

## Product Updates: R12.5, December 2012

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### FORTNOX

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# **Account Reconciliation**

Account Reconciliation is a function that helps you automatically reconcile the account balance that you can get from your bank as a file, against what you have posted on a particular account in Fortnox.

Reconciliation can also be carried out manually against a paper statement, without uploading any file, and the function can also be used to reconcile other balance sheet accounts.

#### Where:

Accounts are reconciled under Accounting - Accounting - Reconcile Account.

F	ORTN	ох 🔲	<b>a</b>	•	9 ¢			J 🖬	•
	Accounting	Supplier Invoices	Quotes	Sales Orders	Customer Invoices	Registry	Reports	Financial Overview	
	List New Jo	ournal Entry Reco	ncile Accou	nt Search Am	nount Record Daily	Sales Ad	ccruals Ir	nport Journals	

#### More info:

Here you will find two columns for reconciliation:

- one for your accounting transactions in Fortnox,
- and one for your bank transactions (if you upload a file).

Two reports:

- the reconciliation report
- and an account analysis.

as well as:

- a mass reconciliation function to help you in your reconciliation work.

For more information read the help text: Account Reconciliation.

# **Printout templates and print template editor**

New base templates and a print template editor are available for you to customise your Invoices, Quotes, Orders, Packing Slips and Reminders if you wish to.

Where:

### FORTNOX

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#### **Settings - Invoicing - General - Printout Templates**

#### Settings - Order - General - Printout Templates

FORTNOX 🔳	3 🖪 🖻 🖸 🕑	n 🖧 🐴				i 🍝	admin The Rose Store	🕞 Help	Logout
General Accounting Invoicing	Order CRM Time A	Archive Registry	Users						
General Series and Types 🔻	Data Entry V Payments	Delivery V	Email Documents	6					
Financial Year									
Currency									
Close Period						_			
Reminders aut			Cash Invoice	No default		•			
Interest Invoicing	Save		Language:	No default	Save				
Recurring Invoicing ault	•								
Printout Templates	Save		Order Template:	No default		-			
Printing			Language:	No default	<ul> <li>Save</li> </ul>				
Invoice Texts									
Rounding									
Name 🔅	Туре								
							Add New Tem	plate Ca	ncel

The editor enables you to copy our different standard templates and customize their header, footer and rows as you wish.

To create your own template, Click on **Add New Template** in the bottom right hand corner. In the view that appears:

- give your template a name,
- choose what template you want to base it on,
- and finally choose what **type** of template you want to create.

New Printout Templates 🔻							
Template Name:	Export Invoice						
Copy Layout From:	Standard Template						
Print type ①	Invoice						
	Packing Slip						
	Quote						
	Order Confirmation						
	Reminder						
	Cash Invoice						



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Once you have made your selection, remember to Save.

Now you will see your new template in a template list and can enter the first step of the template editor by clicking on the icon at the end of the row.

List <b>v</b>		
Name ③	Туре	
Export invoice	invoice	
Test 1	order_s	
Test 1	order_s	

This takes you to the three parts of the template which can then be edited as you wish. To enter the actual editor, click on the pen icon below:

Invoice Layout 🔻			
Template Name: Test 1			
		-	
Part 🗊	Туре		
Header	Own		Revert to default
Rows	Own	/	Revert to default
Footer	Own		Revert to default

The next view looks as below if you click on the edit icon for the Header.

*Note*: you need to click on edit again in this view to actually start editing the template.



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Template Name: E	Export invoice								
Part: Header									
Edit									
{logo width="200" h	neight="96"}							{\$lang_	header}
			{9	Slang_no}:		{\$id}			
			(if	f \$ocr != ""}{\$lang	_ocr}:{/if}	{if \$ocr !=	"""}{\$ocr}{/if}	ł	
			{9	Blang_date}:		{if \$printre	minder}{\$re	minddate}{els	e}{\$tdate}{/if}
{\$lang_billaddress; {\$contact_name} {\$contact_address; {if \$contact_addres; {if \$contact_addre; {if} \$contact_country;	}: s} ss2!=""}{\$contact_ado {\$contact_city} }	dress2}	(5) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Glang_deladdress f \$contact_deladdr f \$contact_deladdr f \$contact_deladd if} {\$contact_delad gcontact_delcoun if}	}: me != ""    ess} dress2!=""" tip} {\$cont: try}	\$contact_d {\$contact_ act_delcity}	eladdress ! deladdress	=""} {\$contact	_delname}
{\$lang_custno}:		{\$contact}	{\$	ilang_ourref}:			{\$ourref}		
{\$lang_yourref}:		{\$yourref}	{\$	lang_paycond}:			{\$paycond}		
{\$lang_yourorderno}:		{\$orderno}	{\$	lang_expiredate}:			{\$edate}		
{\$lang_delcond}:		{\$delcond}	{it	f \$usedelayfee ==	"1"}{\$lang_	overdue}:{/if}	{if \$usedel	ayfee == "1"}{\$c	lelayfee}{/if}
{\$lang_deltype}:		{\$deltype}	{ii O	f \$ddate != "1970- 1"}{\$lang_deldate}:{	01- /if}		{if \$ddate !=	"1970-01-01"}{\$	ddate}{/if}
{\$lang_VATno}:		{Scontact_vatno}	{it \$4 {\$ {\$	f \$contract_period contract_period_e Slang_contract_invoi Slang_ourorderno}: {	_start != "" ind != ""} ce_period}: - /if}	OR {else}	{if \$contract_r \$contract_r {\$contract_r {\$contract_r and \$refo !	t_period_start period_end != " period_start} - period_end} {els = "0"} {\$refo} {/if	!= <sup></sup> OR "} e} {if \$refo != <sup></sup> } {/if}
{\$lang_itemno}	{\$lang_name}		{\$lang_order	no} {\$lang_unit}	{\$lang_	price} {\$lan	g_discount}	{\$lang_vat}	{\$lang_sum}
						Preview	Copy layout		Cancel

If you need more help creating your own template, please contact send an email to <u>support@fortnox.co.uk</u> or call us son 020 3176 2491.