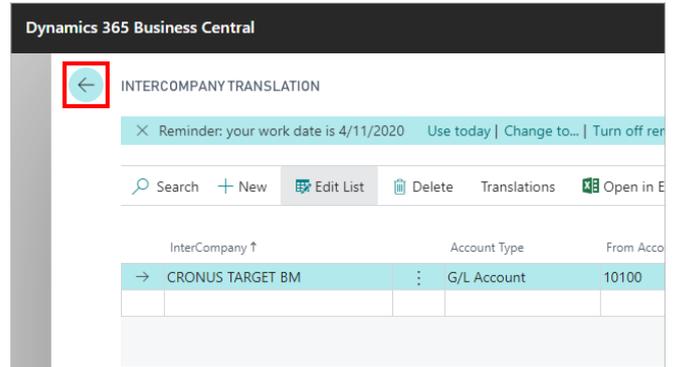
Select the Posting Account No.

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.

No.	Name
10200	Saving account
10300	Petty Cash
10400	Accounts Receivable
10450	ODTIC Due/From CRONUS SOURCE
10500	Select record "10450"

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

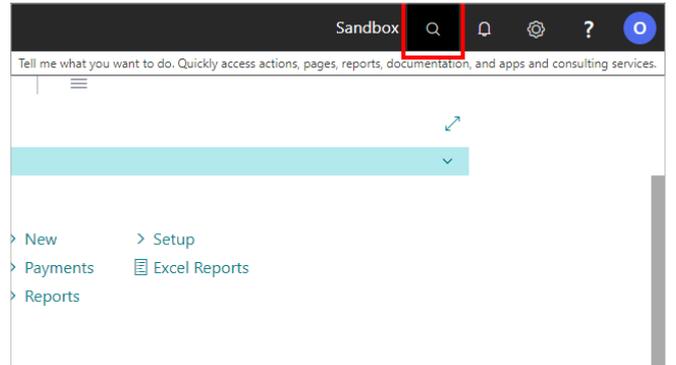
2.5. How to Setup User Level Validation

2.5.1. Overview

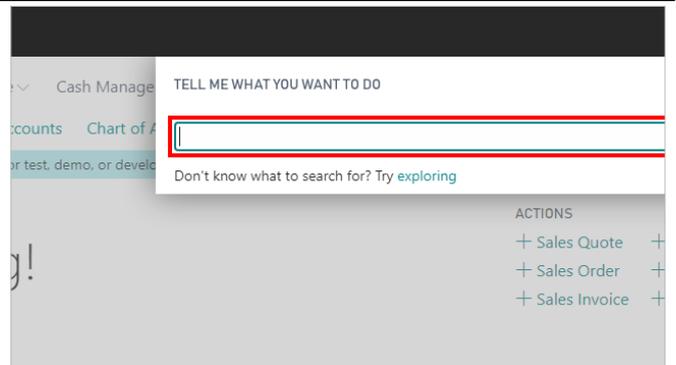
User Level Validation can be setup within each company. This only affects the Source Company posting of Intercompany transactions. If User Level Validation is checked, the Intercompany Translation (From & To User ID) will be validated by user before a transaction can be entered or posted. This functionality 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**



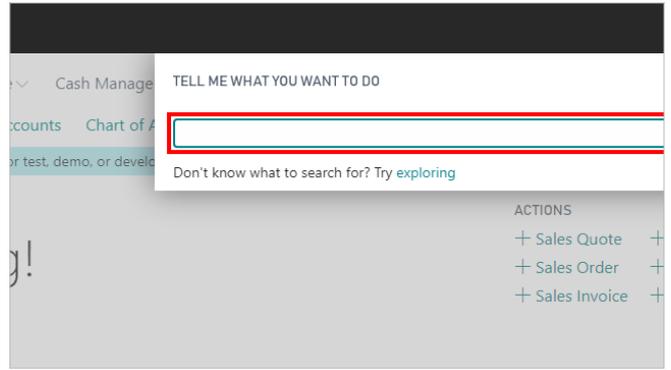
Click on the field **Type to start search:**



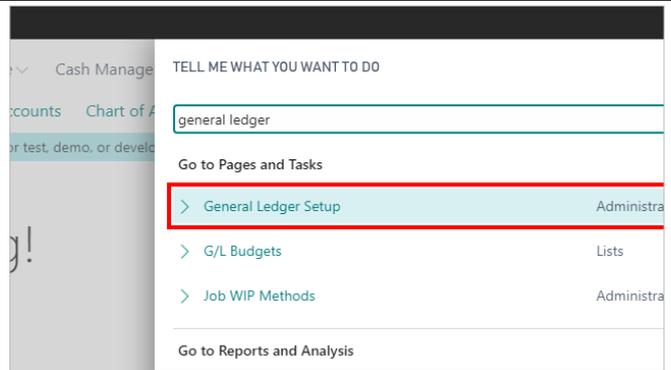


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	36/127

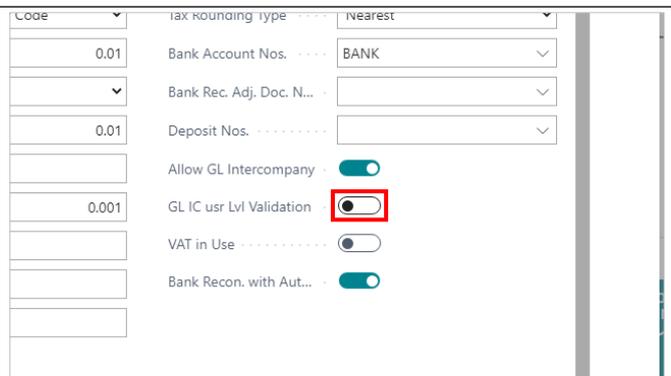
Enter **General Ledger**.



Click on **General Ledger Setup Administration** □



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

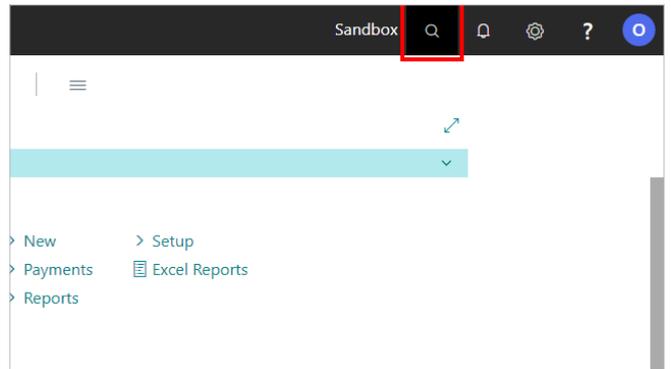


Click on the back button

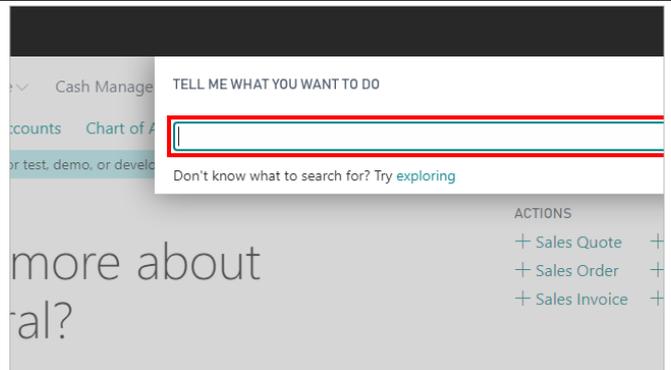


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	37/127

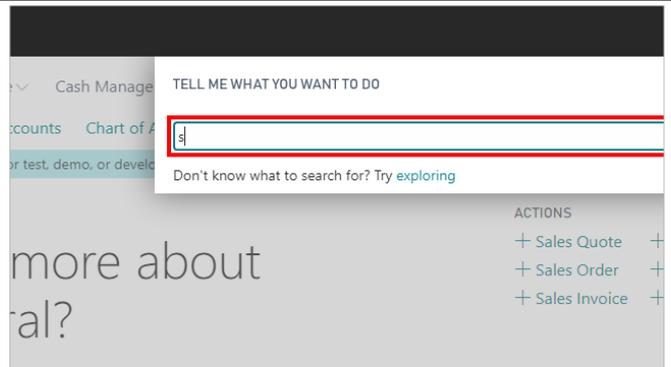
Click on the link **Search**



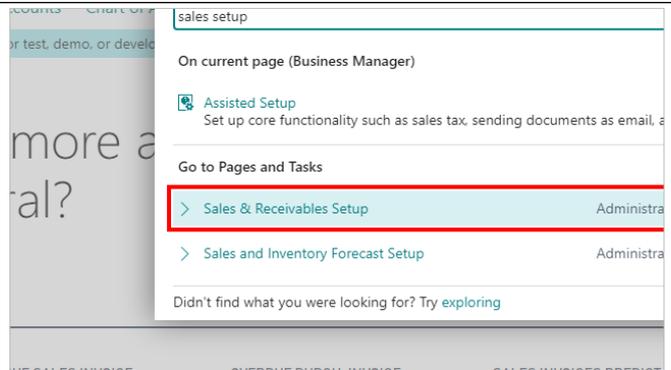
Click on the field **Type to start search:**



Enter **Sales Setup**.



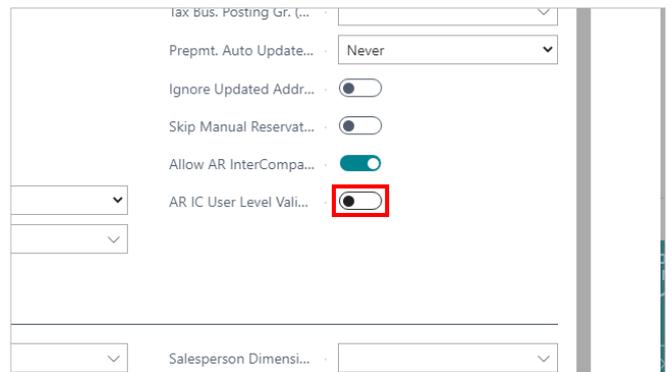
Click on **Sales & Receivables Setup Administration**



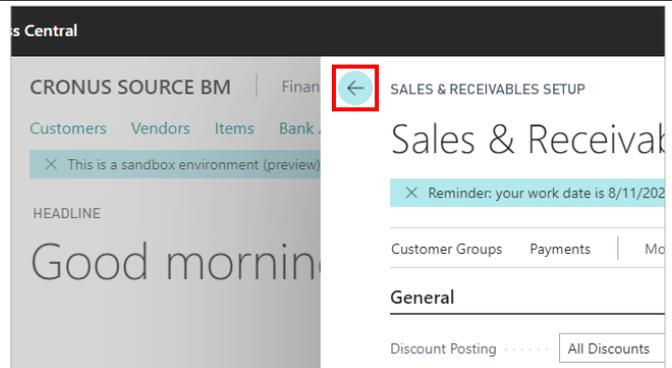


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	38/127

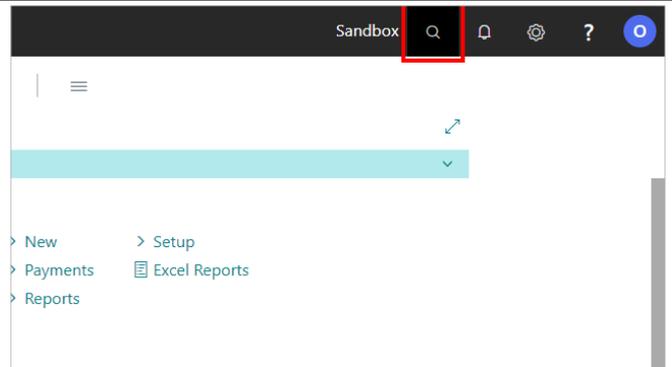
Click on the toggle field **AR IC User Level Validation**



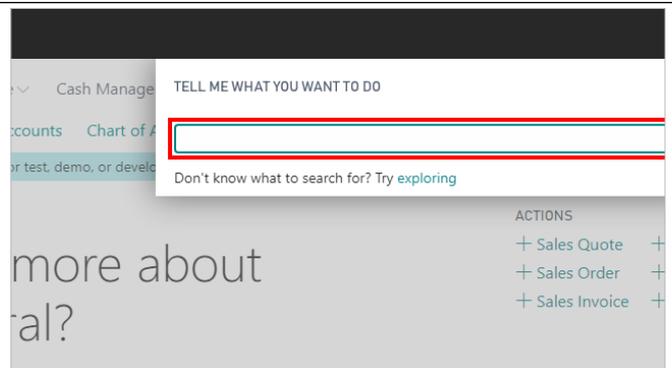
Click on the back button



Click on the link **Search**



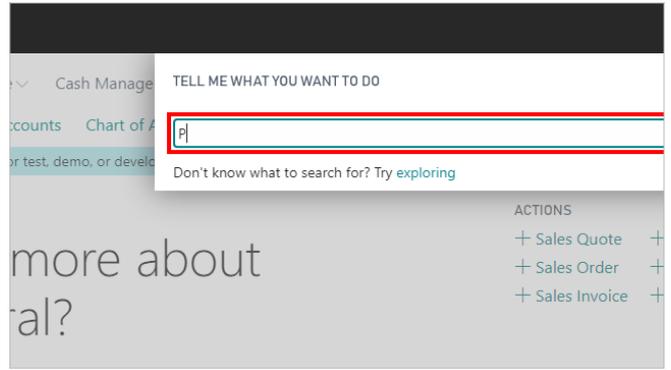
Click on the field **Type to start search:**



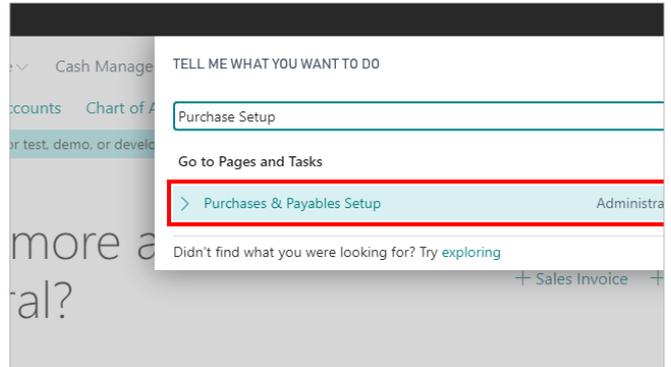


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	39/127

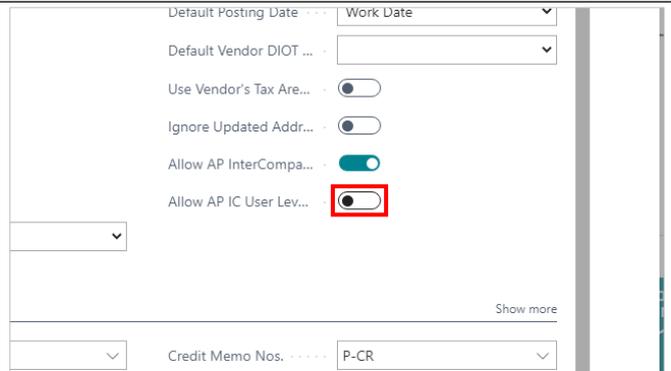
Enter **Purchase Setup**.



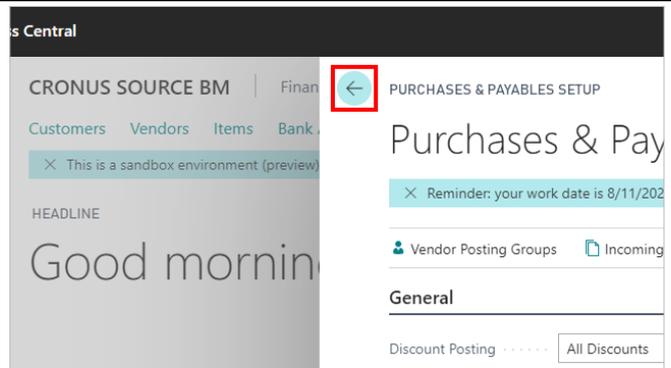
Click on **Purchases & Payables Setup Administration** □



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



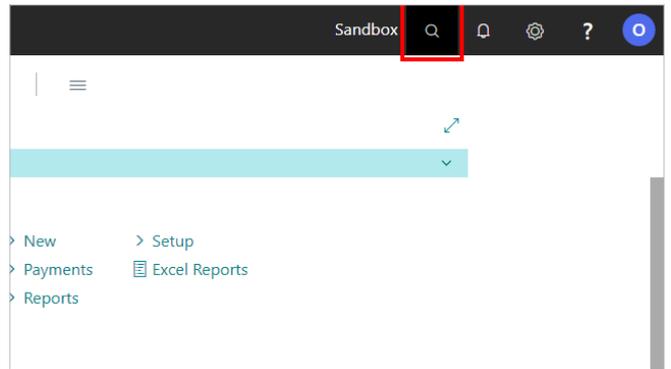
Click on the back button



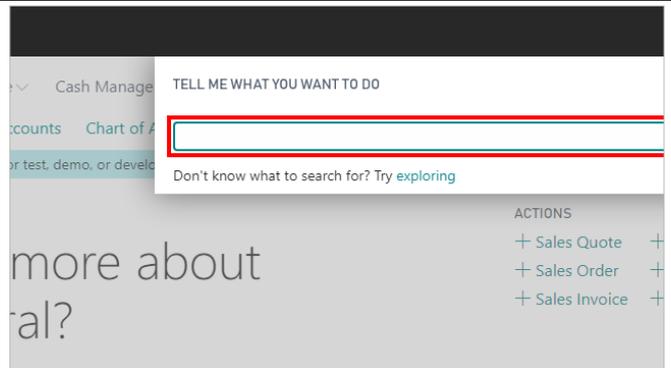


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	40/127

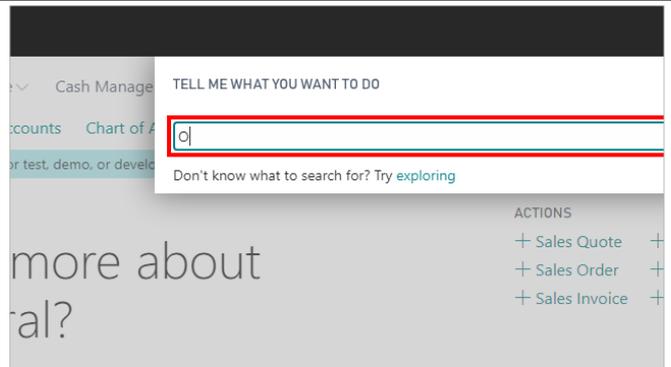
Click on the link **Search**



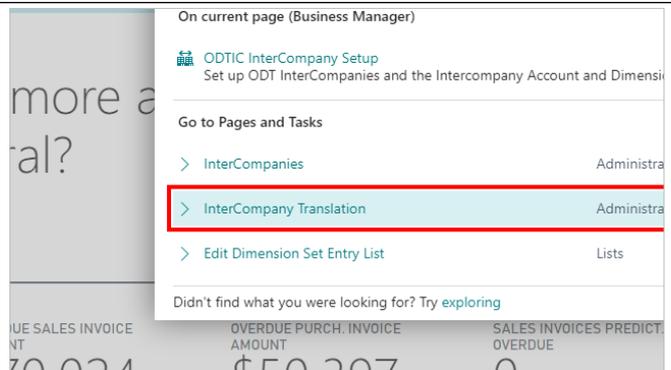
Click on the field **Type to start search:**



Enter **ODTIC**.



