



How to take advantage of the new global invoice journal in Microsoft Dynamics 365 for Finance and Operations.

By Anders Johansson, CPA & Senior Functional Consultant, Arbelo Technologies

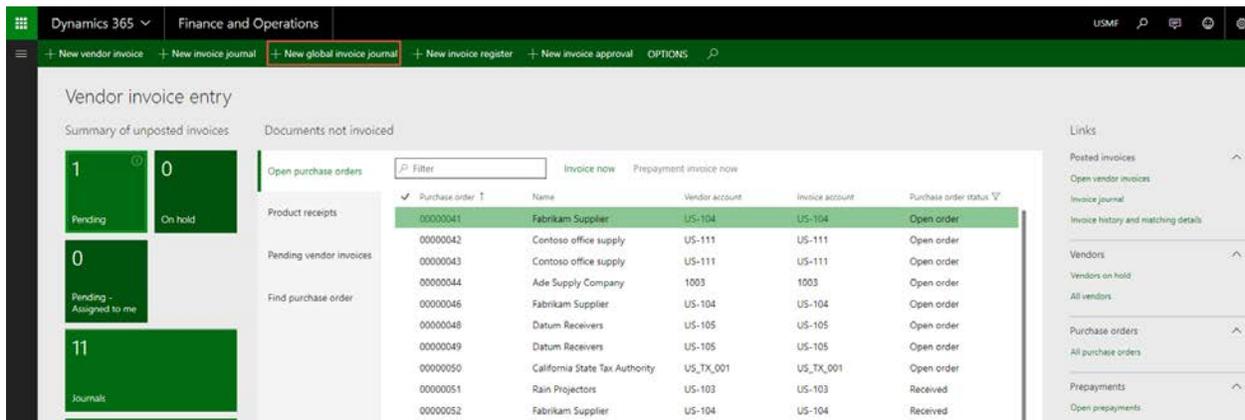
In Microsoft Dynamics 365 for Finance and Operations, Accounts Payable Accountants, you can now post an invoice journal from one single location to other legal entities. The new D365 features improves control and visibility. You also gain efficiencies for accounts payable accountants by using one single location to post global journals, and through using Excel to generate large journals.

To enter global account payable invoice journals, you can do so in two different ways. In the legal entity you are working in, here USMF.

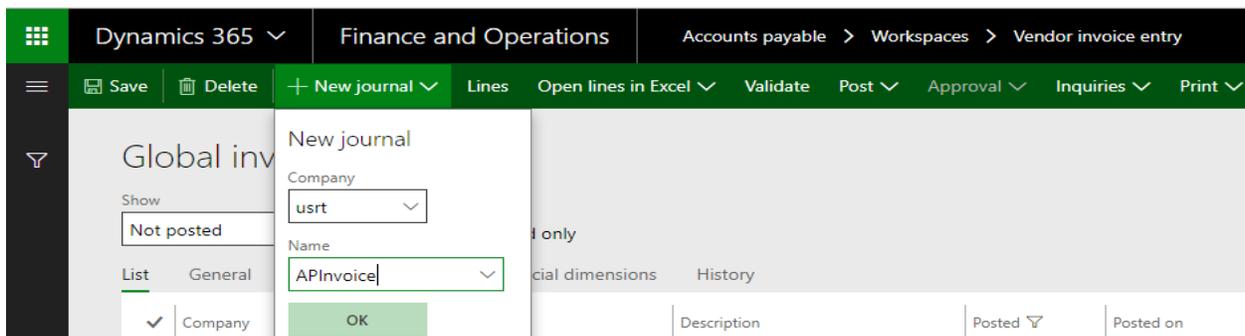
1. The first pathway, in the landing page in D365, access the Vendor Invoice Entry workspace.



