

## Here is what is new in Fortnox

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## Release Notes 12.3, September 2012

### In the Accounting Application

#### Automatically update currencies

You now have the possibility to choose whether you want to continue updating your currency exchange rates manually or if you want to use automatic updates to provide you with the latest exchange rates. Activate Automatic currency updating by ticking the box at the bottom of the screen.

#### More info:

The currency exchange rates come from <http://www.xe.com/> and are updated every 24 hours. The Euro is used as base currency. The rates provided are mid-market, which means that they are derived from mid-point between the buy and sell rates of large-value transactions in the global currency markets.

#### Where:

**Settings - Accounting - General - Currency**

**Settings - Invoicing -General- Currency**

Currency

Lists:  Show rates in domestic currency  
 Show rates in foreign currency

Code	Currency	Unit	Date	Sell Rate	Buy Rate
SEK	SEK	1	01.01.2012	0,0942	0,0942
USD	US-dollar	1	14.11.2011	0,6225	0,6225
EUR	Euro (EUR)	1	14.11.2011	1,0000	1,0000

Automatically update currency exchange rates

Save Cancel

### Journal Templates

In **Fortnox Accounting**, journal templates, that can be used when registering supplier invoices and journals, have been added to all accounts (old and new) to facilitate your registration work. The templates have the prefix FNX making them easily identifiable. If you do not want to use the templates they can be removed by going to **Settings – Accounting – Data Entry – Journal Templates**.

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**More info:**

On **Supplier Invoices**, the journal templates are already coded for the purchasing of goods with different VAT rates, for instance rent or advertising & promotion.

On **Journals**, the templates are for registering purchases that have already been paid for (cash purchases) with different VAT rates.

**Where:**

### Accounting - Supplier Invoices - New Invoice - Journal templates

The screenshot shows the 'Supplier Invoice' form. The 'Journal Template' dropdown menu is open, showing the following options: FNX01 - Purchase 20%, FNX02 - Purchase 5%, FNX03 - Purchases Goods EU, FNX04 - Rent, and FNX05 - Advertising & Promotion. The 'FNX05 - Advertising & Promotion' option is highlighted in blue. Other fields include Serial no / Journal ref: 30\* / D1\*, Type: Invoice, Supplier No, Supplier, Project No, Cost Centre, Total, VAT, Ref. No, Invoice No, Invoice Date: 01-04-2012, Due Date: 01-04-2012, Customer No, Our Reference, Your Reference, Currency / Rate / Unit: GBP, 1,000, 1, and Purchase of: Goods.

A/C No	CC	Prj	Account	Transaction Information	Debit	Credit	Account Balance
2441			Accounts Payable				0,00
2640			Charged VAT costs / Incoming VAT				-1 000,00
<b>Total</b>					0,00	0,00	
<b>Difference</b>						0,00	

Buttons: Save, Save and Post, Void, Cancel

### Accounting - New Journal Entry - Journal Template

The screenshot shows the 'Journal Information' form. The 'Journal Template' dropdown menu is open, showing the following options: FNX06 - Purchase 20% and FNX07 - Purchase 5%. The 'FNX06 - Purchase 20%' option is highlighted in blue. Other fields include Journal Ref: A5\*, Journal Type: A - General Ledger, Date: 06-03-2013, Description, Project No, Project Name, and Amount.

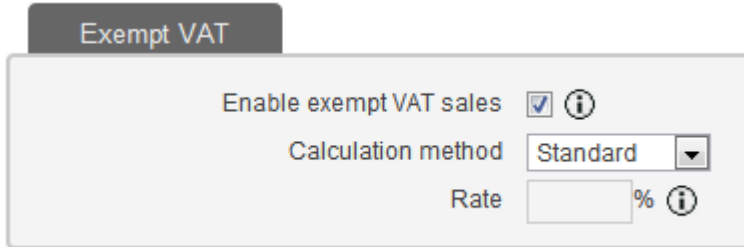
A/C No	CC	Prj	Account	Transaction Information	Debit	Credit	Account Balance
<b>Total</b>					0,00	0,00	
<b>Difference</b>						0,00	

Buttons: Post, Cancel

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### Exempt VAT

If your business partly or completely relies on the selling of VAT exempt products and services, you can now manage this in Fortnox. You must enable Exempt VAT when creating your financial year so that your VAT reporting gets set up correctly.