Click on **InterCompany Translation Administration**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	41/127

Click on the cell **From User ID**

off reminder			
en in Excel More options			
Account No.	To Account No.	From User ID	To User ID
00	61900		
CKING	SAVINGS	Look up value	

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

off reminder			
en in Excel More options			
Account No.	To Account No.	From User ID	To User ID
00	61900	ODT\TEST01	
CKING	SAVINGS		

Click on the cell **To User ID**

ions			
Account No.	From User ID	To User ID	Posting Account No.
00	ODT\TEST01		0450
INGS			10450

Select the last User in the range of Users

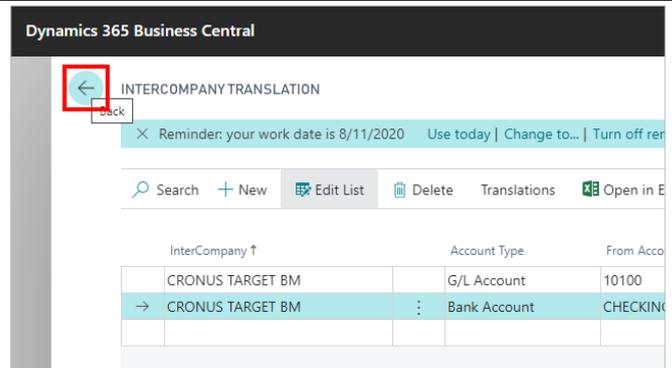
In this example only Test 01 will have Intercompany enabled

ions			
Account No.	From User ID	To User ID	Posting Account No.
00	ODT\TEST01	ODT\TEST01	0450
INGS			10450

Repeat these steps for the other lines

Account No.	From User ID	To User ID	Posting Account No.
00	ODT\TEST01	ODT\TEST01	10450
INGS	ODT\TEST01	ODT\TEST01	0450

Click on the back button



User Validation Setup is now complete

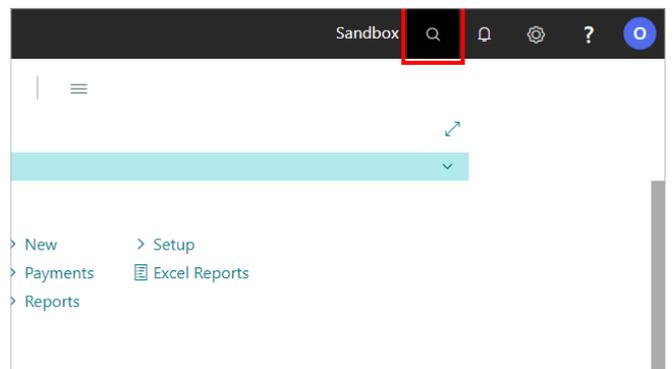
3. Using ODT Intercompany

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

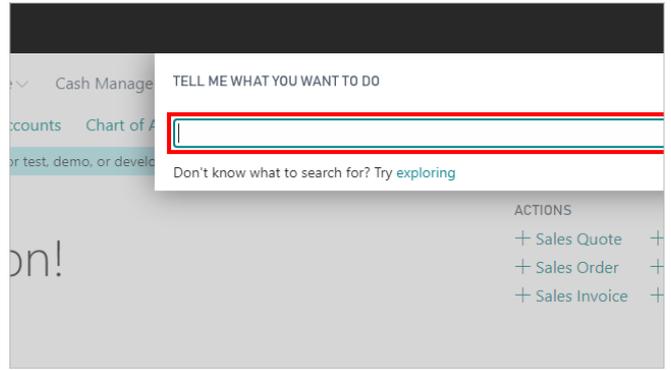
Click on the link **Search**



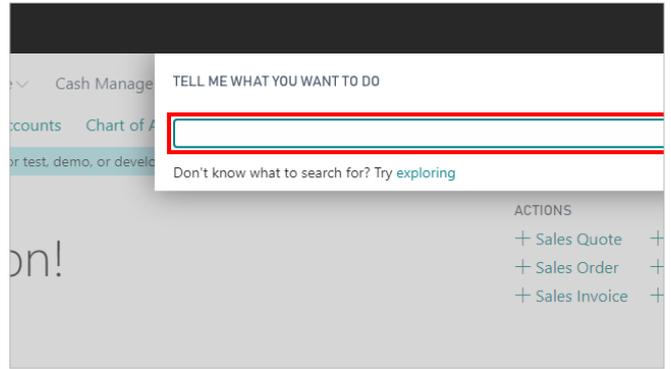


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	43/127

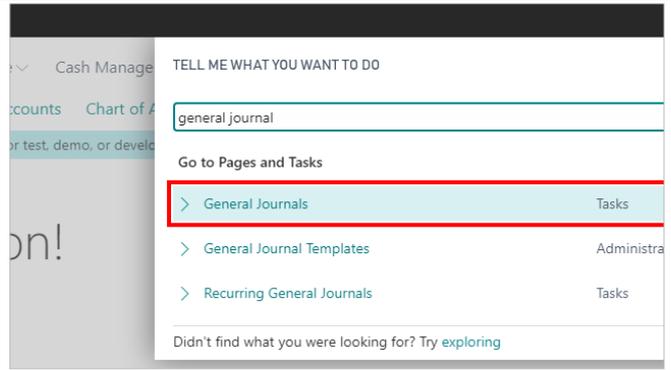
Click on the field **Type** to start search:



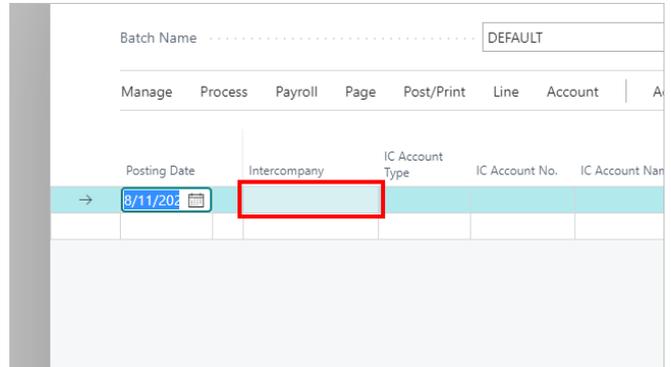
Enter **General Journal**.



Click on **General Journals Tasks** □



Click on the cell **Intercompany**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	44/127

Select the Target company

The screenshot shows a table with columns: Date, Intercompany, IC Account Type, IC Account No., IC Account Name, and Document Type. The 'Intercompany' column has a dropdown menu open, showing 'CRONUS TARGET BM' selected and highlighted with a red box. Other options include '+ New' and 'Select from full list'.

Click on the cell IC Account Type

The screenshot shows the same table as above, but now the 'IC Account Type' column for the selected row has a dropdown menu open, which is highlighted with a red box. The dropdown menu is currently empty.

Select G/L Account

The screenshot shows the same table, with the 'G/L Account' dropdown menu open for the selected row, highlighted with a red box. The dropdown menu shows 'G/L Account' as the selected option.

Click on the cell IC Account No.

The screenshot shows the same table, with the 'IC Account No.' cell for the selected row highlighted with a red box. The dropdown menu for 'G/L Account' is still open.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	45/127

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

Intercompany	IC Account Type	IC Account No.	IC Account Name	Document Type
CRONUS TARGET ...	G/L Account	<input type="text" value="..."/>		

Select the G/L Account in the Target company

IC Account Type	IC Account No.	IC Account Name
CRONUS TARGET BM	50100	Cost of Materials
CRONUS TARGET BM	50200	Cost of Labor
CRONUS TARGET BM	50300	Job Costs
CRONUS TARGET BM	50399	Job Costs Applied
CRONUS TARGET BM	50990	TOTAL COST OF GOODS SOLD
CRONUS TARGET BM	60001	EXPENSES
CRONUS TARGET BM	60100	Rent Expense
CRONUS TARGET BM	60200	Advertising Expense
CRONUS TARGET BM	60300	Interest Expense
CRONUS TARGET BM	60400	Bank Charges and Fees
CRONUS TARGET BM	60500	Processing Fees
CRONUS TARGET BM	60600	Bad Debt Expense

Click on the button **OK**

Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase

Click on the cell **Document No.**

IC Account Name	Document Type	Document No.	Account Type	Account No.
Rent Expense	G/L Account	<input type="text" value="..."/>	G/L Account	10450



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	46/127

Enter the Document No.

IC Account Name	Document Type	Document No.	Account Type	Account No.	Account
Rent Expense		<input type="text"/>	G/L Account	10450	

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

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type	B	N
	<input type="checkbox"/>			0.00	0.00	G/L Account		

Enter the amount

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type	B	N
	<input type="checkbox"/>			<input type="text" value="0.00"/>	0.00	G/L Account		

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
		<input type="text"/>			



Open Door Technology Inc.		
		June 16, 2021
ODT Intercompany Help		47/127

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code
		<input type="text" value="..."/>			

Select the dimension value in the Target company

Change to... | Turn off reminder

- Administration
- Production
- Sales**

OK Cancel

Click on the button **OK**

Name

- Administration
- Production
- Sales**

OK Cancel

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code
		SALES	<input type="text" value="..."/>		



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	48/127

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

Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC Shortcut Dim 5 Code
SALES		...			

Select the dimension value in the Target company

Change to... | Turn off reminder

Name

- Large Business
- Medium Business
- Small Business**

OK Cancel

Click on the button **OK**

Name

- Large Business
- Medium Business
- Small Business**

OK Cancel

Click on the cell Posting Date on the next line

Batch Name DEFAULT

Manage Process Payroll Page Post/Print Line Account A

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
→ 8/11/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	49/127

Select the posting date

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
8/11/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense

→ 8/11/2020

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Go to today Done

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

Document Type	Document No.	Account Type	Account No.	Account Name
	TEST01	G/L Account	10450	
	TEST01	G/L Account		

Select the G/L Account in the Source company

Document Type	Document No.	Account Type	Account No.	Account Name
	TEST01	G/L Account	10450	Rent
	TEST01	G/L Account		

No.	Name
50200	Cost of Labor
50300	Job Costs
50399	Job Costs Applied
60100	Rent Expense
602	Select record "60100" Expense

+ New

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

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type
	<input type="checkbox"/>			100.00	100.00	G/L Account
	<input type="checkbox"/>		NONTAXABLE	0.00	0.00	G/L Account



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	50/127

Enter the amount

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type
	<input type="checkbox"/>			100.00	100.00	G/L Account
	<input type="checkbox"/>		NONTAXABLE	<input type="text" value="0.00"/>	0.00	G/L Account

Click on the cell **Department Code**

Code	Corr...	Comment	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC D
	<input type="checkbox"/>				SALES	SM
	<input type="checkbox"/>		<input type="text"/>			

Select the dimension value in the Source company

Bal. Gen. Posting Type	Bal. Gen. Bus. Posting Group	Bal. Gen. Prod. Posting Group	Deferral Code	Corr...	Comment
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Code	Name
→ ADM	Administration
<input type="text" value="PROD"/>	Production
SALES	Sales

Click on the cell **Customergroup Code**

Comment	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC D
			SALES	SMALL	
	PROD	<input type="text"/>			



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	52/127

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

Manage Process Payroll Page Post/Print Line Account Actions					
Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name	
8/11/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense	
→ 8/11/2020	⋮ IUS TARGET BM	⌵			

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

Manage Process Payroll Page Post/Print Line Account Actions					
Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name	
8/11/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense	
→ 8/11/2020	⋮ CRONUS TARGET ...	⌵			

G/L Account
Bank Account
 Bank Account

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

Manage Process Payroll Page Post/Print Line Account Actions Navigate					
Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name	
1/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense	
1/2020	⋮ CRONUS TARGET ...	Bank Acco	⌵		

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

Process Payroll Page Post/Print Line Account Actions Navigate Fewer opt					
Intercompany	IC Account Type	IC Account No.	IC Account Name	Document Type	
CRONUS TARGET ...	G/L Account	60100	Rent Expense		
⋮ CRONUS TARGET ...	Bank Acco	⌵			



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	53/127

Select the bank account in the Target company

InterCompany	No. ↑	Name
→ CRONUS TARGET BM	CHECKING	World Wide Bank
CRONUS TARGET BM	SAVINGS	World Wide Bank

Click on the button **OK**

Phone No.	Contact
	Grant Culbertson
	Grant Culbertson

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

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type	B
	<input type="checkbox"/>			100.00	100.00	G/L Account	
	<input type="checkbox"/>		NONTAXABLE	100.00	100.00	G/L Account	
	<input type="checkbox"/>			0.00	0.00	G/L Account	

Enter the amount

Code	Tax Liabile	Tax Area Code	Tax Group Code	Amount	Amount (\$)	Bal. Account Type	B
	<input type="checkbox"/>			100.00	100.00	G/L Account	
	<input type="checkbox"/>		NONTAXABLE	100.00	100.00	G/L Account	
	<input type="checkbox"/>			0.00	0.00	G/L Account	



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	54/127

Click on Actions

The screenshot shows a software interface with a table of data. A red box highlights the 'Actions' menu item in the top navigation bar. Below the table, there are columns for 'IC Account No.', 'IC Account Name', 'Document Type', 'Document No.', and 'Account Type'. The table contains two rows of data.

IC Account No.	IC Account Name	Document Type	Document No.	Account Type	Account
60100	Rent Expense		TEST01	G/L Account	1045
			TEST01	G/L Account	6010

Click on Functions

The screenshot shows the 'Functions' menu open in the software interface. A red box highlights the 'Functions' menu item. The menu includes options like 'Bank', 'Application', 'Payroll', and 'Request Approval'. Below the menu, there is a table with columns for 'Posting Date', 'Type', 'IC Account No.', and 'IC Account Name'. The table contains two rows of data.

Posting Date	Type	IC Account No.	IC Account Name
8/11/2020	G/L Account	60100	Rent Expense
8/11/2020	Bank Account CHECKING		World Wide Bank

Click on Test Report

The screenshot shows the 'Functions' menu with the 'Test Report...' option highlighted by a red box. Other options in the menu include 'Renumber Document Numbers', 'Insert Conv. \$ Rndg. Lines', 'Get Standard Journals...', 'Save as Standard Journal...', 'Post', 'Preview Posting', 'Post and Print', and 'Deferral Schedule'.

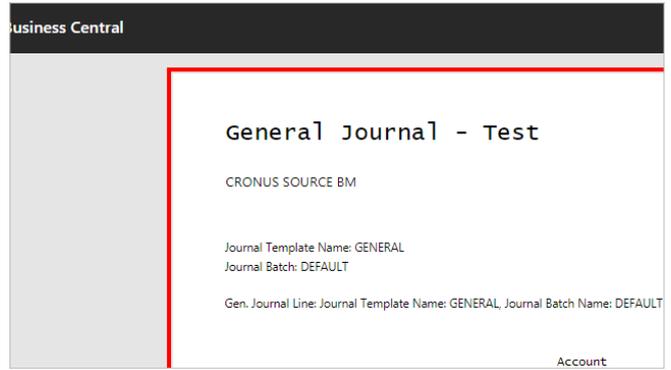
Click on the button **Preview**

The screenshot shows a dialog box with a 'Date' field at the top. At the bottom of the dialog box, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'. The 'Preview' button is highlighted with a red box.

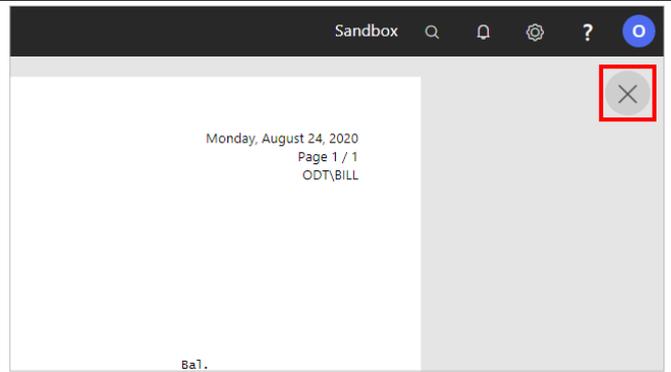


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	55/127

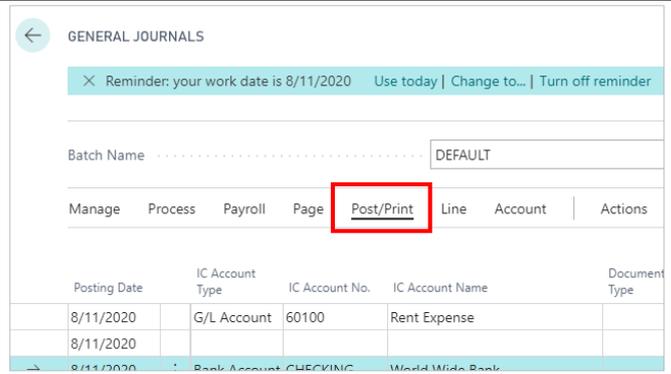
This is an I/C Test Report. If your report does not have the Intercompany values then go to the How to Enable Intercompany video and review the setup for General Journal Test Report



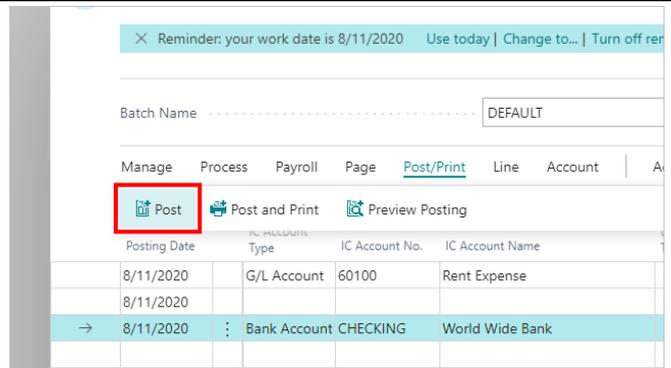
Close the test report



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



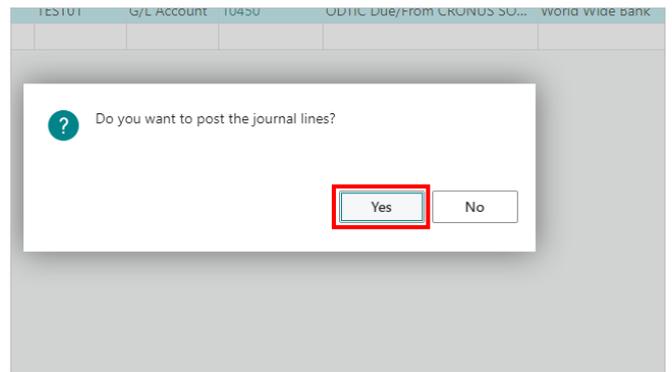
Click on the navigation menu item **Post**



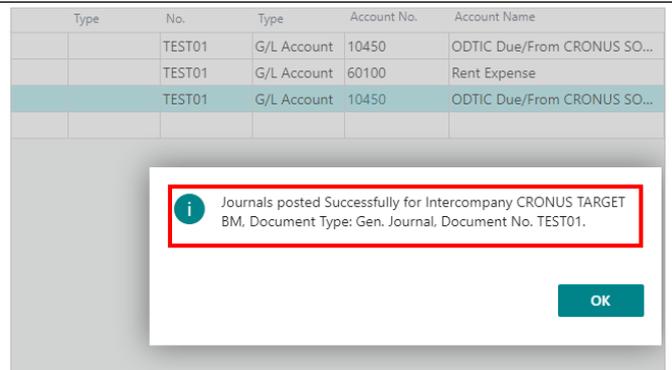


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	56/127

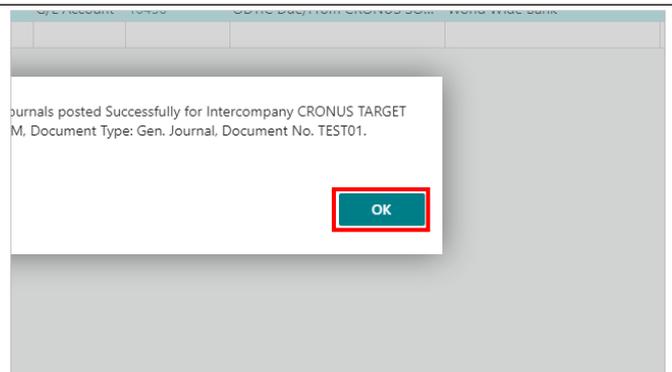
Click on the button **Yes**



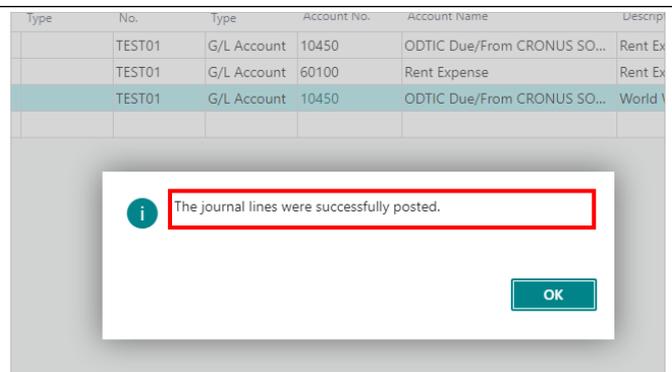
The message will appear to indicate that the Journal has been posted successfully in the Target company. If this message does not appear then review the setup videos