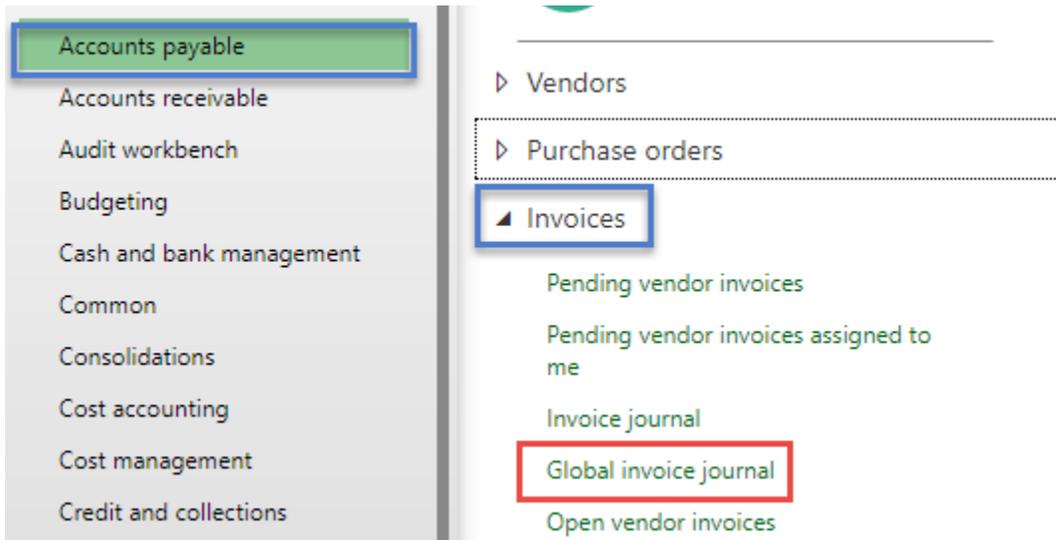
- a. In the Vendor Invoice Entry workspace, press: New Global Invoice Journal in the top bar.



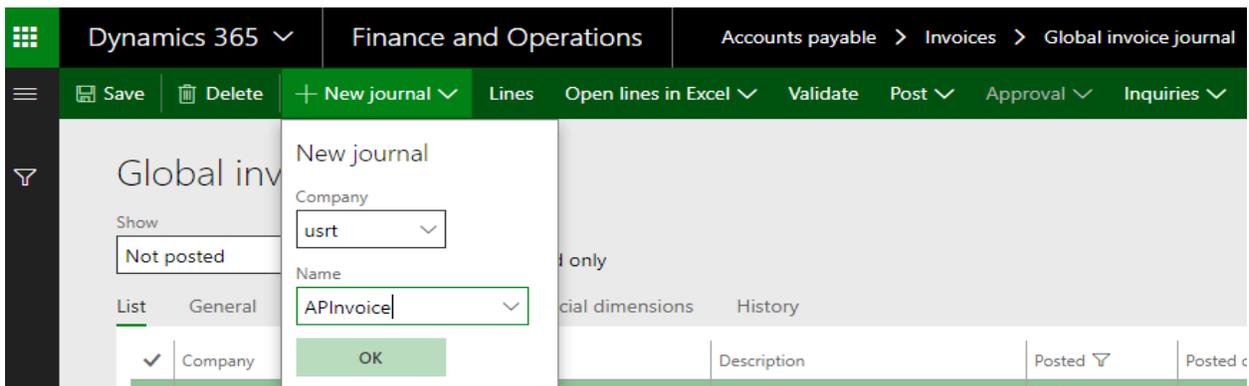
- b. This will take you to the global invoice journal entry form.



2. The second pathway, is to access the Account Payable module, expand the Invoice tab, and then press: Global Invoice Journal link.

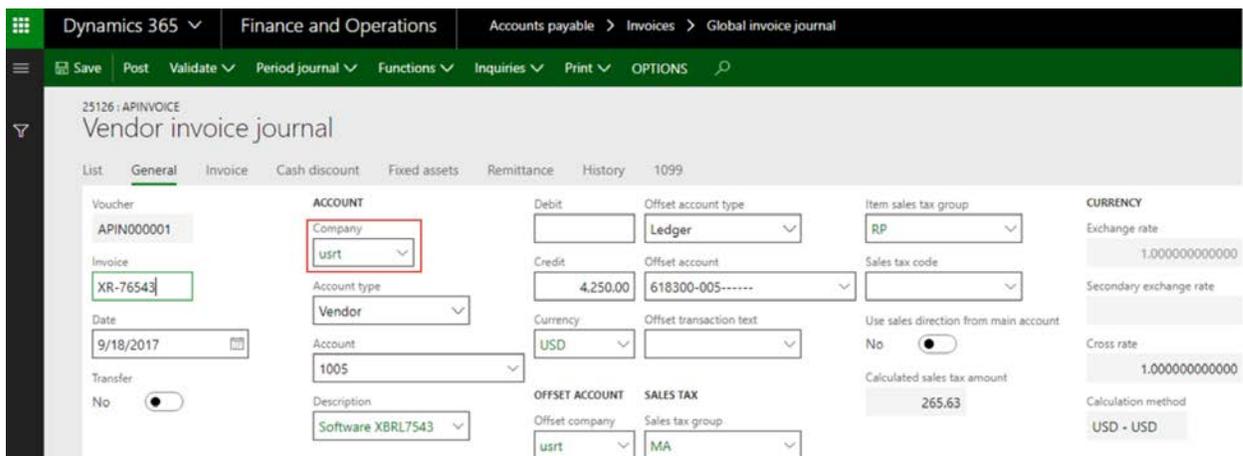


- a. Press: New Journal. Select the legal entity you are posting to. In this case we are posting to USRT. Then select the type of journal to post. In this case AP Invoice Journal.
- b. Press: Lines, in the ribbon

