FORTNOX

Product Updates: R12.5, December 2012

Here is what is new in Fortnox:
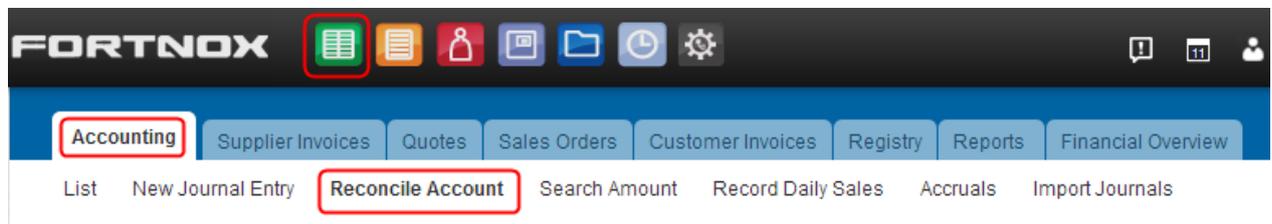
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Account Reconciliation

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**.

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**.*
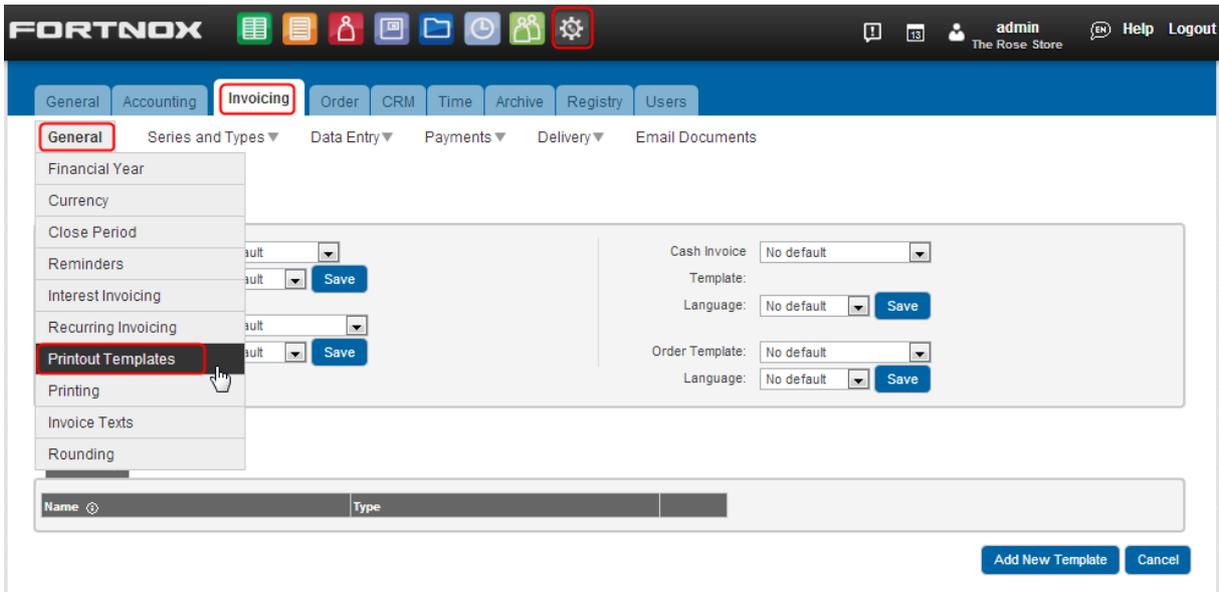
Printout templates and print template editor

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:

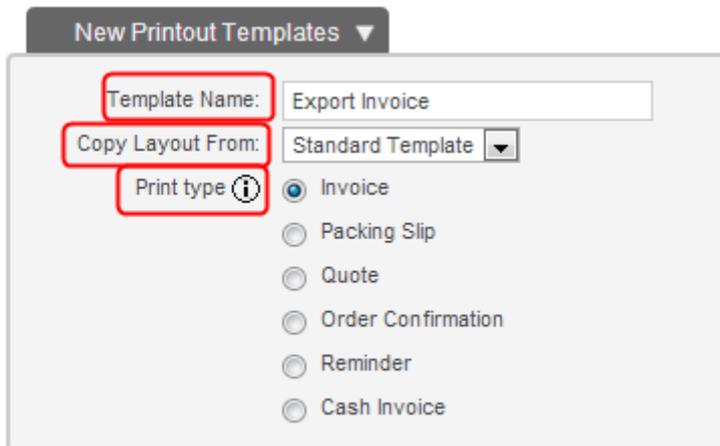**Settings - Invoicing - General - Printout Templates**

Settings - Order - General - Printout Templates

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.

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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.

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:

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