Click on the button **OK**



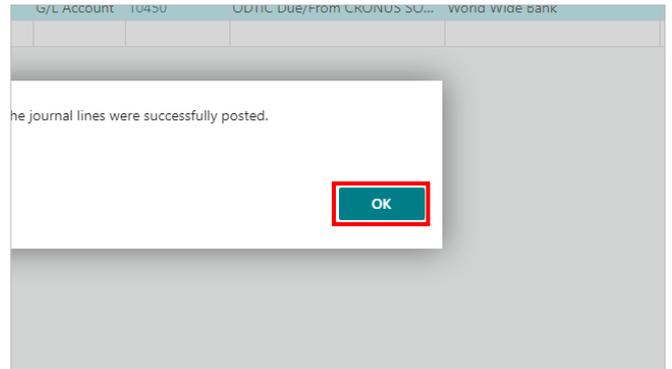
A second message will appear to indicate that the journal lines were posted successfully





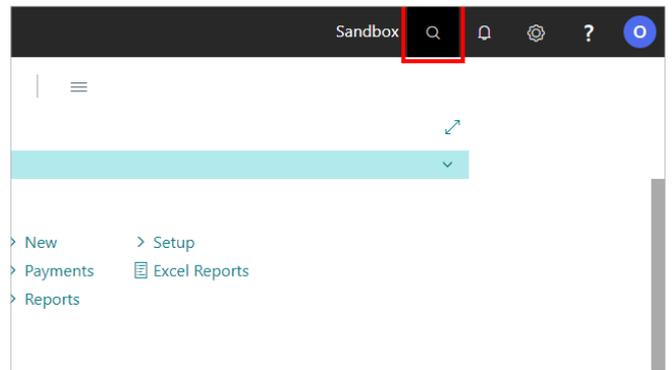
Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	57/127

Click on the button **OK**

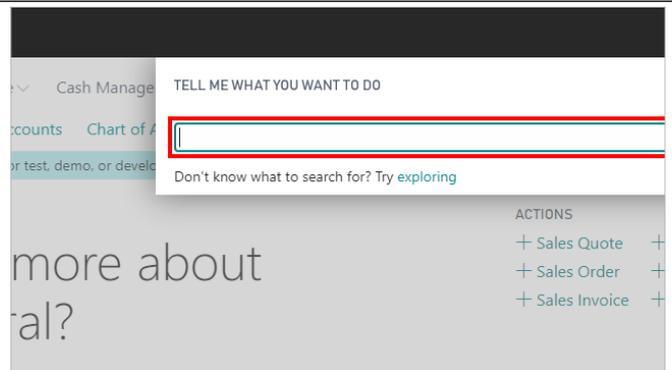


3.1.2. How to Create Intercompany Recurring General Journals

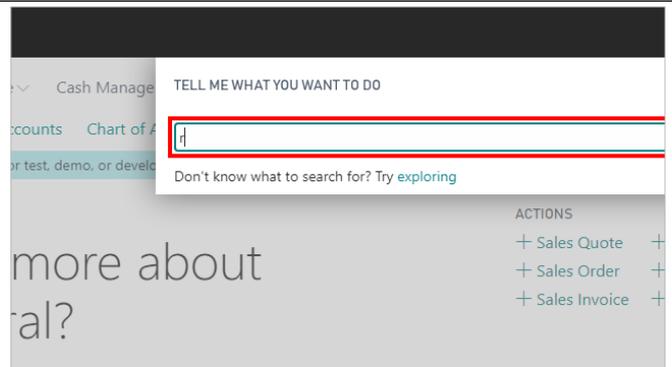
Click on the link **Search**



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



Enter **Type** to start search:.





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	58/127

Click on **Recurring General Journals Tasks**

recurring journal

Go to Pages and Tasks

- > Recurring Job Journal Tasks
- > Recurring Item Journal Tasks
- > **Recurring General Journals Tasks**

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

Click on the cell **Intercompany**

Recurring Method	Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.
V Variable	1D+1M-1D	7/31/2020			

Enter the Target company

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name	Docu Type
7/31/2020					

InterCompany ↑

- **CRONUS TARGET BM**
- + New
- Select record "CRONUS TARGET BM"
- Select from full list

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

Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
1D+1M-1D	7/31/2020	US TARGET BM			



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	59/127

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

Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
1D+1M-1D	8/11/2020	CRONUS TARGET ...	G/L Account		
			Bank Account		

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

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
7/31/2020	CRONUS TARGET ...	G/L Accou		

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

Intercompany	IC Account Type	IC Account No.	IC Account Name	Document Type
CRONUS TARGET ...	G/L Accou	...		

Select the G/L Account in the Target company

CRONUS TARGET BM	50100	Cost of Materials
CRONUS TARGET BM	50200	Cost of Labor
CRONUS TARGET BM	50300	Job Costs
CRONUS TARGET BM	50399	Job Costs Applied
CRONUS TARGET BM	50990	TOTAL COST OF GOODS SOLD
CRONUS TARGET BM	60001	EXPENSES
CRONUS TARGET BM	60100	Rent Expense
CRONUS TARGET BM	60200	Advertising Expense
CRONUS TARGET BM	60300	Interest Expense
CRONUS TARGET BM	60400	Bank Charges and Fees
CRONUS TARGET BM	60500	Processing Fees
CRONUS TARGET BM	60600	Bad Debt Expense



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	61/127

Enter an Amount

Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (\$)	Allocated Amt. (\$)
			<input type="text"/>	0.00	0.00

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

Expiration Date	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
			<input type="text"/>			

Look up value

Select a Dimension value in the Target company

Change to... | Turn off reminder

Name

- Administration
- Production
- Sales

OK Cancel

Click on the button **OK**

Name

- Administration
- Production
- Sales

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	62/127

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC D
		ADM	...			

Look up value

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC Shortcut Dim 5 Code
		ADM	...			

Select a Dimension value in the Target company

Change to... | Turn off reminder

Name
Large Business
Medium Business
Small Business

OK Cancel

Click on the button **OK**

Name
Large Business
Medium Business
Small Business

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	63/127

Click on the cell Intercompany on the next line

Manage	Post/Print	Line	Account	More options	
Recurring Method	Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.
V Variable	1D+1M-1D	7/31/2020	CRONUS TARGET ...	G/L Account	60100

Select the Target company

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name	Docu Type
7/31/2020	CRONUS TARGET ...	G/L Account	60100		
7/31/2020	<input type="text" value="CRONUS TARGET ..."/>				

InterCompany ↑

→ CRONUS TARGET BM

+ New Select from full list

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

Print	Line	Account	More options		
Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
1D+1M-1D	7/31/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense
1D+1M-1D	7/31/2020	CRONUS TARGET ...	<input type="text" value="G/L Account"/>		

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

Print	Line	Account	More options		
Recurring Frequency	Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
1D+1M-1D	7/31/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense
1D+1M-1D	7/31/2020	CRONUS TARGET ...	<input type="text" value="G/L Account"/>		

G/L Account

Bank Account

Bank Account



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	64/127

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

Posting Date	Intercompany	IC Account Type	IC Account No.	IC Account Name
7/31/2020	CRONUS TARGET ...	G/L Account	60100	Rent Expense
7/31/2020	CRONUS TARGET ...	Bank Acco		

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

Intercompany	IC Account Type	IC Account No.	IC Account Name	Document Type
CRONUS TARGET ...	G/L Account	60100	Rent Expense	
CRONUS TARGET ...	Bank Acco			

Select the Target company Bank Account

InterCompany	No. ↑	Name
→ CRONUS TARGET BM	CHECKING	World Wide Bank
CRONUS TARGET BM	SAVINGS	World Wide Bank

Click on the button **OK**

Phone No.	Contact
	Grant Culbertson
	Grant Culbertson

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	65/127

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

Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (\$)	Allocated Amt. (\$)
			100.00	100.00	0.00
			0.00	0.00	0.00

Enter an Amount

Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (\$)	Allocated Amt. (\$)
			100.00	100.00	0.00
			0.00	0.00	0.00

Click on Post/Print

← RECURRING GENERAL JOURNALS

× Reminder: your work date is 8/11/2020 Use today | Change to... | Turn off reminder

Batch Name

Manage **Post/Print** Line Account | More options

Recurring Method	IC Account Type	IC Account No.	IC Account Name
V Variable	G/L Account	60100	Rent Expense
→ V Variable	: Bank Account	CHECKING	

Click on Post

× Reminder: your work date is 8/11/2020 Use today | Change to... | Turn off reminder

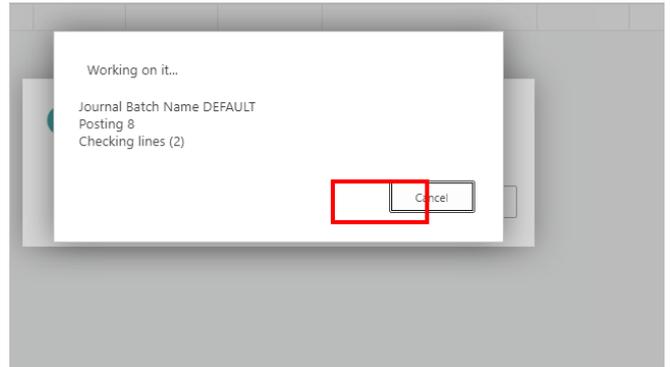
Batch Name

Manage [Post/Print](#) Line Account | More options

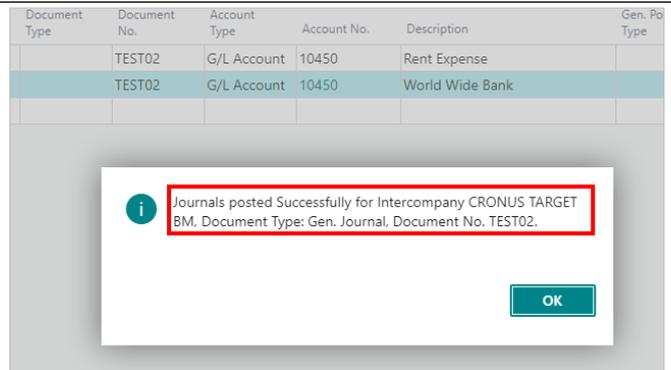
Post Post and Print Preview Posting

Method	Type	IC Account No.	IC Account Name
V Variable	G/L Account	60100	Rent Expense
→ V Variable	: Bank Account	CHECKING	

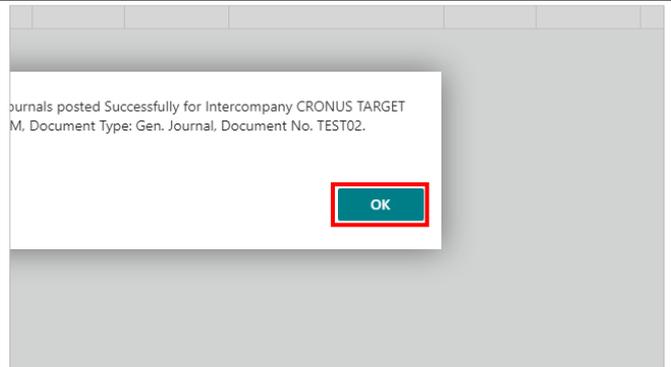
Click on the button **Yes**



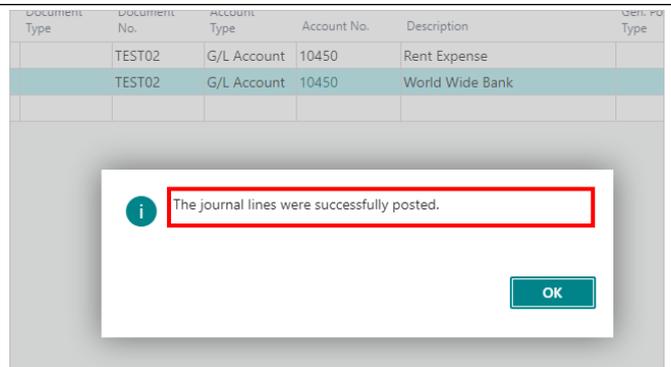
The message will appear to indicate that the Journal has been posted successfully in the Target company. If this message does not appear then review the setup videos



Click on the button **OK**



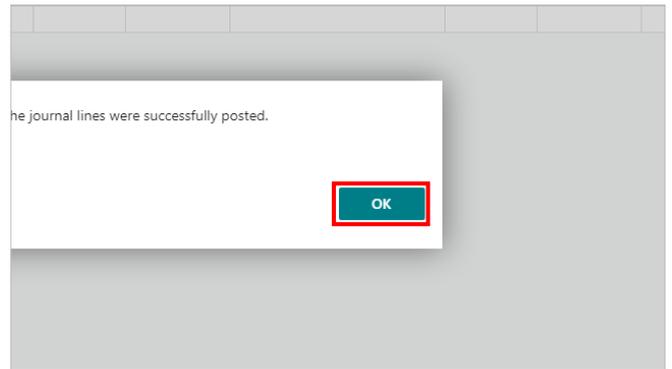
A second message will appear to indicate that the journal lines were posted successfully





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	67/127

Click on the button **OK**



3.2. Intercompany Sales Documents

3.2.1. Overview

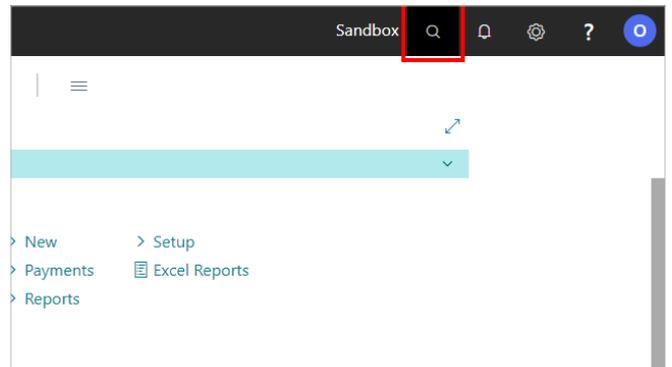
Intercompany transactions can be posted from Sales Orders and Invoices. However, only G/L Account Types lines can have Intercompany transactions.

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.

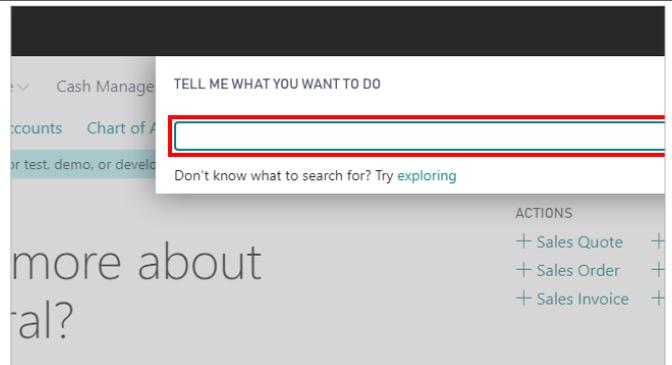
If Allow Multi-Currency from the Intercompany Setup is turned on, the transaction will post as a multicurrency transaction in the Target Company. If a multi-currency rounding account is entered in the Intercompany Setup, the exchange rate in the target company will be applied to the Intercompany transaction 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**



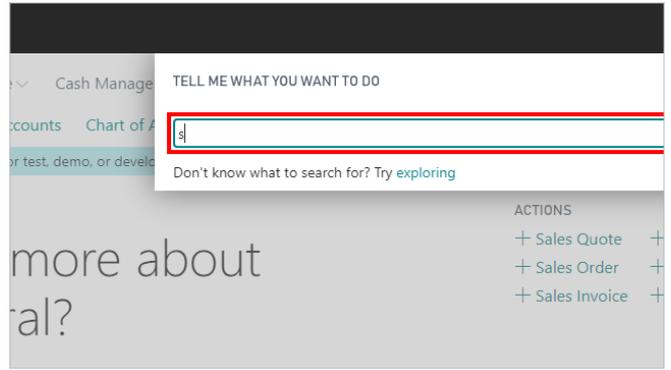
Click on the field **Type to start search:**



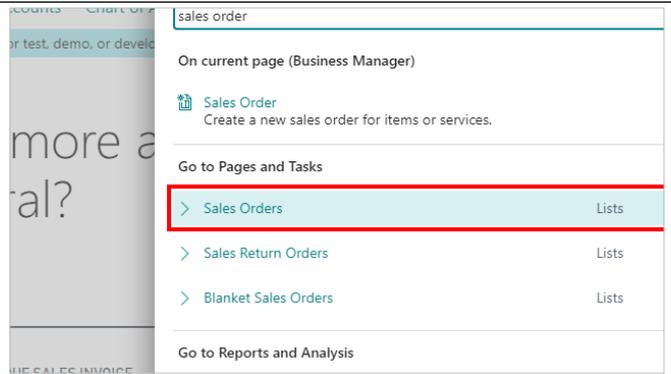


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	68/127

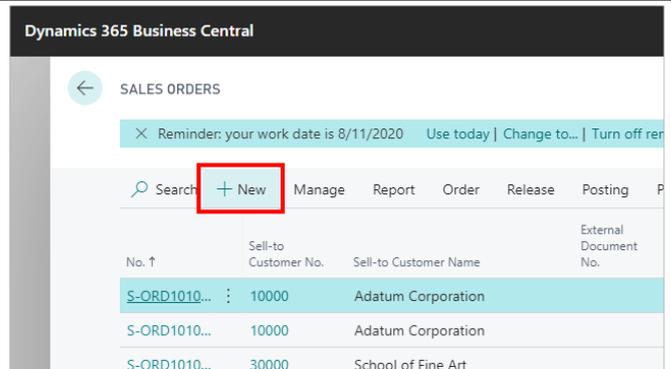
Enter **Sales Order**.



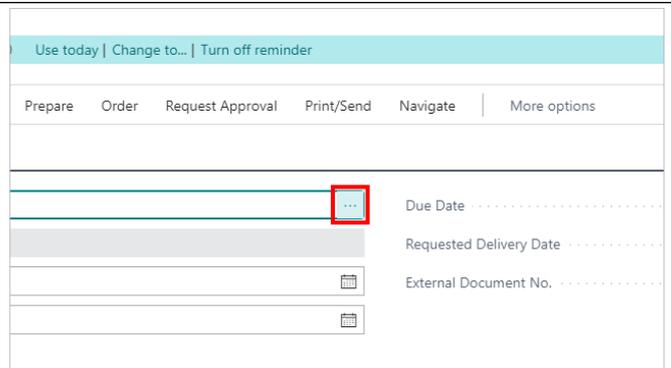
Click on **Sales Orders Lists**



Click **New**



Click on the lookup button **Customer Name**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	69/127

Select the Customer

CUSTOMERS

is 8/11/2020 Use today | X Reminder: your work date is 8/11/2020 Use today | Change to...

No. ↑	Name	Responsibility Center
→ 10000	Adatum Corporation	
20000	Trey Research	
30000	School of Fine Art	
40000	Alpine Ski House	
50000	Relecloud	

Click on the button **OK**

31772	192 Market Square
61236	153 Thomas Drive
37125	10 High Tower Green
31772	10 Deerfield Road
31772	25 Water Way

OK Cancel

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

Order Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.
→ Item			*

Subtotal Excl. Tax (USD)

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

Order Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.
→ Item			*

Subtotal Excl. Tax (USD)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	70/127

Change the Type to G/L Account

A screenshot of a software interface showing a dropdown menu for the 'Type' field. The menu is open, displaying several options: 'Option Values', 'Comment', 'G/L Account', 'Item', 'Resource', 'Fixed Asset', and 'Select from full list'. The 'G/L Account' option is highlighted with a red rectangular box.

Click on the cell **InterCompany**

A screenshot of an order form. The 'Order Date' is set to 8/11/2020. Below the date, there are tabs for 'Lines', 'Manage', and 'More options'. The 'Lines' tab is active, showing a table with columns: 'Type', 'InterCompany', 'IC No.', 'No.', and 'Description'. The 'Type' field contains 'G/L Account'. The 'InterCompany' cell is highlighted with a red rectangular box. Below the table, there is a 'Subtotal Excl. Tax (USD)' field.

Select the Target company

A screenshot of a software interface showing a dropdown menu for the 'InterCompany' field. The menu is open, displaying several options: 'InterCompany ↑', 'CRONUS TARGET BM', and '+ New'. The 'CRONUS TARGET BM' option is highlighted with a red rectangular box.