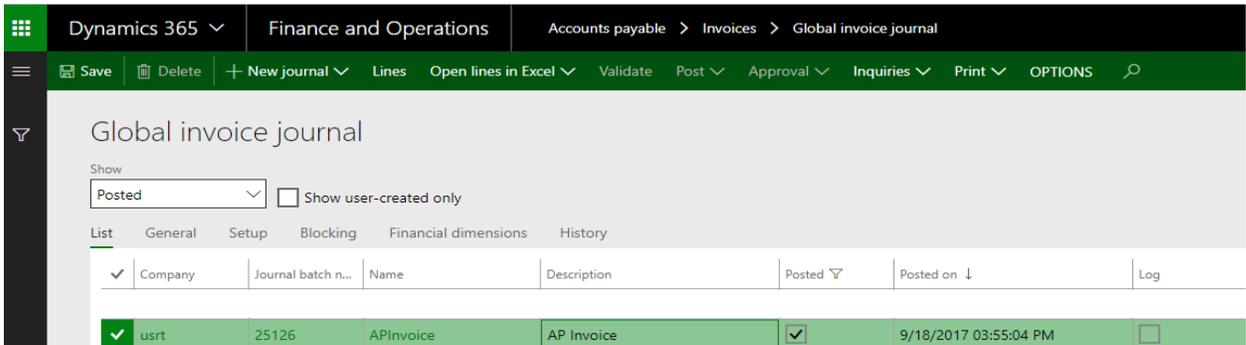


This should automatically, take you to the legal entity that you have selected to post the global invoice journal to.

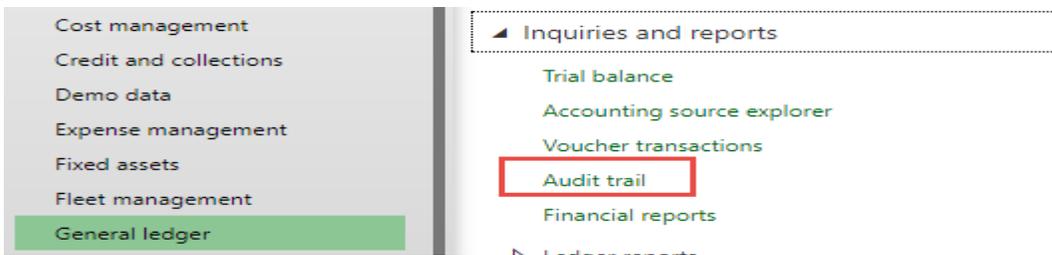
- c. Complete the journal line as usual by completing fields such as, Account Type, Account Name, Invoice Data, Invoice Number, Description, Credit Amount, Currency, Offset Account Type and Offset Account.
- d. To check you are entering the journal in the company as intended, press the General tab and view the name of the legal entity in the legal field



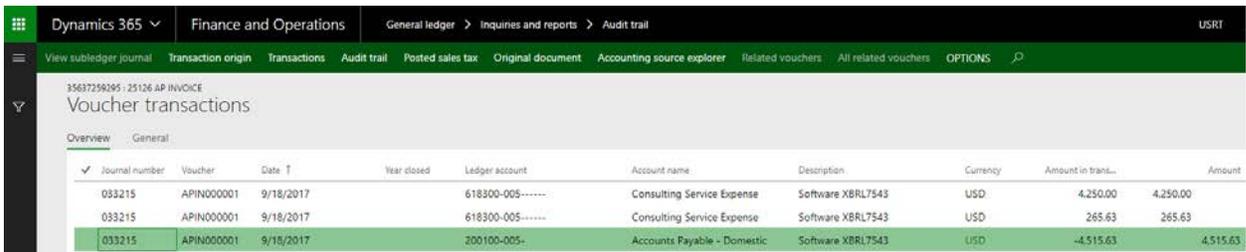
- e. Validate and then Post the journal
- f. In the Global Invoice Journal header, it will show the company you posted to and it that the journal has been posted, with the checked Posted field.



- 3. To review the posting in the entity you posted to, in this case USRT. Go to the Audit Trail in the General Ledger and view the voucher posting.



- a. USRT can also be viewed in the upper right-hand corner. No posting was generated in the legal entity, you initiated the Global Invoice Journal from which inn this case was USMF.



- 4. Also, you can also create large Global Invoice Journals by using Excel.
 - a. In the Global Invoice Journals form, press the Open Lines in Excel
 - b. Press: OK