Exempt VAT

Enable exempt VAT sales  ⓘ

Calculation method Standard ▾

Rate  % ⓘ

#### More info:

You will find a help text for **Exempt VAT reporting** in the Help texts, under **Getting started with VAT**. The new text will also be posted in your Dashboard under Fortnox News.

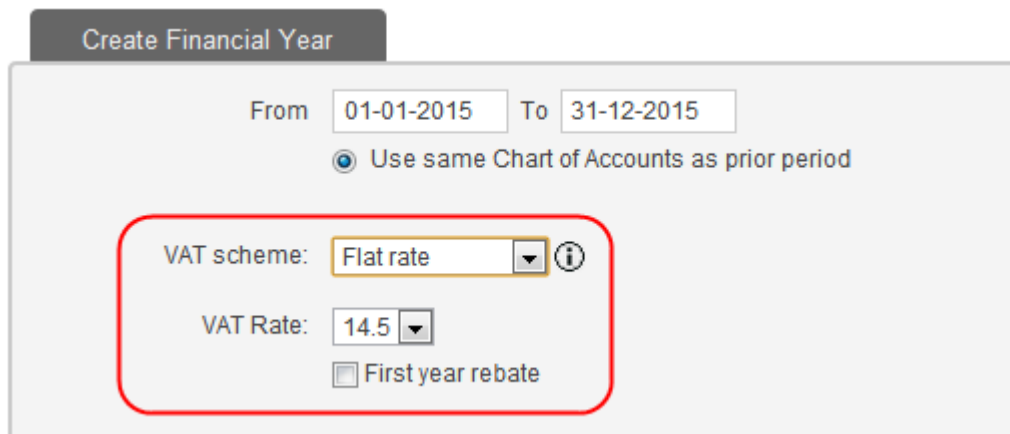
#### Where:

You have the possibility to enable Exempt VAT sales under **Settings - Accounting General - VAT**.

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### Flat Rate VAT

When you create a new financial year, you now have the possibility to choose **Flat Rate** as a VAT scheme. As a small company, you can request a flat rate scheme from HMRC. **Flat Rate VAT** means that no matter what you sell you report a fixed VAT rate depending on what branch you work in.



Create Financial Year

From 01-01-2015 To 31-12-2015

Use same Chart of Accounts as prior period

VAT scheme: Flat rate ⓘ

VAT Rate: 14.5

First year rebate

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### *More info:*

You will find a help text for **Flat Rate reporting** in the Help texts, under **Getting started with VAT**. The new text will also be posted in your Dashboard under Fortnox News.

### *Where:*

You choose the Flat Rate VAT scheme when you create your financial year under **Settings - Accounting - General - Financial Year**.

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## Import of Journal Entries

You now have the possibility to import journal entries.

### *More info:*

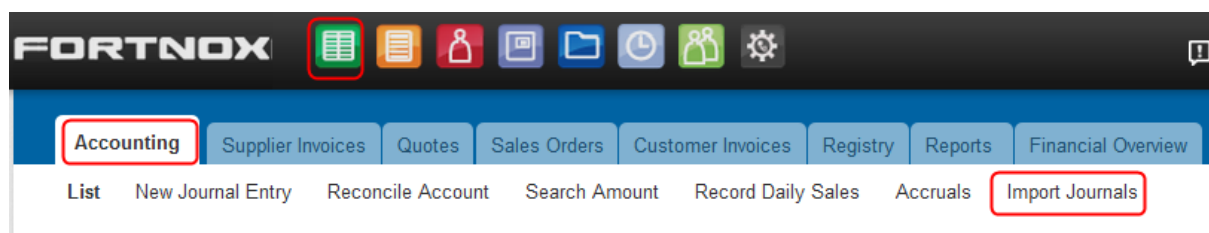
You have the possibility to **import** text files, with **.txt** extension, or CVS files with **.csv** extensions with the following delimiters:

- tab-delimited (TAB)
- comma-delimited (,)
- or semi-colon-delimited (;)

You can find a help text for the **Import of Journal Entries** in the Help texts, under **Getting started with Fortnox Accounting**. The new text will also be posted in your Dashboard under Fortnox News.

### *Where:*

You can find the functions under: **Accounting - Accounting - Import Journals**.



## Export of Journal Entries



You now have the possibility to export journal entries.

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### *More info:*

You have the possibility to **export you journals** to CVS files, with **.cvs** extension, with the following delimiters:

- tab-delimited (TAB)
- comma-delimited (,)
- or semi-colon-delimited (;)

You will find a help text for the **Export of Journal Entries** in the Help texts, under **Getting started with Fortnox Accounting**. The new text will also be posted in your Dashboard under Fortnox News.

### *Where:*

You can find the functions under: **Accounting - Accounting - List**.

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## Upload chart of accounts-Instructions and template

You now have the possibility to upload your own chart of accounts when you create your first financial year in **Fortnox Accounting**.

### *More info:*

Under **Settings - Accounting - General - Financial year** there are links to documents containing a sample chart of accounts - a template you can create your own file with - and VAT codes. There is also a document containing the account class codes if you want to include them in your file.

You can find a new help section for **Upload you own chart of Account** in the help texts under **Getting started with Fortnox Accounting**. The new help section will also be posted in your Dashboard under Fortnox News.

### *Where:*

You can upload your chart of accounts under **Settings - Accounting - General - Financial year**

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Create Financial Year

From  To

Use same Chart of Accounts as prior period

Choose new account chart --- Own ---

No file chosen

**Enter new number series**

Customer Invoices

Supplier Invoices

VAT scheme:  ⓘ

**Need help creating and uploading your own chart of accounts?**  
Read the Help Section: Workflow for uploading your own chart of accounts.  
And use the documents:

- Account Classes
- View example
- Chart of Accounts
- VAT Code

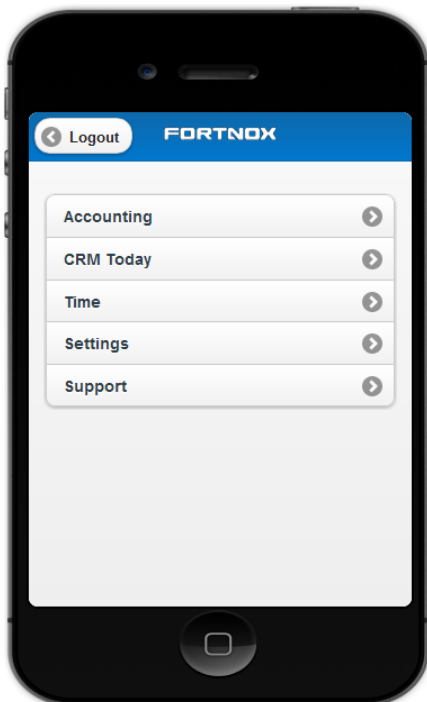
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## In Fortnox Mobile

### Getting Started with Fortnox Mobile

A new Fortnox Mobile web app has been launched.

Simply login via your mobile with the same user name and password as you use to access your ordinary web based applications and you will gain access to the applications that you are registered for. **Fortnox Mobile** is included free of charge in the ordinary license which means you do not have to pay any additional charge for using the mobile applications. **Fortnox Mobile** includes a slimmed version of Accounting, CRM and Time.



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You can find a new help section for **Fortnox Mobile** in the Help texts: **Getting started with Fortnox Mobile**. The new Getting Started Document will also be posted in your Dashboard under Fortnox News.