Click on the cell **IC No.**

A screenshot of an order form. The 'Order Date' is set to 8/11/2020. Below the date, there are tabs for 'Lines', 'Manage', and 'More options'. The 'Lines' tab is active, showing a table with columns: 'Type', 'InterCompany', 'IC No.', 'No.', and 'Description'. The 'Type' field contains 'G/L Account'. The 'InterCompany' field contains 'US TARGET BM'. The 'IC No.' cell is highlighted with a red rectangular box. Below the table, there is a 'Subtotal Excl. Tax (USD)' field with a value of 0.00.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	71/127

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

InterCompany	IC No.	No.	Description
CRONUS TARGET		*

Select the G/L Account in the Target company

InterCompany	No.	Name
CRONUS TARGET BM	30990	TOTAL LIABILITIES
CRONUS TARGET BM	40000	INCOME STATEMENT
CRONUS TARGET BM	40001	INCOME
CRONUS TARGET BM	40100	Income, Services
CRONUS TARGET BM	40200	Income, Product Sales
CRONUS TARGET BM	40250	Job Sales
CRONUS TARGET BM	40300	Sales Discounts
CRONUS TARGET BM	40400	Sales Returns & Allowances
CRONUS TARGET BM	40450	Job Sales Applied

Click on the button **OK**

Income Sta...	Expense	Begin-Total	Purchase
Income Sta...	Expense	Posting	
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase

Click on the cell **Quantity**

Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quant
Income, Services		*		



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	72/127

Enter the Quantity

Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity
Income, Services		*		
		0.00	Total Excl. Tax (USD)	

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

Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code
	-		*	CHICAGO, IL	*
			0.00	Total Excl. Tax (USD)	

Enter the Amount

Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code
	-		*	CHICAGO, IL	*
			0.00	Total Excl. Tax (USD)	

Click on the cell **Tax Group Code**

Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax
	*	100	CHICAGO, IL	*	*
					Total Excl. Tax (USD) 0.00



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	73/127

Select the Tax Group

Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax
	100.00	CHICAGO, IL	*		100.00

Code ↑	Description
→ FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAXABLE	Nontaxable
SUPPLIES	Taxable Olympic Supplies
+ New	

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

Shipment Date	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
8/11/2020						

100.00	Total Excl. Tax (USD)	
--------	-----------------------	--

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code

100.00	Total Excl. Tax (USD)	
--------	-----------------------	--

Select the Dimension Value

Name
Administration
Production
Sales

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	74/127

Click on the button **OK**

A screenshot of a software interface showing a dropdown menu with three options: Administration, Production (highlighted in blue), and Sales. Below the menu is a red-bordered 'OK' button and a 'Cancel' button. To the right, a sidebar shows 'Details' and 'Sell-to Customer' with some data points.

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

A screenshot of a table with columns: Department Code, Customergro... Code, IC Shortcut Dim 1 Code, IC Shortcut Dim 2 Code, IC Shortcut Dim 3 Code, IC Shortcut Dim 4 Code, and IC D... The 'IC Shortcut Dim 2 Code' cell contains 'PROD' and is highlighted with a red box. Below the table, there is a 'Total Excl. Tax (USD)' field with the value '100.00'.

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

A screenshot of a table similar to the previous one, but with a lookup button (three dots) in the 'IC Shortcut Dim 2 Code' cell highlighted with a red box. The 'Total Excl. Tax (USD)' field now shows '100.00' on the right side.

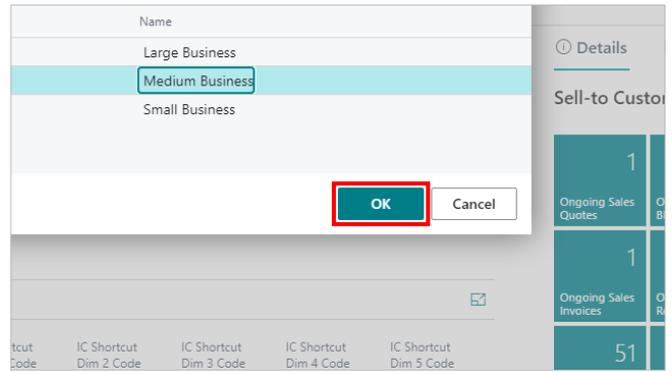
Select the Dimension Value

A screenshot of a dropdown menu with a search icon and a 'Turn off reminder' link. The menu lists three options: Large Business, Medium Business (highlighted in blue and with a red box), and Small B... Medium Business. Below the menu are 'OK' and 'Cancel' buttons.

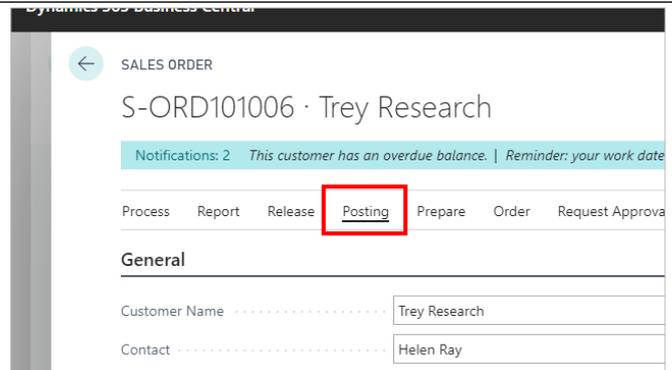


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	75/127

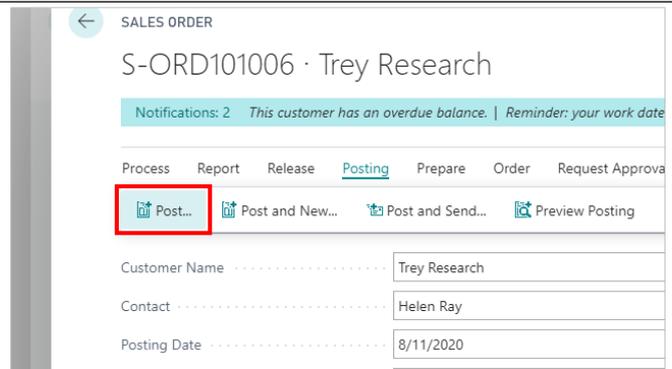
Click on the button **OK**



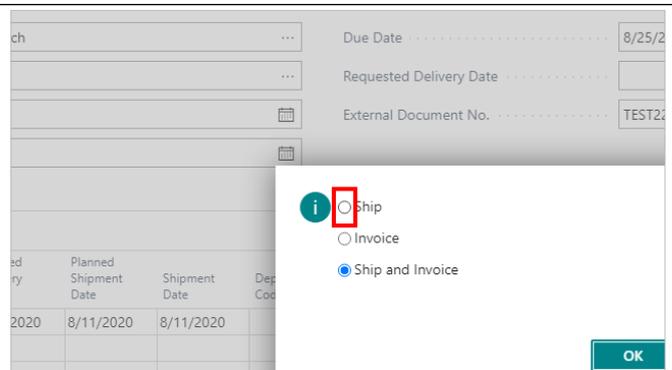
Click on Posting



Select Post



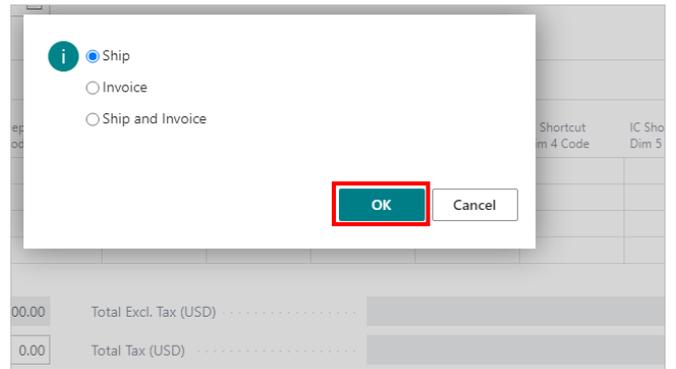
Select one of the options



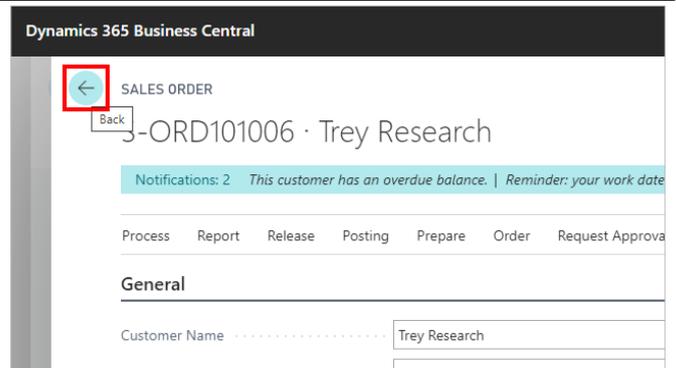


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	76/127

Click on the button **OK**

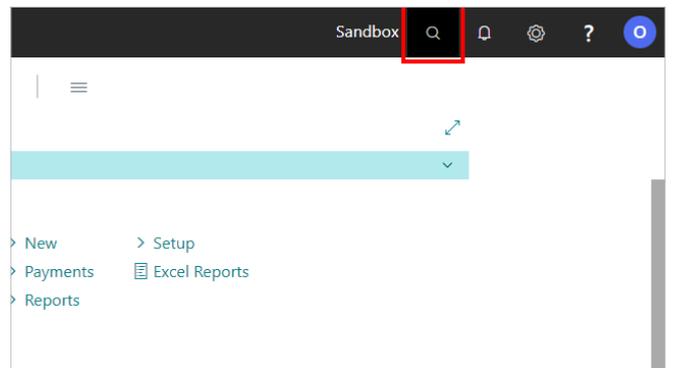


Click on the back button

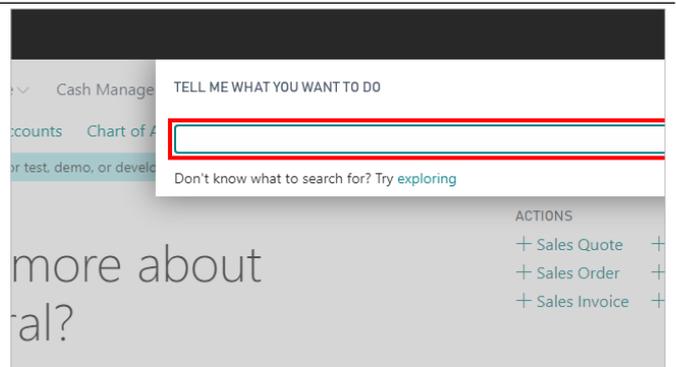


3.2.3. How to Create an Intercompany Sales Invoices

Click on the link **Search**



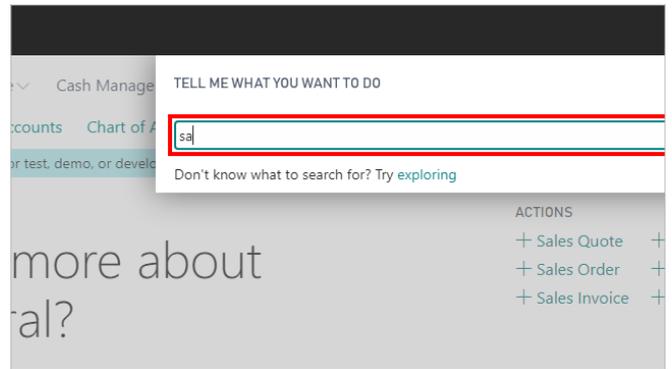
Click on the field **Type to start search:**



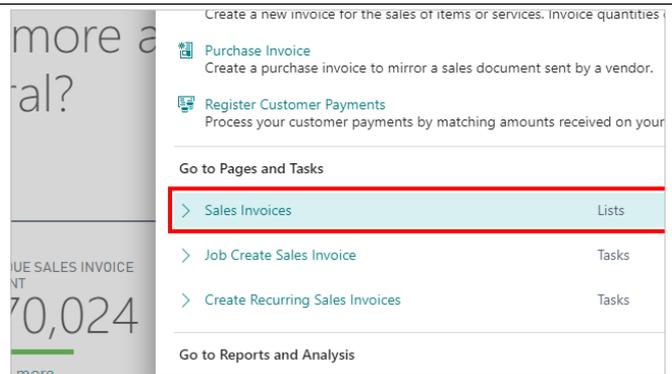


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	77/127

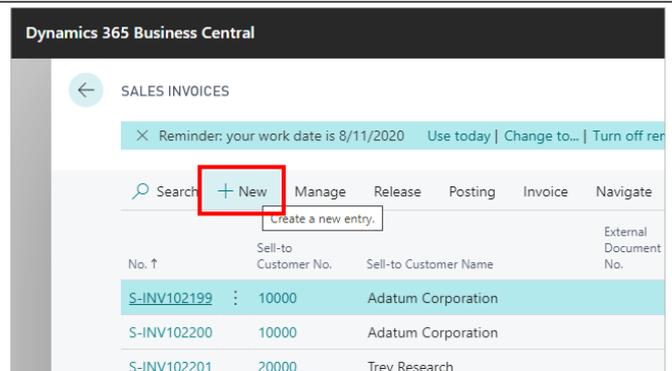
Enter **Sales Invoice**.



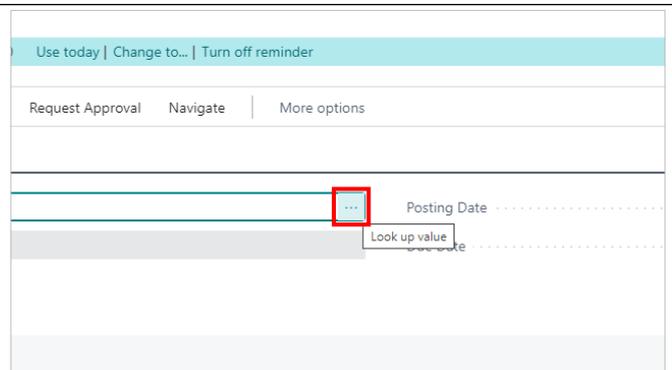
Click on **Sales Invoices Lists** □



Click on the navigation menu item **New**



Click on the lookup button **Customer Name**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	78/127

Select the Customer

A screenshot of a software interface showing a 'CUSTOMERS' selection dialog. At the top, there is a reminder: 'Reminder: your work date is 8/11/2020 Use today | Change to...'. Below this is a table with columns 'No. ↑', 'Name', and 'Responsibility Center'. The table contains the following data:

No. ↑	Name	Responsibility Center
→ 10000	Adatum Corporation	
20000	Trey Research	
30000	School of Fine Art	
40000	Alpine Ski House	
50000	Relecloud	

The 'Trey Research' row is highlighted in light blue and has a red rectangular box around it.

Click on the button **OK**

A screenshot of an address selection dialog. It shows a table with columns for address lines. The data is as follows:

31772	192 Market Square
61236	153 Thomas Drive
37125	10 High Tower Green
31772	10 Deerfield Road
31772	25 Water Way

Below the table, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

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

A screenshot of an item selection dialog. It features a table with columns 'Type', 'InterCompany', 'IC No.', and 'No.'. The data is as follows:

Type	InterCompany	IC No.	No.
→ Item			*

The 'Item' cell in the 'Type' column is highlighted in light blue and has a red rectangular box around it. Below the table, there is a 'Look up value' button.

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

A screenshot of the same item selection dialog as above. The 'Item' cell in the 'Type' column is highlighted in light blue. A red rectangular box is drawn around the dropdown arrow icon on the right side of the 'Item' cell.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	79/127

Change the Type to G/L Account

Option Values
Comment
G/L Account
→ Item
Resource
Fixed Asset
Select from full list

Click on the cell **InterCompany**

Type	InterCompany	IC No.	No.
→ G/L Account	InterCompany		*

Look up value

Select the Target company

InterCompany ↑
→ **CRONUS TARGET BM**
+ New
Select from full list

Click on the cell **IC No.**

Type	InterCompany	IC No.	No.	Description
→ G/L Account	US TARGET BM	IC No.	*	*

Subtotal Excl. Tax (USD) 0.00



Open Door Technology Inc.		
		June 16, 2021
ODT Intercompany Help		80/127

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

InterCompany	IC No.	No.	Description
CRONUS TARGET ...	<input type="text" value="..."/>		*

Select the G/L Account in the Target company

IC No.	Description
30200	Retained Earnings
30290	This Year Earnings
30300	Distributions to Shareholders
30990	TOTAL LIABILITIES
40000	INCOME STATEMENT
40001	INCOME
40100	Income, Services
40200	Income, Product Sales
40250	Job Sales
40300	Sales Discounts
40400	Sales Returns & Allowances
40450	Job Sales Applied

Click on the button **OK**

Income Sta...	Income	Begin-Total	Sale	Costing Method
Income Sta...	Income	Posting	Sale	DOME:
Income Sta...	Income	Posting	Sale	DOME:
Income Sta...	Income	Posting		
Income Sta...	Income	Posting	Sale	
Income Sta...	Income	Posting	Sale	
Income Sta...	Income	Posting		
Income Sta...	Income	Posting	Sale	DOME:

Click on the cell **Quantity**

Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax
Income, Services		*		*



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	81/127

Enter the Quantity

Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax
Income, Services		*		*
0.00 Total Excl. Tax (USD)				

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

Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Ta Ct
	*	1	*	CHICAGO, IL	*
x (USD)					0.00

Enter the Amount

Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Ta Ct
	1		*	CHICAGO, IL	*
x (USD)					0.00

Click on the cell **Tax Group Code**

Your Reference

Lines | Manage | More options

Type	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax
→ G/L Account	CHICAGO, IL	*	Look up value	100.00
Subtotal Excl. Tax (USD)				100.00



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	82/127

Select the Tax Group Code

Code 61236 ... A

Country/Region Code US ... S

Contract No. CT000003 ... W

Contract Helen

Reference → FURNITURE Taxable Olympic Furniture
LABOR Labor on Job
MATERIALS Taxable Raw Materials
NONTAXABLE Nontaxable
SUPPLIES Taxable Olympic Supplies

Manage More options

Type Tax Area Code Tax Code
%/L Account : CHICAGO, IL * 100.00 10

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

Qty. to Assign	Department Code	Customer Group Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3
0					

Tax (USD) 100.00

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

Qty. to Assign	Department Code	Customer Group Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3
0					

Tax (USD) 100.00

- Costing Method
- Cost is Adjusted
- Cost is Posted
- Standard Cost
- Unit Cost
- Overhead Rate
- Indirect Cost
- Last Direct Cost
- Profit %
- Unit Price

Select the Dimension Value

Change to... | Turn off reminder

Name

- Administration
- Production
- Sales

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	83/127

Click on the button **OK**

A screenshot of a software interface showing a dropdown menu with three options: Administration, Production, and Sales. The 'Production' option is highlighted in light blue. Below the dropdown, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle. To the right of the dropdown, there is a 'Details' section with various fields like Customer No., Name, Phone No., etc.

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

A screenshot of a software interface showing a table with columns: Department Code, Customergro... Code, IC Shortcut Dim 1 Code, IC Shortcut Dim 2 Code, and IC Sho Dim 3. The 'IC Shortcut Dim 2 Code' cell is highlighted with a red rectangle. Below the table, there is a row with a value of 100.00. To the right of the table, there is a 'Costing Method' section with various options like Cost is Adjusted, Standard Cost, etc.

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

A screenshot of the same software interface as above, but with a red rectangle highlighting the lookup button (three dots) in the 'IC Shortcut Dim 2 Code' cell. The 'Costing Method' section on the right is also visible.

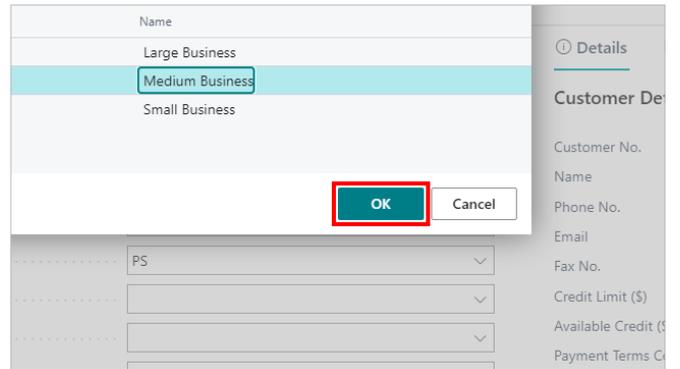
Select the Dimension Value

A screenshot of a software interface showing a dropdown menu with three options: Large Business, Medium Business, and Small Business. The 'Medium Business' option is highlighted in light blue. Below the dropdown, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle. To the right of the dropdown, there is a 'Details' section with various fields like Customer No., Name, Phone No., etc.

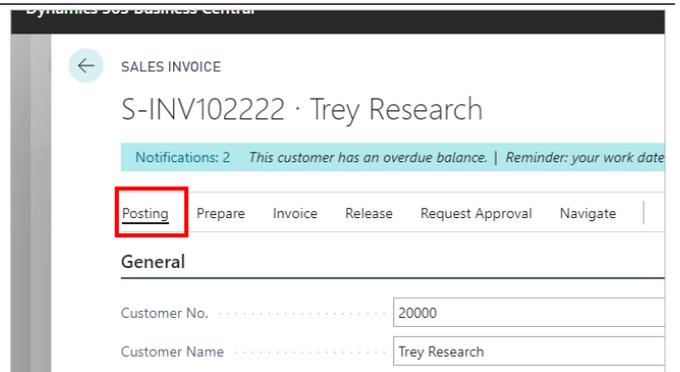


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	84/127

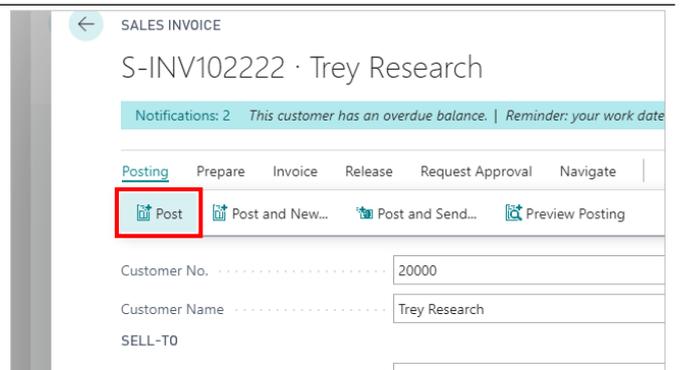
Click on the button **OK**



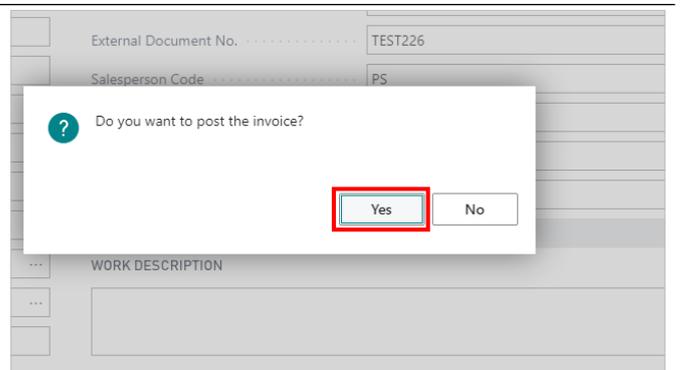
Click on Posting



Click on Post



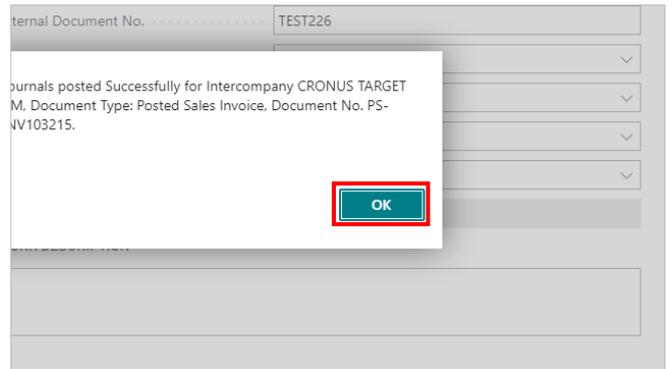
Click on the button **Yes**



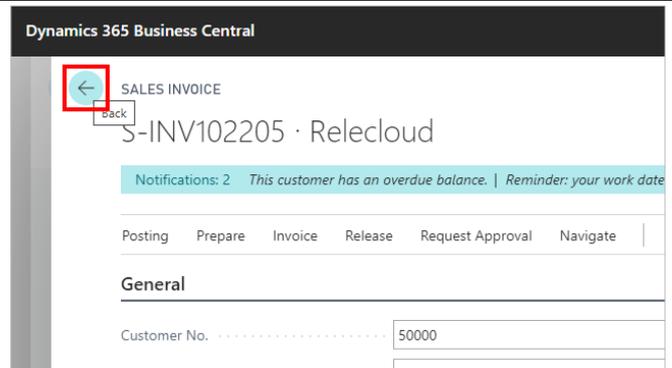


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	85/127

Click on the button **OK**

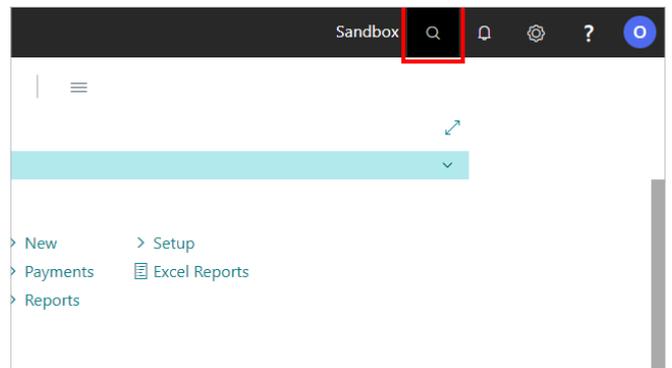


Click on the back button

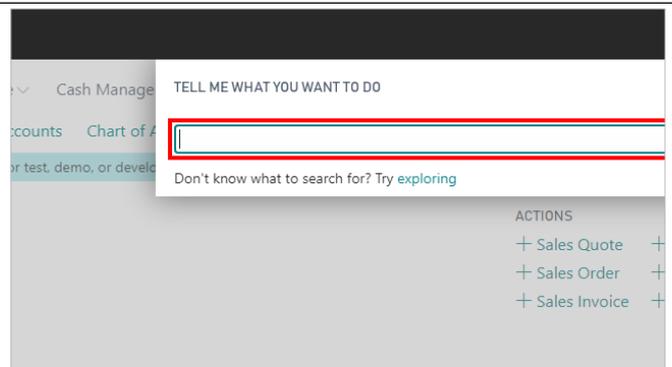


3.2.4. How to Create an Intercompany Sales Credit Memos

Click on the link **Search**



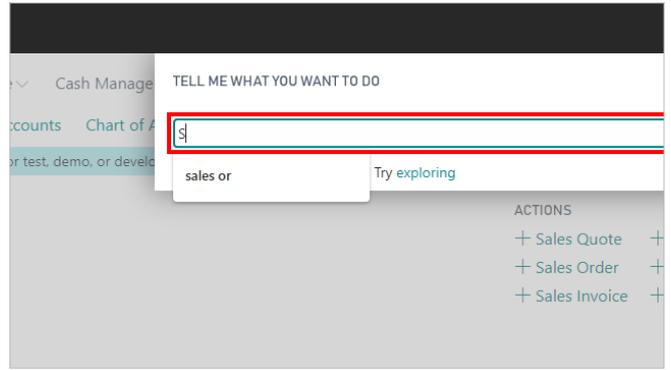
Click on the field **Type** to start search:



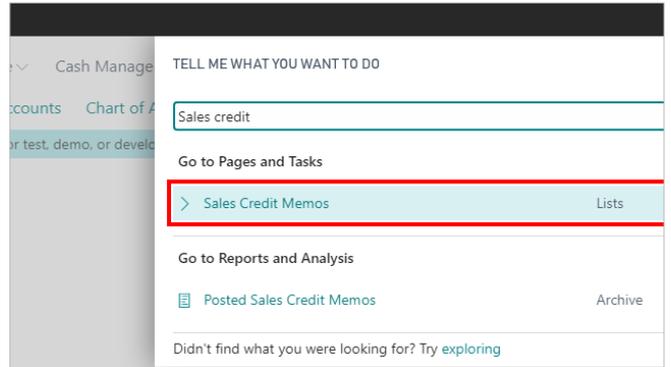


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	86/127

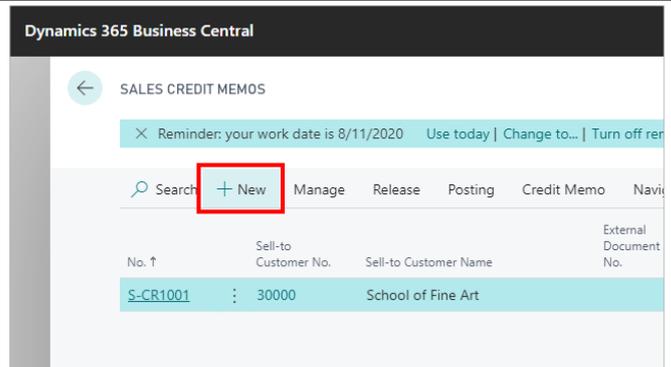
Enter Sales Credit



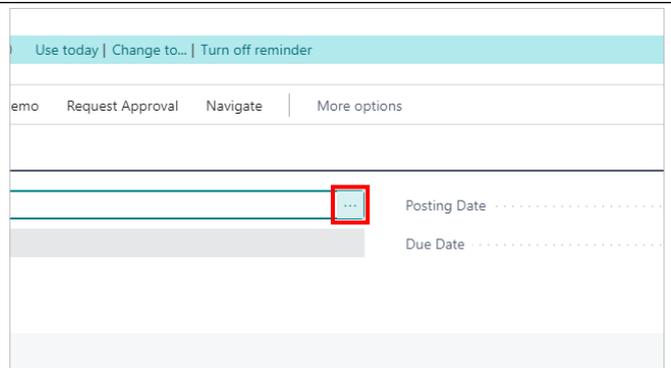
Click on **Sales Credit Memos Lists**



Click on the navigation menu item **New**



Click on the lookup button **Customer Name**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	87/127

Select the Customer

A screenshot of a software interface showing a 'CUSTOMERS' selection dialog. The dialog has a title bar with a close button and a reminder: 'Reminder: your work date is 8/11/2020 Use today | Change to...'. Below the title bar is a table with columns: 'No. ↑', 'Name', and 'Responsibility Center'. The table contains the following data:

No. ↑	Name	Responsibility Center
→ 10000	Adatum Corporation	
20000	Trey Research	
30000	School of Fine Art	
40000	Alpine Ski House	
50000	Relecloud	

The 'Trey Research' row is highlighted with a red box.

Click on the button **OK**

A screenshot of a software interface showing an address selection dialog. The dialog has a title bar with a 'Details' button. Below the title bar is a table with columns: 'No.', 'Address', and 'Responsibility Center'. The table contains the following data:

No.	Address	Responsibility Center
31772	192 Market Square	
61236	153 Thomas Drive	
37125	10 High Tower Green	
31772	10 Deerfield Road	
31772	25 Water Way	

Below the table are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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

A screenshot of a software interface showing an invoice line item selection dialog. The dialog has a title bar with a 'Contact' field containing 'Helen Ray'. Below the title bar is a table with columns: 'Type', 'InterCompany', 'IC No.', and 'No.'. The table contains the following data:

Type	InterCompany	IC No.	No.
→ Item			*

The 'Item' cell in the 'Type' column is highlighted with a red box.

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

A screenshot of a software interface showing an invoice line item selection dialog. The dialog has a title bar with a 'Contact' field containing 'Helen Ray'. Below the title bar is a table with columns: 'Type', 'InterCompany', 'IC No.', and 'No.'. The table contains the following data:

Type	InterCompany	IC No.	No.
→ Item			*

The 'Item' cell in the 'Type' column has a small downward-pointing arrow (lookup button) next to it, which is highlighted with a red box.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	88/127

Change the Type to G/L Account

A screenshot of a software interface showing a dropdown menu for the 'Type' field. The menu is open, displaying several options: 'Option Values', 'Comment', 'G/L Account', 'Item', 'Resource', 'Fixed Asset', and 'Select from full list'. The 'G/L Account' option is highlighted with a red rectangular box.

Click on the cell **InterCompany**

A screenshot of a software interface showing a table with columns: Type, InterCompany, IC No., No., and Description. The 'Type' column contains 'G/L Account'. The 'InterCompany' cell is highlighted with a red rectangular box. Below the table, there is a 'Subtotal Excl. Tax (USD)' field.

Select the Target company

A screenshot of a software interface showing a dropdown menu for the 'InterCompany' field. The menu is open, displaying several options: 'InterCompany ↑', 'CRONUS TARGET BM', and '+ New'. The 'CRONUS TARGET BM' option is highlighted with a red rectangular box.

Click on the cell **IC No.**

A screenshot of a software interface showing a table with columns: Type, InterCompany, IC No., No., and Description. The 'Type' column contains 'G/L Account'. The 'InterCompany' column contains 'US TARGET BM'. The 'IC No.' cell is highlighted with a red rectangular box. Below the table, there is a 'Subtotal Excl. Tax (USD)' field.



Open Door Technology Inc.	
ODT Intercompany Help	June 16, 2021
	89/127

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

Helen Ray Due Date

Manage More options

	InterCompany	IC No.	No.	Description
Amount	CRONUS TARGET ...	<input type="text"/>	<input type="text"/>	*

Excl. Tax (USD) 0.00 Total Excl. Tax

Select the Target company G/L Account

Reminder: your work date is 8/11/2020 Use today | Change to... | Turn off

InterCompany	No.	Name
CRONUS TARGET BM	30990	TOTAL LIABILITIES
CRONUS TARGET BM	40000	INCOME STATEMENT
CRONUS TARGET BM	40001	INCOME
CRONUS TARGET BM	40100	Income, Services
CRONUS TARGET BM	40200	Income, Product Sales
CRONUS TARGET BM	40250	Job Sales
CRONUS TARGET BM	40300	Sales Discounts
CRONUS TARGET BM	40400	Sales Returns & Allowances
CRONUS TARGET BM	40450	Job Sales Applied

Click on the button **OK**

Income Sta...	Cost of Go...	End-Total	
Income Sta...	Expense	Begin-Total	Purchase
Income Sta...	Expense	Posting	
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase
Income Sta...	Expense	Posting	Purchase

OK Cancel

Click on the cell **Quantity**

Due Date 8/11/2020

Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax
Income, Services		*		*

0.00 Total Excl. Tax (USD)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	91/127

Select the Tax Group code

Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Amount Excl. Tax	Amount Including Tax	Line Discou
	10.00	CHICAGO, IL	*	10.00	10.00	

Code ↑	Description
→ FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAXABLE	Nontaxable
SUPPLIES	Taxable Olympic Supplies
+ New	

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

Qty. Assigned	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D...
-						

10.00	Total Excl. Tax (USD)	
-------	-----------------------	--

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

Qty. Assigned	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code
-						

00	Total Excl. Tax (USD)	
----	-----------------------	--

Select the Dimension value

Change to... | Turn off reminder

Name
Administration
Production
Sale

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	92/127

Click on the button **OK**

A screenshot of a software interface showing a dropdown menu with three options: Administration, Production (highlighted in blue), and Sales. Below the menu is a white box containing two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'. To the right, a sidebar shows a 'Details' section with 'Customer Sta' and various fields like 'Customer No.', 'Balance (\$)', 'SALES', and 'PAYMENTS'.

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

A screenshot of a software interface showing a table with columns: Department Code, Customergro... Code, IC Shortcut Dim 1 Code, IC Shortcut Dim 2 Code, IC Shortcut Dim 3 Code, IC Shortcut Dim 4 Code, and IC D... The 'IC Shortcut Dim 2 Code' cell contains 'PROD' and is highlighted with a red rectangle. A 'Look up value' button is visible below the cell. Below the table, a 'Total Excl. Tax (USD)' field shows '10.00'. A date field at the top shows '8/11/2020'.

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

A screenshot of the same software interface as above, but the 'Look up value' button in the 'IC Shortcut Dim 2 Code' cell is now highlighted with a red rectangle. The rest of the interface remains the same.

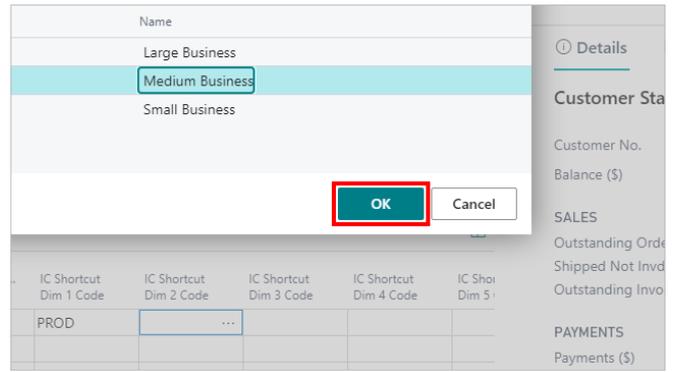
Select the Dimension value

A screenshot of a software interface showing a dropdown menu with three options: Large Business, Medium Business (highlighted in blue), and Small Business. Below the menu is a white box containing two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'. To the right, a sidebar shows a 'Details' section with 'Customer' and various fields like 'Customer N', 'Balance (\$)', 'SALES', and 'Outstandin'.

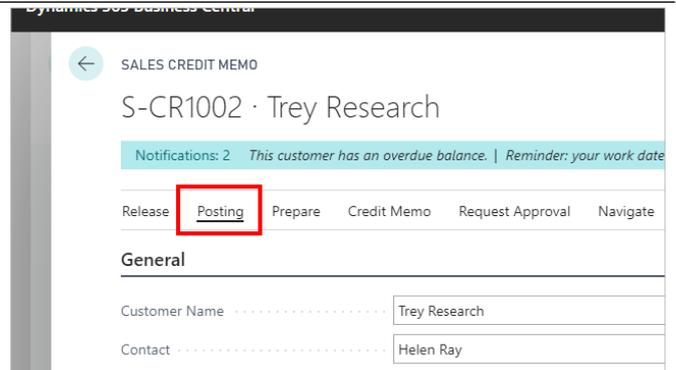


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	93/127

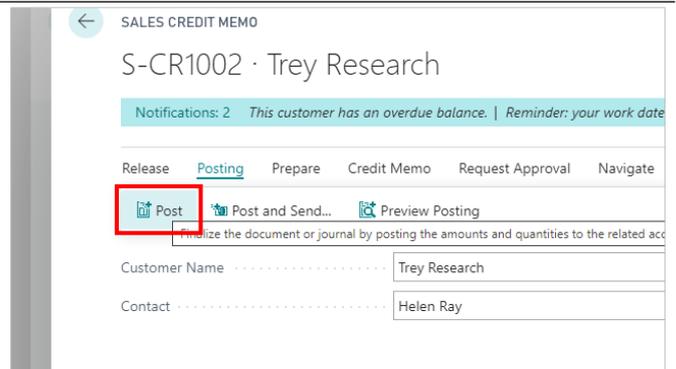
Click on the button **OK**



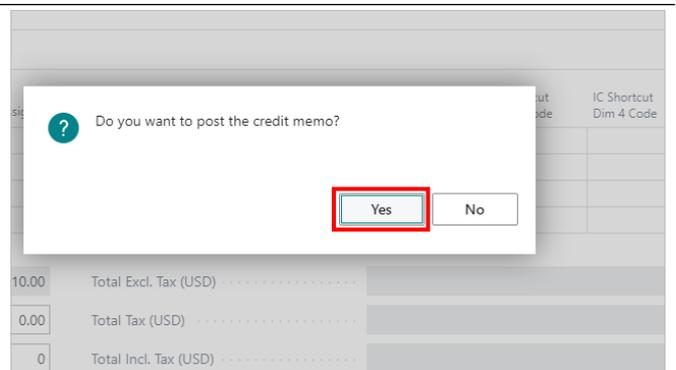
Click on Posting in the Menu



Click on Post



Click on the button **Yes**



3.3. Intercompany Purchase Documents

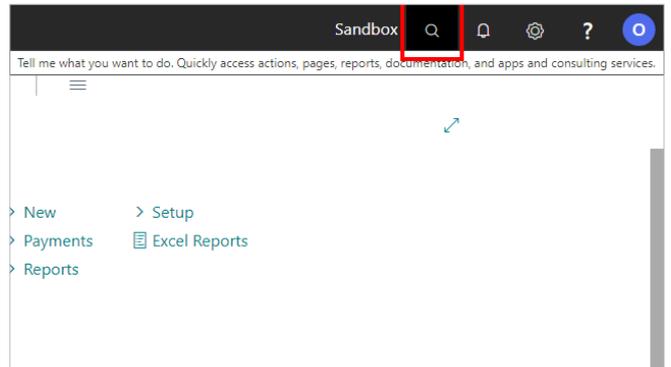
3.3.1. Overview

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

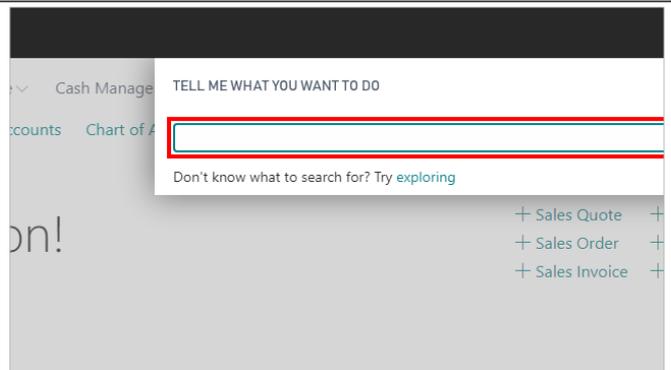
If Post Taxes from the Intercompany Setup is turned on, all taxes will be posted to the target company as well as the target companies Tax Entry table. Otherwise the total amount including tax is posted through to the target company.

3.3.2. How to Create an Intercompany Purchase Order

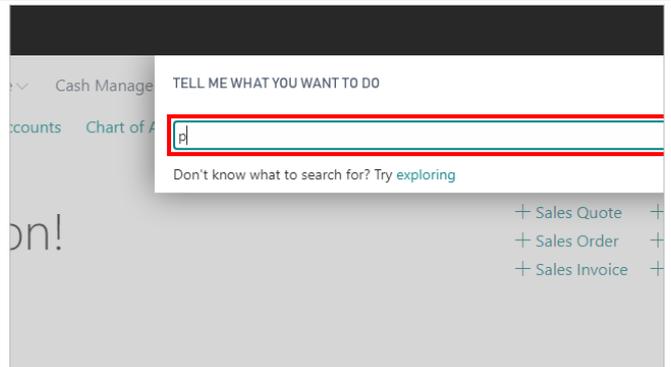
Click on the link **Search**



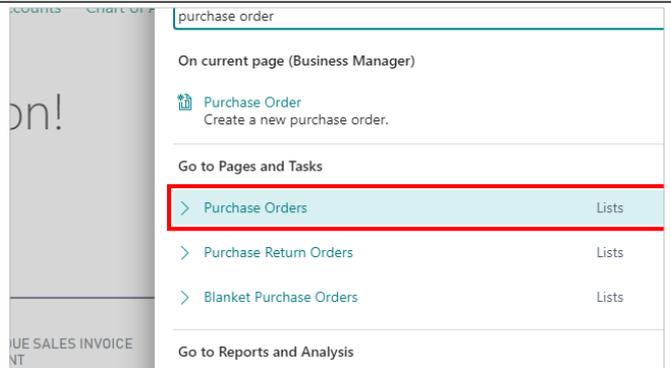
Click on the field **Type to start search:**



Enter **Purchase Order**.



Click on **Purchase Orders Lists**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	95/127

Click on the navigation menu item **New**

Dynamics 365 Business Central
PURCHASE ORDERS
Reminder: your work date is 8/11/2020 Use today | Change to... | Turn off re
Search + New Manage Print/Send Order Release Posting
No. ↑ Buy-from Vendor No. Buy-from Vendor Name Ven Aut No.
106001 : 10000 Fabrikam, Inc.
106002 20000 First Up Consultants
106003 40000 Wide World Importers

Click on the lookup button **Vendor Name**

Use today | Change to... | Turn off reminder
Request Approval Print/Send Navigate More options
Vendor Invoice No.
Vendor Shipment No.

Select the Vendor

VENDORS
Reminder: your work date is 8/11/2020 Use today | Change to...
Order Request Appro
No. ↑ Name Location Code
→ 10000 : Fabrikam, Inc.
20000 : First Up Consultants
30000 Graphic Design Institute
40000 Wide World Importers
50000 Nod Publishers
V00010 CA Vendor

Click on the button **OK**

100 Day Drive	Chicago	61236
33 Hitech Drive	Miami	37125
51 Radcroft Road	Atlanta	31772
172 Field Green	Atlanta	31772

Vendor Statis
Vendor No.
Balance (\$)
Outstanding Orde
Amt. Rcd. Not Inv
Outstanding Invo
Total (\$)
Overdue Amount
Invoiced Prepaym
Payments (\$)
Refunds (\$)

OK Cancel



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	96/127

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

A screenshot of a software interface showing a form with a red box around the 'Vendor Invoice No.' field. The field contains an asterisk (*). To the right, there is a sidebar with a 'Details' icon and a 'Vendor' section with sub-items: Vendor, Balance, Outstand, Amt. Rec, and Outstand.

Enter **the Invoice Number.**

A screenshot of the same software interface as above, but with the number '1' entered into the 'Vendor Invoice No.' field, which is still highlighted with a red box.

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

A screenshot of a 'Lines' table in a software interface. The table has columns: Type, InterCompany, IC No., No., and Description. The first row has 'Item' in the 'Type' column, which is highlighted with a red box. The 'No.' column for this row contains an asterisk (*). Below the table, there is a 'Subtotal Excl. Tax (USD)' field.

Change the Type to G/L Account

A screenshot of the 'Type' dropdown menu from the previous screenshot. The dropdown is open, showing a list of options: Option Values, Comment, G/L Account, Item, Resource, Fixed Asset, and another option. 'G/L Account' is highlighted with a red box. The 'Item' option is also visible in the background table.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	97/127

Click on the cell **InterCompany**

Document Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.
→ G/L Account	[Red Box]		*

Subtotal Excl. Tax (USD)

Select the Target company

InterCompany | IC No. | No. | Description

InterCompany	IC No.	No.	Description
[Red Box]		*	
InterCompany ↑			
→ CRONUS TARGET BM			
+ New			
Select from full list			

Subtotal Excl. Tax (USD) 0.00

Total Excl. Tax (USD)

Total Tax (USD) 0.00

Total Incl. Tax (USD) 0

Click on the cell **IC No.**

Document Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.	Description
→ G/L Account	US TARGET BM	[Red Box]		

Look up value

Subtotal Excl. Tax (USD) 0.00

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

Date 8/11/2020

Manage | More options

InterCompany	IC No.	No.	Description
CRONUS TARGET ...	[Red Box]		

Subtotal Excl. Tax (USD) 0.00

Total Excl. Tax (USD)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	99/127

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

8/11/2020						
options						
Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	
1	-		*	ATLANTA, GA	*	
			0.00	Total Excl. Tax (USD)		

Enter the amount.

8/11/2020						
options						
Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	
1	-		*	ATLANTA, GA	*	
			0.00	Total Excl. Tax (USD)		

Click on the cell **Tax Group Code**

Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Amount Excl. Tax	Qty. to Receive
	*	100	ATLANTA, GA	*	1
			0.00	Total Excl. Tax (USD)	

Select the Tax Group code

Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Amount Excl. Tax	Qty. to Receive
	100.00	ATLANTA, GA	*	100.00	1
			100.00	Total Excl. Tax	
			0.00	Total Tax (USD)	
			0	Total Incl. Tax	

Code ↑	Description
→ FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAXABLE	Nontaxable
SUPPLIES	Taxable Olympic Supplies
+ New	



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	100/127

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

Expected Receipt Date	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
8/11/2020						

100.00 Total Excl. Tax (USD)

Select the Dimension value

Change to... | Turn off reminder

Name

- Administration
- Production**
- Sales

OK Cancel

Click on the button **OK**

Name

- Administration
- Production**
- Sales

OK Cancel

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC D
		PROD				

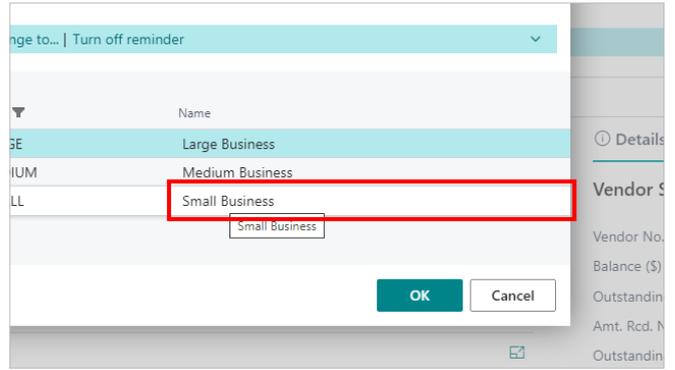
100.00 Total Excl. Tax (USD)

Look up value

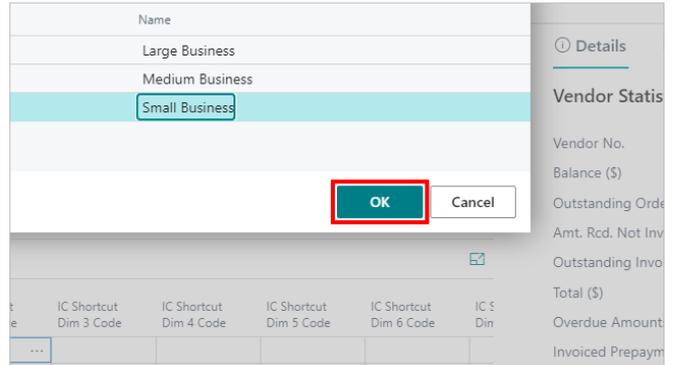


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	101/127

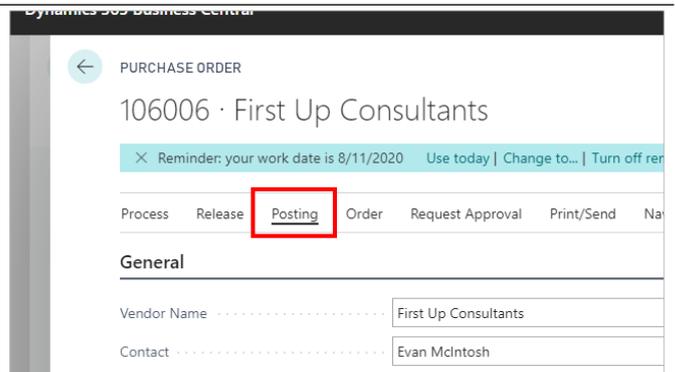
Select the Dimension value



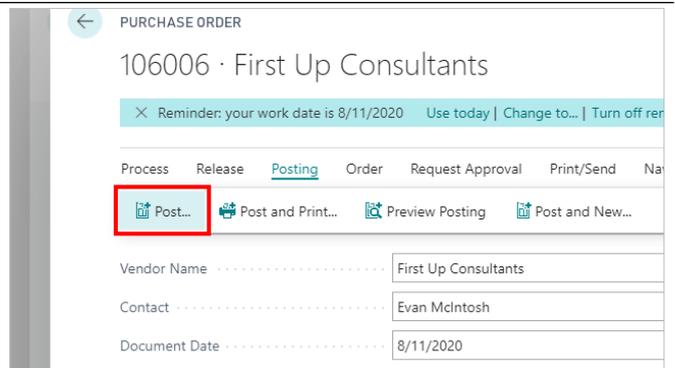
Click on the button **OK**



Click on the navigation menu item **Posting**



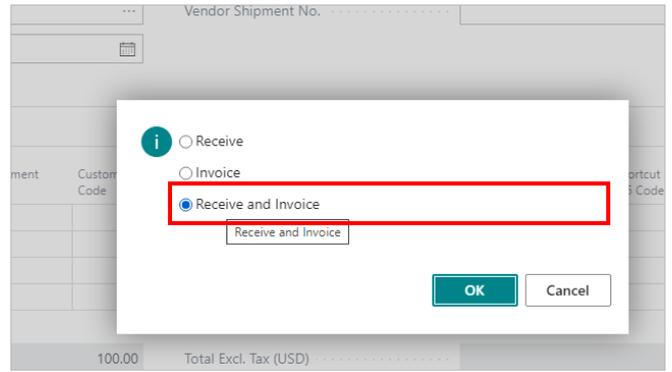
Click on the navigation menu item **Post...**



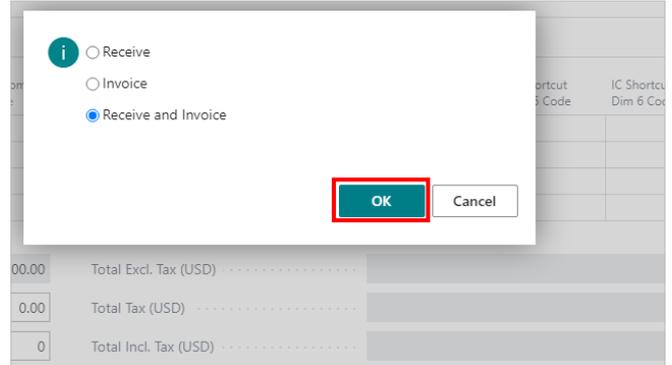


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	102/127

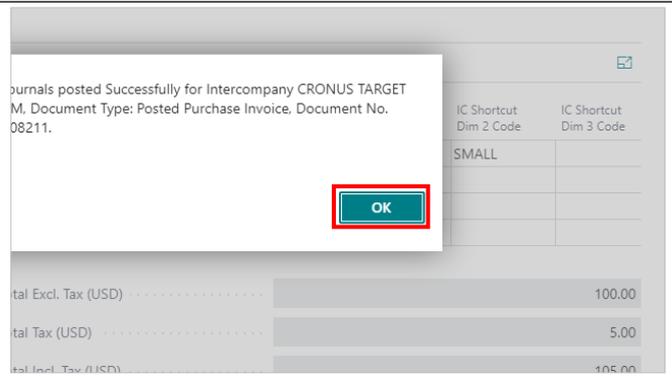
Choose an option



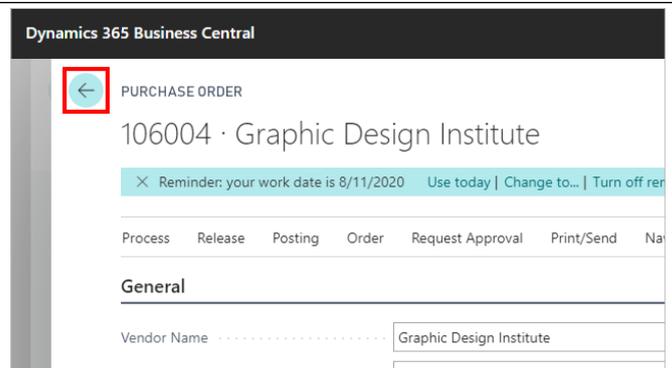
Click on the button **OK**



Click on the button **OK**



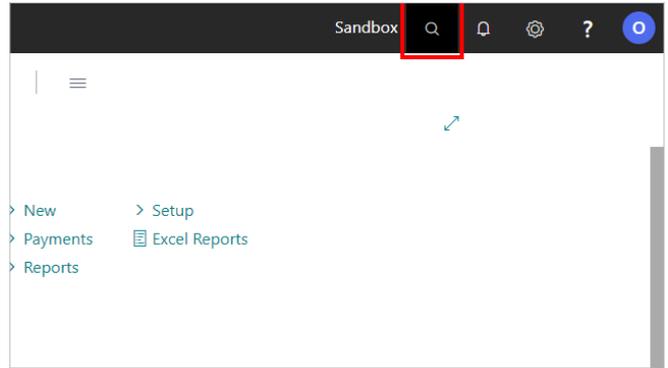
Click on the back button



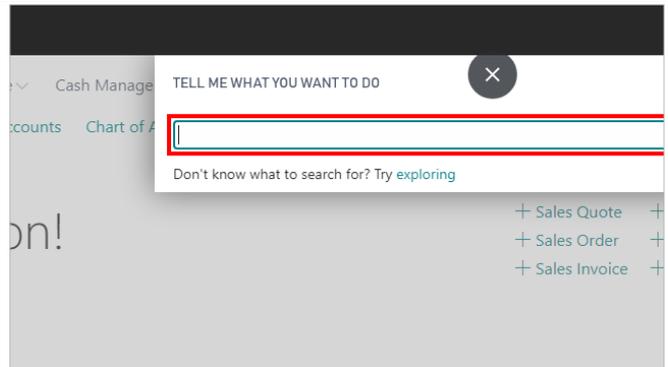
Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	103/127

3.3.3. How to Create an Intercompany Purchase Invoice

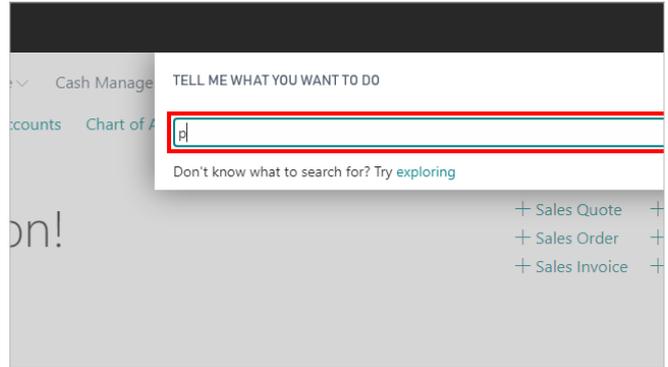
Click on the link **Search**



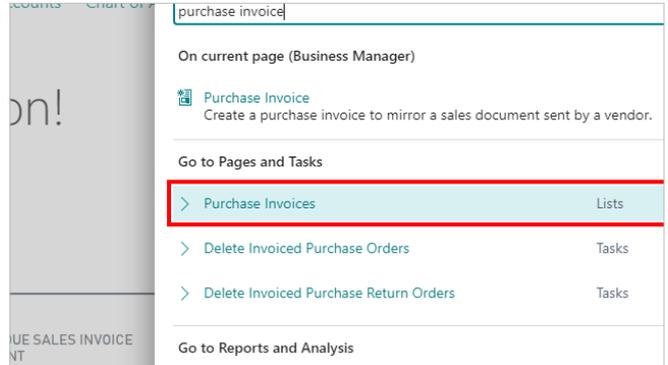
Click on the field **Type to start search:**



Enter **Purchase Invoice**.



Click on **Purchase Invoices Lists** □





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	104/127

Click on the navigation menu item **New**

Dynamics 365 Business Central
PURCHASE INVOICES
Reminder: your work date is 8/11/2020 Use today | Change to... | Turn off re...
Search + New Manage Invoice Posting Release Navigate
No. ↑ Buy-from Vendor No. Buy-from Vendor Name
107209 : 10000 Fabrikam, Inc.
107210 : 20000 First Up Consultants
107211 : 30000 Graphic Design Institute

Click on the lookup button **Vendor Name**

Use today | Change to... | Turn off reminder
Incoming Document Release Navigate More options
Due Date
Vendor Invoice No.
DIOT Type of Operation

Select the Vendor

Reminder: your work date is 8/11/2020 Use today | Change to...
Approval Incoming Doc...
No. ↑ Name Location Code
→ 10000 : Fabrikam, Inc.
20000 : First Up Consultants
30000 : **Graphic Design Institute**
40000 : Wide World I | Graphic Design Institute
50000 : Nod Publishers
V00010 : CA Vendor

Click on the button **OK**

100 Day Drive Chicago 61236
33 Hitech Drive Miami 37125
51 Radcroft Road Atlanta 31772
172 Field Green Atlanta 31772
OK Cancel
Incoming Do...
Name
(There is
Vendor Statis...
Vendor No.
Balance (\$)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	105/127

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

8/31/2020

o. * [Red Box]

eration

Enter the Invoice Number

8/31/2020

o. * [Red Box]

eration

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

Posting Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.
→ Item			*

Subtotal Excl. Tax (USD)

Select the Type **G/L Account**

Type	InterCompany	IC No.	No.	Description
→ Item			*	*

Option Values

Comment

G/L Account

Sub → Item

Inv. Resource

Inv. Fixed Asset

Select from full list



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	106/127

Click on the cell **InterCompany**

Posting Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.
→ G/L Account	[Red Box]		*

Subtotal Excl. Tax (USD)

Select the Target company

InterCompany | IC No. | No. | Description/Comment

InterCompany	IC No.	No.	Description/Comment
[Red Box]		*	*

InterCompany ↑

→ CRONUS TARGET BM

+ New | Select from full list

Subtotal Excl. Tax (USD) 0.00 | Total Excl. Tax (USD)

Subtotal Tax (USD) 0.00 | Total Tax (USD)

Subtotal Incl. Tax (USD) 0 | Total Incl. Tax (USD)

Click on the cell **IC No.**

Posting Date 8/11/2020

Lines | Manage | More options

Type	InterCompany	IC No.	No.	Description/Comment
→ G/L Account	US TARGET BM	[Red Box]		*

Subtotal Excl. Tax (USD) 0.00

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

Posting Date 8/11/2020

Manage | More options

InterCompany	IC No.	No.	Description/Comment
CRONUS TARGET ...	[Red Box]		*

Subtotal Excl. Tax (USD) 0.00 | Total Excl. Tax (USD)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	108/127

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

Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Ta Cr
	1		*	ATLANTA, GA	*
x (USD)					0.00

Enter the amount.

Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Ta Cr
	1		*	ATLANTA, GA	*
x (USD)					0.00

Click on the cell **Tax Group Code**

Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax
100.00	ATLANTA, GA	*		100.00
Tax (USD)				100.00

Select the Tax Group Code

Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax	Qty. to
100.00	ATLANTA, GA	*		100.00	

Code ↑	Description
→ FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAX	Select record "MATERIALS"
SUPPLIES	Taxable Olympic Supplies
+ New	



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	109/127

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

Qty. Assigned	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
-						
				Look up value		

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

Qty. Assigned	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code
-						

Select a Dimension value

Change to... | Turn off reminder

Name

- Administration
- Production**
- Sales

OK Cancel

Click on the button **OK**

Name

- Administration
- Production**
- Sales

OK Cancel

IC Shortcut Dim 1 Code

IC Shortcut Dim 2 Code

IC Shortcut Dim 3 Code

IC Shortcut Dim 4 Code

IC Shoi Dim 5

Vendor Statis



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	110/127

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC D
		PROD	...			

Total Excl. Tax (USD) 100.0

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

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC SI Dim
		PROD	...			

Excl. Tax (USD) 100.00

Select a Dimension value

Change to... | Turn off reminder

- Large Business
- Medium Business
- Small Business**

OK Cancel

Click on the button **OK**

Large Business

Medium Business

Small Business

OK Cancel

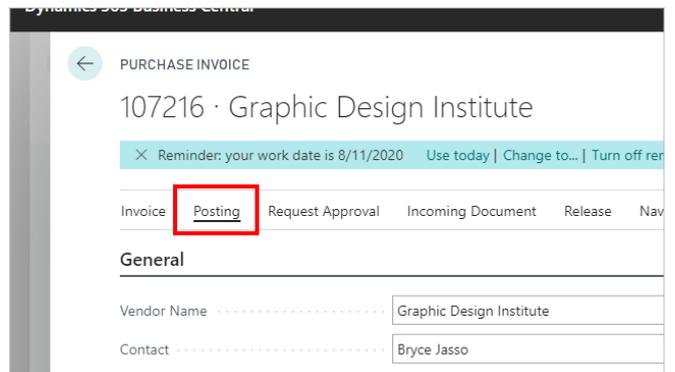
IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4 Code	IC Sho Dim 5
PROD	...			

Vendor Statis

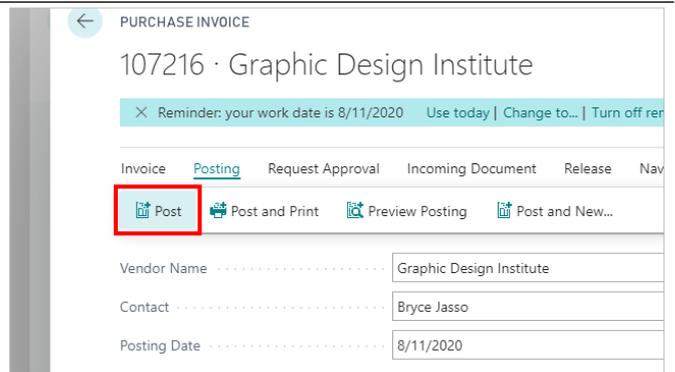


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	111/127

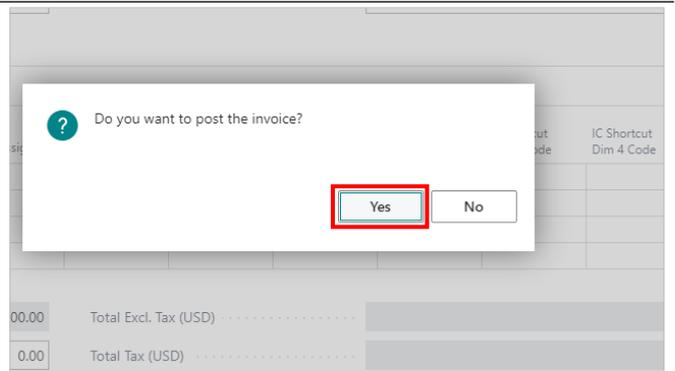
Click on the navigation menu item popup **Posting**



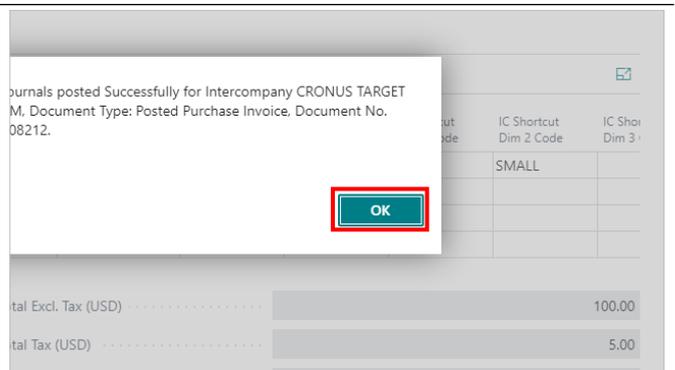
Click on the navigation menu item **Post**



Click on the button **Yes**



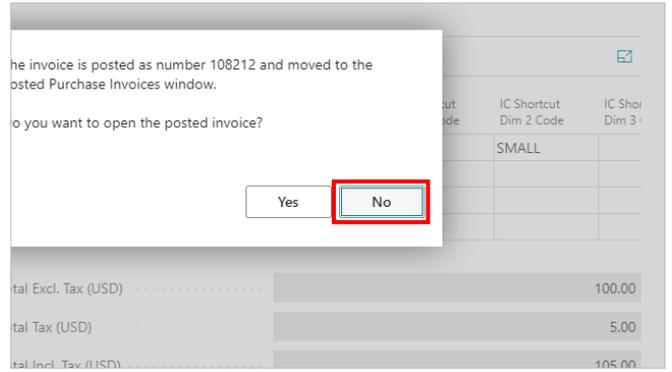
Click on the button **OK**



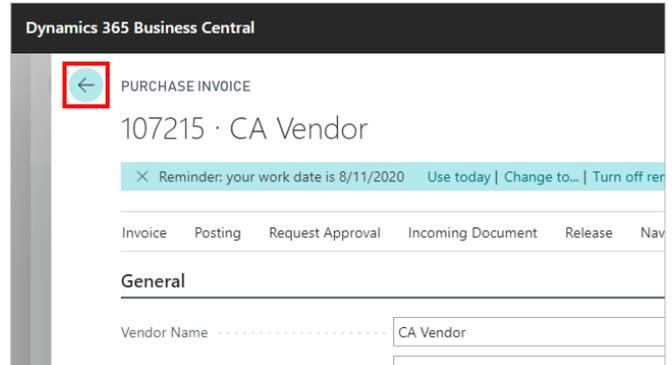


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	112/127

Click on the button **No**

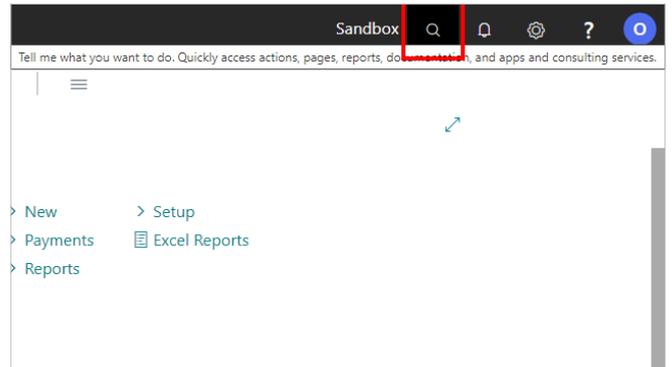


Click on the back button

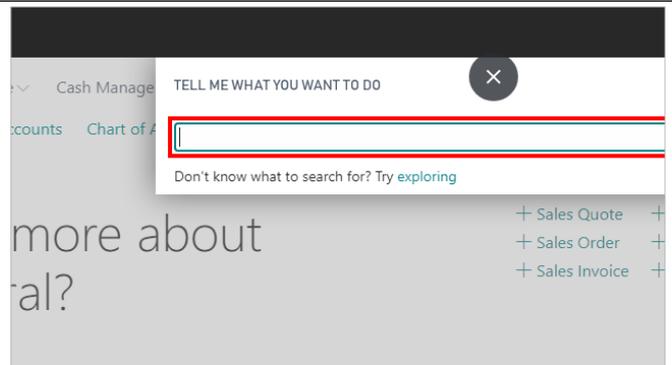


3.3.4. How to Create an Intercompany Purchase Credit Memo

Click on the link **Search**



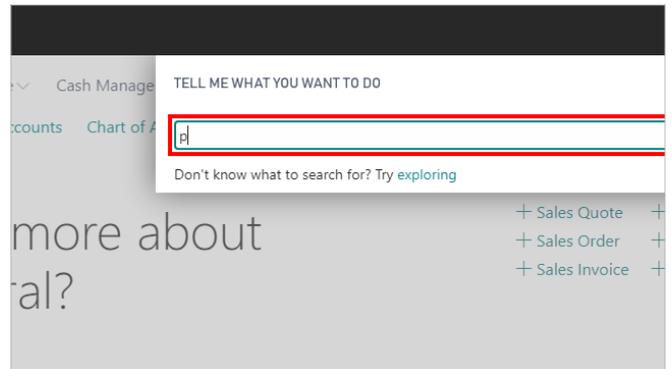
Click on the field **Type to start search:**



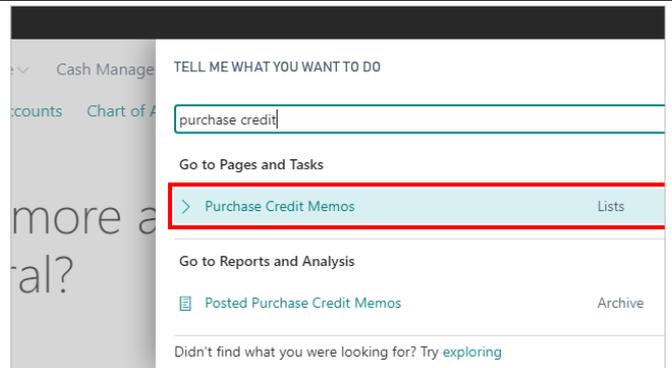


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	113/127

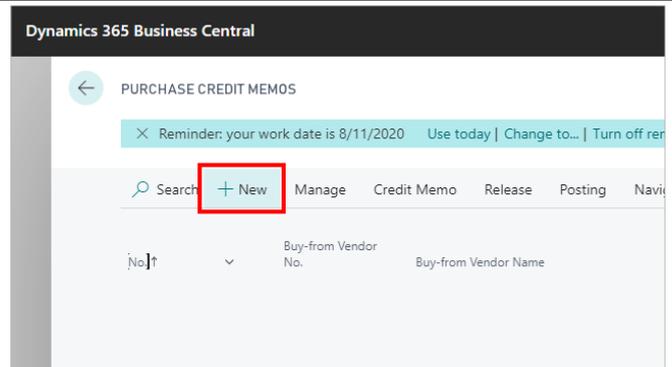
Enter **Purchase Credit**.



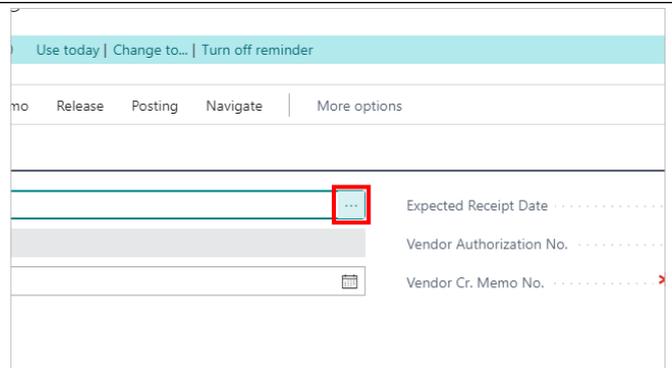
Click on **Purchase Credit Memos Lists** □



Click on the navigation menu item **New**



Click on the lookup button **Vendor Name**





Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	114/127

Select a Vendor

A screenshot of a software interface showing a dropdown menu for selecting a vendor. The menu lists several vendors with their IDs and names. The vendor 'Graphic Design Institute' is highlighted with a red box. Above the menu, there is a reminder: 'Reminder: your work date is 8/11/2020 Use today | Change to...'. The menu items are:

No. ↑	Name	Location Code
→ 10000	Fabrikam, Inc.	
20000	First Up Consultants	
30000	Graphic Design Institute	
40000	Wide World Importers	
50000	Nod Publishers	
V00010	CA Vendor	

Click on the button **OK**

A screenshot of a software interface showing a dialog box for selecting a vendor. The dialog box contains a table of vendor information and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The table lists the following vendors:

Address	City	Vendor ID
100 Day Drive	Chicago	61236
33 Hitech Drive	Miami	37125
51 Radcroft Road	Atlanta	31772
172 Field Green	Atlanta	31772

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

A screenshot of a software interface showing a form for entering vendor details. The 'Vendor Cr. Memo No.' field is highlighted with a red box. The form includes fields for Date, Location No., and Vendor Cr. Memo No., along with a 'Show more' button. Below the form is a table with columns: Location Code, Quantity, Unit of Measure Code, Direct Unit Cost Excl. Tax, Tax Area Code, and Tax Cr.

Enter the **Credit Memo No.**

A screenshot of a software interface showing a form for entering vendor details. The 'Vendor Cr. Memo No.' field is highlighted with a red box. The form includes fields for Date, Location No., and Vendor Cr. Memo No., along with a 'Show more' button. Below the form is a table with columns: Location Code, Quantity, Unit of Measure Code, Direct Unit Cost Excl. Tax, Tax Area Code, and Tax Cr.



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	115/127

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

Type	InterCompany	IC No.	No.
Item			*

Subtotal Excl. Tax (USD)

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

Type	InterCompany	IC No.	No.
Item			*

Subtotal Excl. Tax (USD)

Change the Type to G/L Account

Type	InterCompany	IC No.	No.	Description
Item			*	*

Option Values
Comment
G/L Account
Item
Resource
Fixed Asset
Select from full list

Subtotal Excl. Tax (USD)

Click on the cell **InterCompany**

Type	InterCompany	IC No.	No.
G/L Account			*

Subtotal Excl. Tax (USD)



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	116/127

Select the Target company

InterCompany	IC No.	No.	Description
→		*	*
InterCompany ↑			
→	CRONUS TARGET BM		
+ New			Select from full list

Click on the cell IC No.

Type	InterCompany	IC No.	No.	Description
→ G/L Account	US TARGET BM			*

Look up value

Click on the lookup button in the cell IC No.

Type	InterCompany	IC No.	No.	Description
Account	CRONUS TARGET ...			*

Select the Target company G/L Account

CRONUS TARGET BM	50200	Cost of materials
CRONUS TARGET BM	50200	Cost of Labor
CRONUS TARGET BM	50300	Job Costs
CRONUS TARGET BM	50399	Job Costs Applied
CRONUS TARGET BM	50990	TOTAL COST OF GOODS SOLD
CRONUS TARGET BM	60001	EXPENSES
CRONUS TARGET BM	60100	Rent Expense
CRONUS TARGET BM	60200	Advertising Expense
CRONUS TARGET BM	60300	Interest Expense
CRONUS TARGET BM	60400	Bank Charges and Fees
CRONUS TARGET BM	60500	Processing Fees
CRONUS TARGET BM	60600	Bad Debt Expense
CRONUS TARGET BM	60700	Salaries Expense



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	118/127

Enter the amount.

Memo No. TEST CR401

Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Ta Cr
	1		*	ATLANTA, GA	*

x (USD) 0.00

Click on the cell **Tax Group Code**

11/2020 Vendor Cr. Memo No.

Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax
	100.00	ATLANTA, GA	*		100.00

Total Excl. Tax (USD) 100.00

Select the Tax Group Code

Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax	Am Includin
	100.00	ATLANTA, GA	*		100.00	10

Code ↑ Description

- FURNITURE Taxable Olympic Furniture
- LABOR Labor on Job
- MATERIALS Taxable Raw Materials
- NONTAXABLE Nontaxable
- SUPPLIES Taxable Olympic Supplies

+ New

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

Vendor Cr. Memo No. TEST CR401

Qty. Assigned	Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC D
-			*			

Total Excl. Tax (USD) 100.00



Open Door Technology Inc.		
		June 16, 2021
ODT Intercompany Help		119/127

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

Cr. Memo No. TEST CR401

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC : Dir
-			...		

cl. Tax (USD) 100.00

Select the Dimension Value

Change to... | Turn off reminder

Name
Administration
Production
Sales

OK Cancel

Click on the button **OK**

Name
Administration
Production
Sales

OK Cancel

Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Sh: Dim 4
	PROD	...		

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

Cr. Memo No. TEST CR401

Department Code	Customergro... Code	IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC : Dir
		PROD	...		

cl. Tax (USD) 100.00



Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	120/127

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

IC Shortcut Dim 1 Code	IC Shortcut Dim 2 Code	IC Shortcut Dim 3 Code	IC Shortcut Dim 4
PROD	...		

Select the Dimension Value

Large Business
Medium Business
Small Business

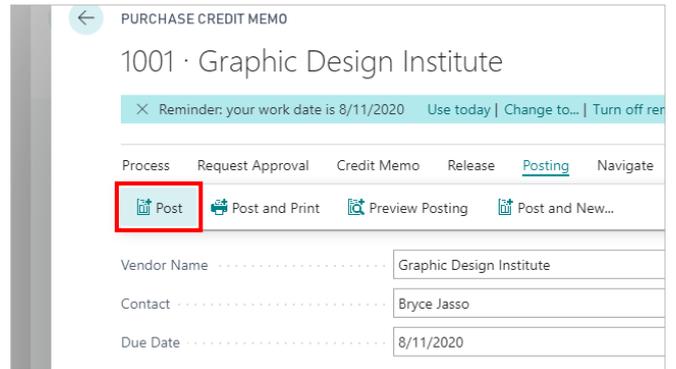
Click on the button **OK**

OK Cancel

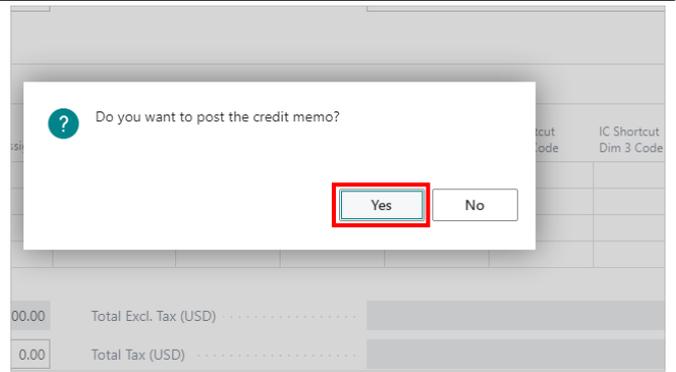
Click on the navigation menu item popup **Posting**

Request Approval Credit Memo Release **Posting** Navigate More options

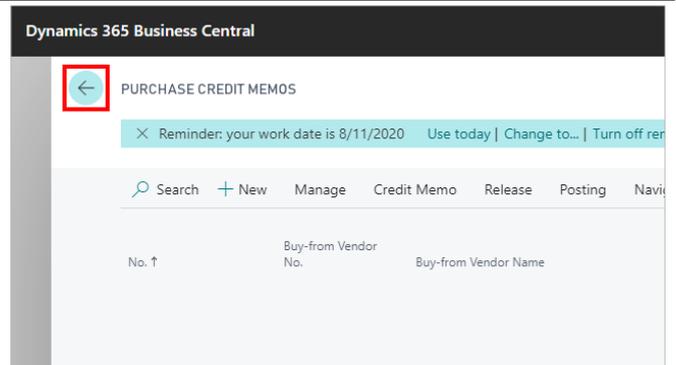
Click on the navigation menu item **Post**



Click on the button **Yes**



Click on the back button

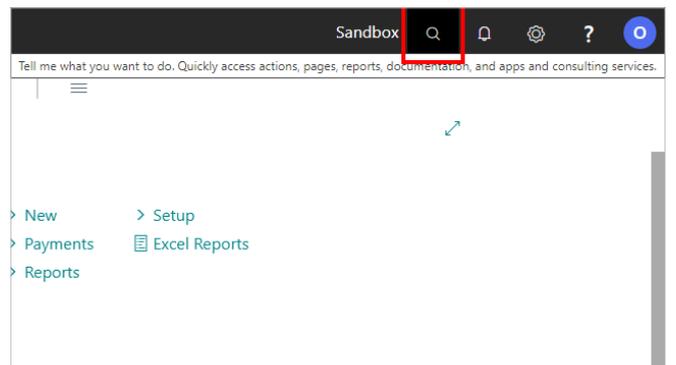


3.4. Unposted Intercompany Transactions

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

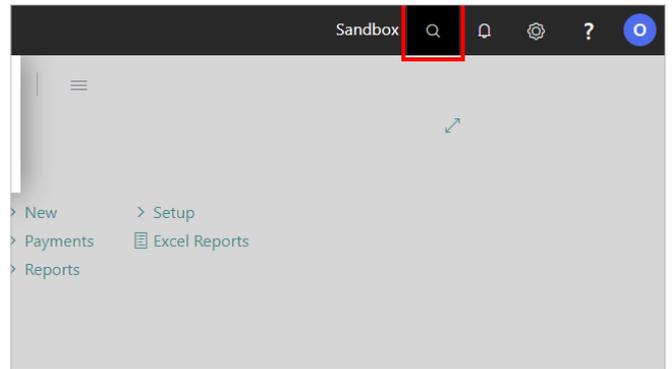
Click on the link **Search**



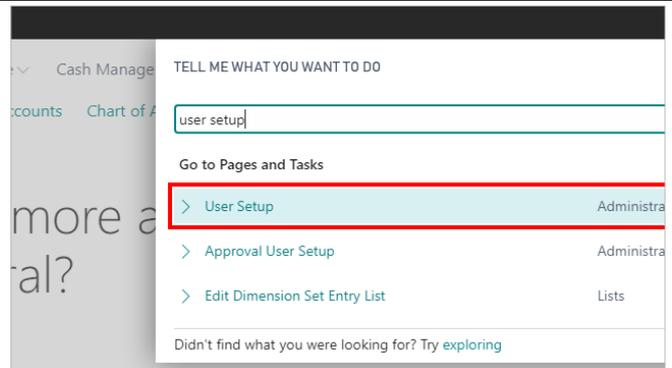


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	122/127

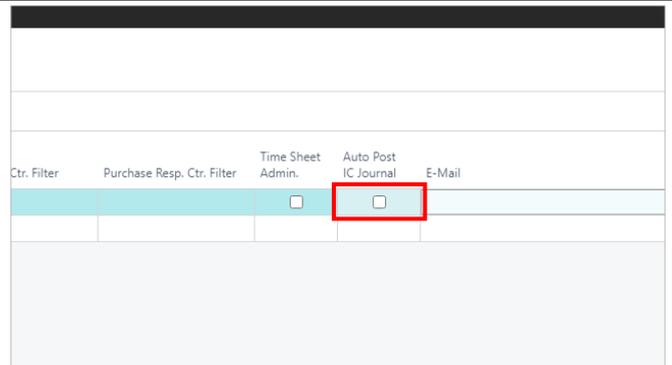
Enter **User Setup**.



Click on **User Setup Administration**

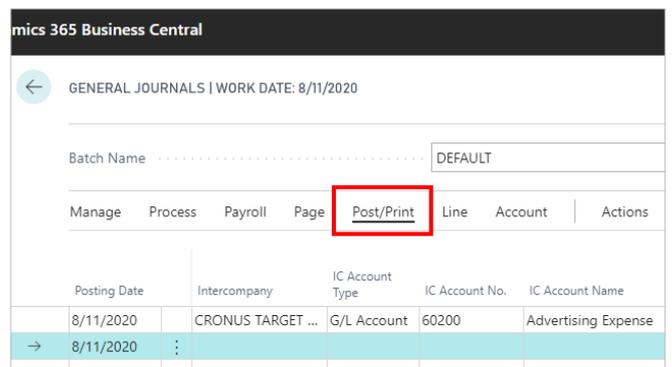


Review setup for Intercompany User

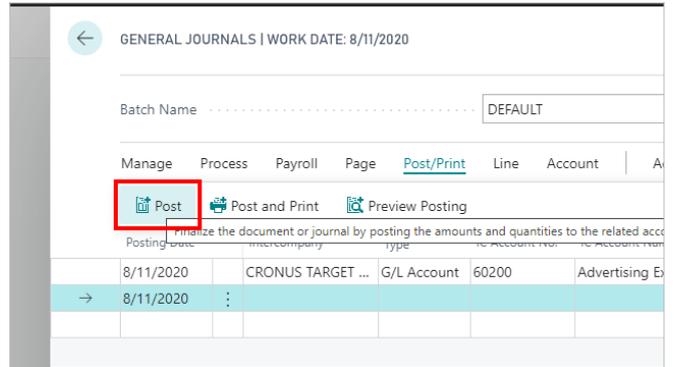


3.4.2. Posting Intercompany Journal in Source Company

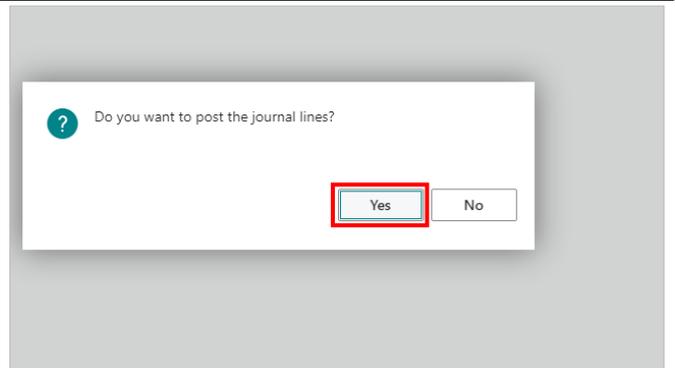
Click on Post/Print from the Intercompany Journal in the Source company



Click on the navigation menu item **Post**

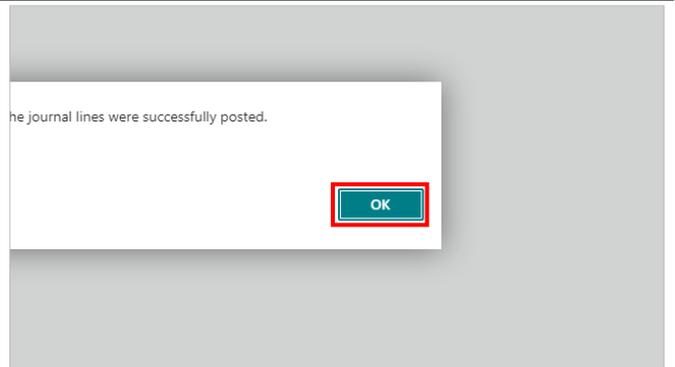


Click on the button **Yes**

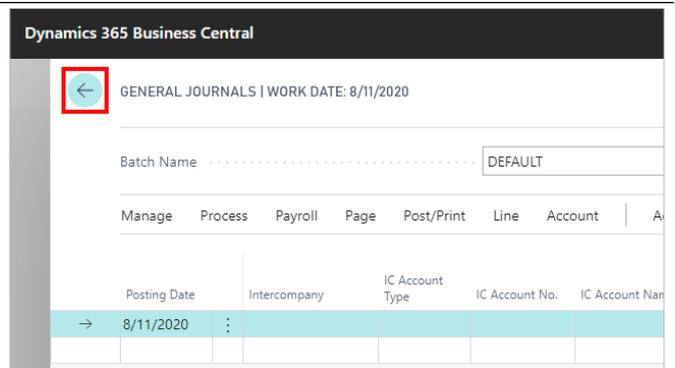


Click on the button **OK**

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

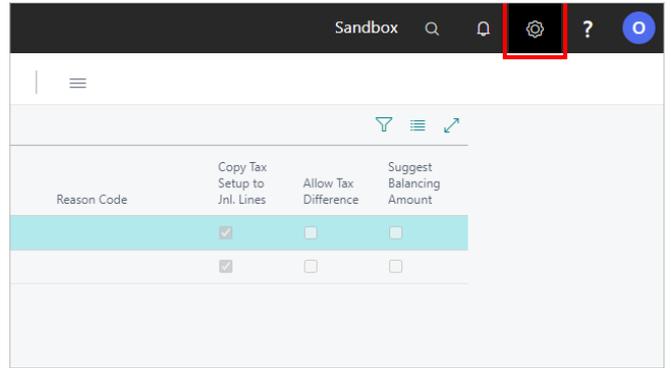


Click on the back button

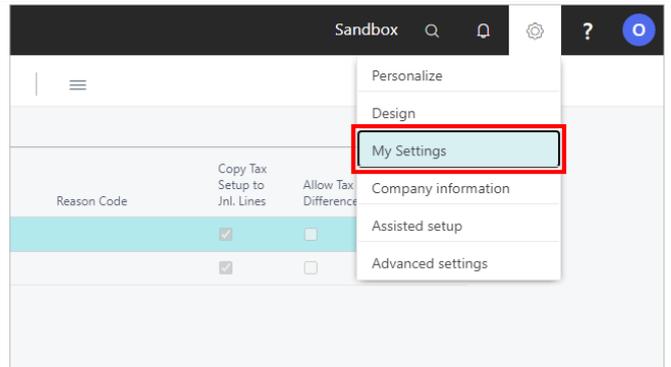


3.4.3. Posting Intercompany Journal in Target Company

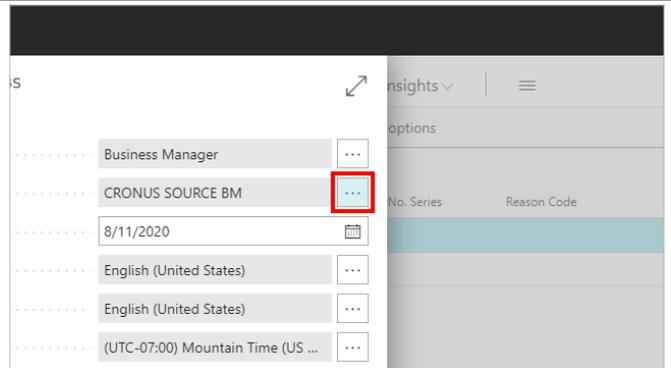
Click on the link **Settings**



Click on the menu item **My Settings**



Click on the link **Open assist edit**



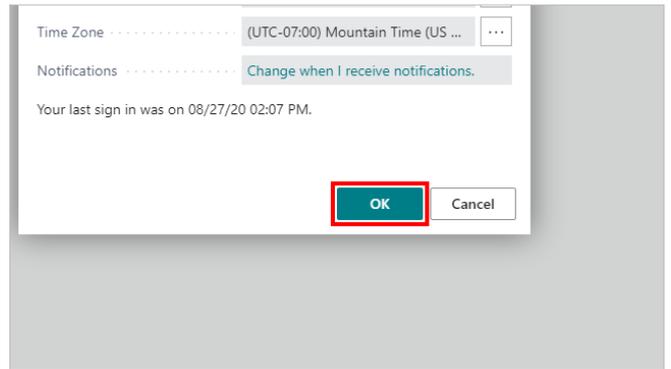
Select the Target company



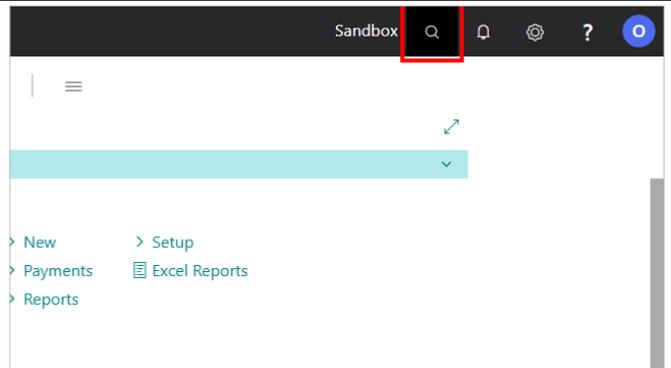


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	125/127

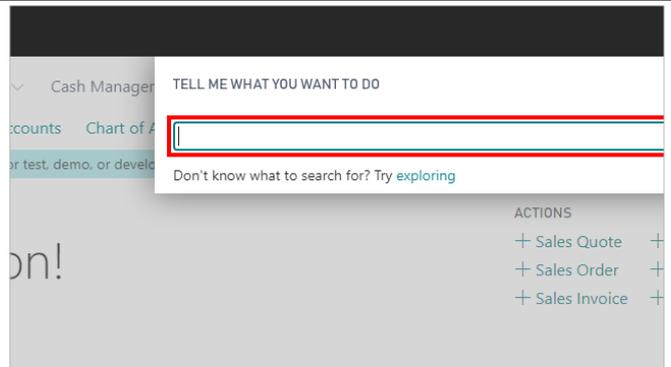
Click on the button **OK**



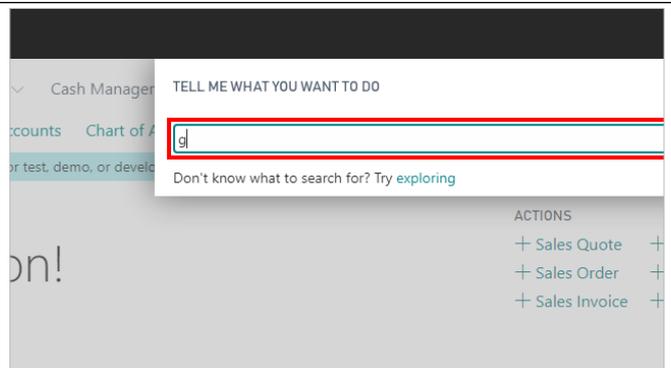
Click on the link **Search**



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



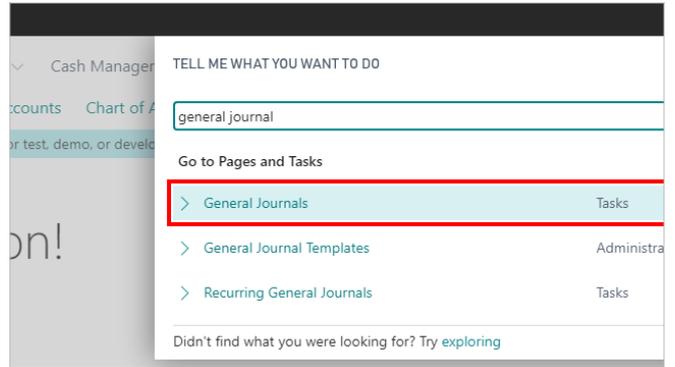
Enter **General Journal**.



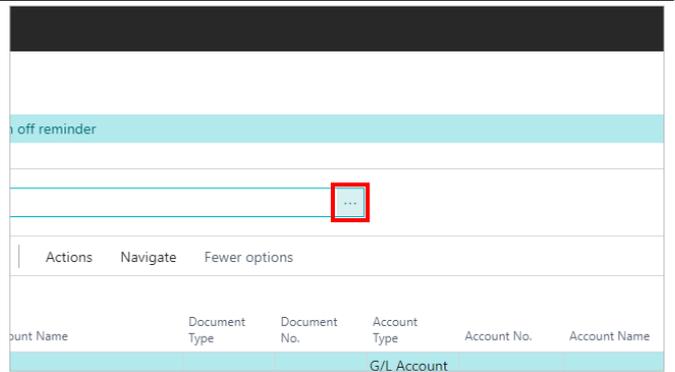


Open Door Technology Inc.	
	June 16, 2021
ODT Intercompany Help	126/127

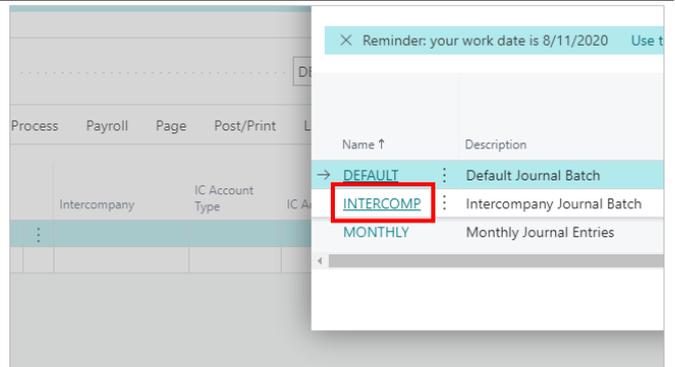
Click on **General Journals Tasks**



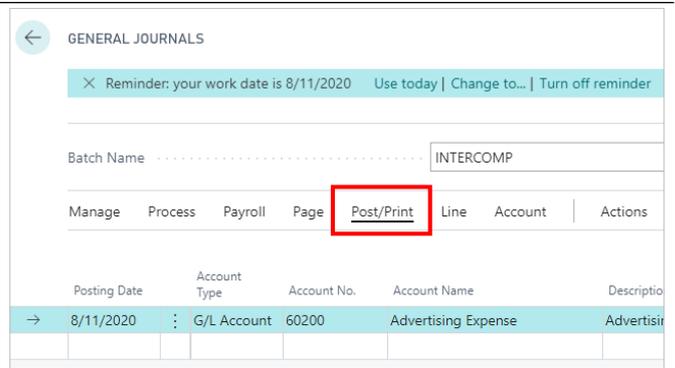
Click on the lookup button **Batch Name**



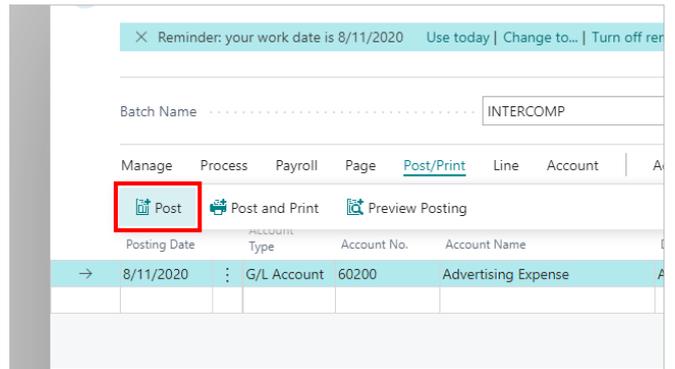
Click on the link in cell **Name** with the value **INTERCOMP**
 Notice that the Target company portion of the Intercompany journal is in this batch. There could be other entries as well from previous Intercompany transactions that were not posted.



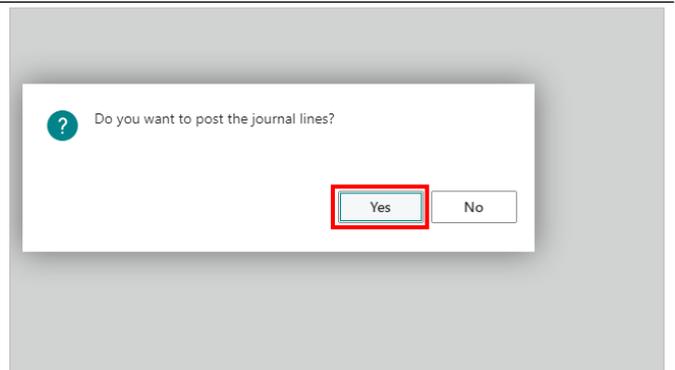
Click on the navigation menu item popup **Post/Print**



Click on the navigation menu item **Post**

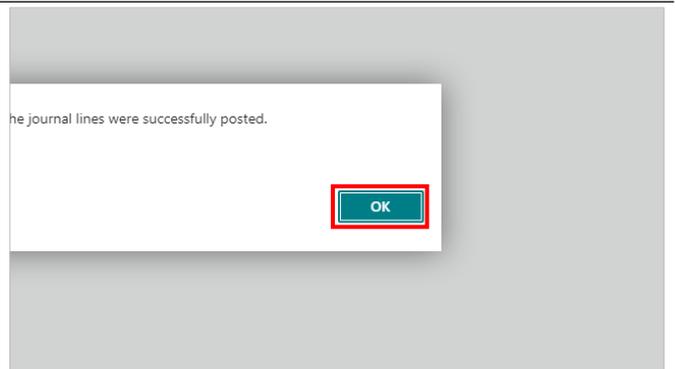


Click on the button **Yes**



Click on the button **OK**

The Intercompany transaction has now been posted



Click on the back button

