

LEDGERLY

USER GUIDE

Latest Version: 27.0.0.0

Date: 16/02/2025

Table of Contents

1 INTRODUCTION	3
2 ALIAS	4
2.1 INTRODUCTION	4
2.2 ALIAS SETUP	4
2.3 ALIAS MANAGEMENT	5
2.4 ALIAS ON JOURNAL LINE	6
2.5 ALIAS ON SALE LINES	7
2.6 ALIAS ON PURCHASE LINES	7
3 CONTROL OF INDIRECT POSTING	9
3.1 INTRODUCTION:	9
3.2 REQUEST PAGE	9
4 LOAD ACCOUNT FROMAT	12
4.1 INTRODUCTION:	12
4.2 COLUMN DEFINITION IMPORT	12
4.3 ROW DEFINITION (ACC. SCHEDULE) IMPORT	15
4.4 FINANCIAL REPORT DEFINITION S IMPORT WIZARD	18
5 OMIT DIMENSION	23
5.1 INTRODUCTION	23
5.2 SETUP	23
6 REVIEW G/L ENTRIES	25
6.1 INTRODUCTION	25
6.2 REVIEW SETUP	25
6.3 REVIEW ENTRIES PAGE	27
7 POSTED ENTRY DEFERRALS	30
7.1 INTRODUCTION	30
7.2 REQUEST PAGE	30
7.3 HOW IT WORKS	33
8 LEDGERLY SETUP	34
8.1 CONTROLS	34
8.2 ACTIONS	34

1 INTRODUCTION

Managing financial operations in Microsoft Dynamics 365 Business Central often involves many small but critical activities like defining posting combinations, handling deferrals, validating dimensions, reviewing entries, and controlling how postings are performed. When these tasks are handled manually or through scattered setups, they can become time-consuming, difficult to track, and prone to errors, ultimately reducing efficiency and financial control.

This app addresses these challenges by bringing together a set of practical financial management tools into one unified solution. It enables users to predefine posting configurations using aliases, quickly generate financial reports from official formats, control and enforce dimension usage, defer posted entries when needed, reconcile and review G/L entries with automation support, and manage indirect posting permissions – all directly within Business Central.

By centralizing these everyday financial controls in a single interface, the app helps organizations save time, improve accuracy, strengthen oversight, and streamline routine accounting processes.

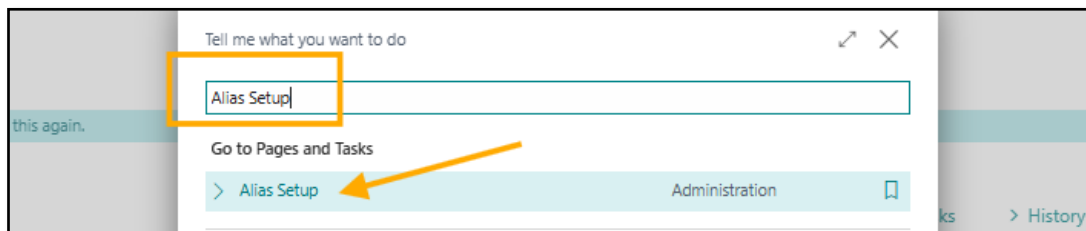
2 Alias

2.1 Introduction

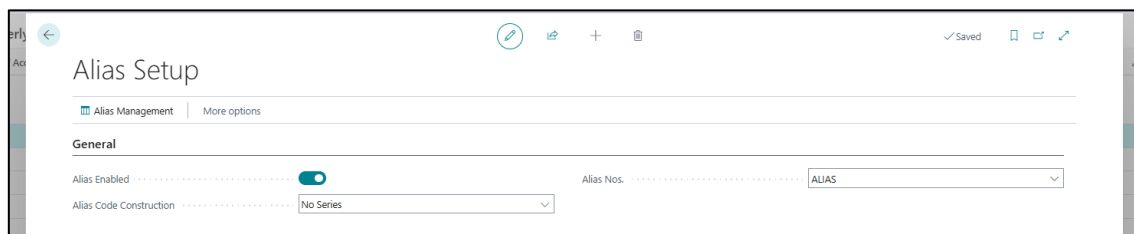
The Alias feature is an accounting support tool. The Alias functionality allows you to create a unique Alias code that represents a predefined set of accounting details. These details can include dimension values, and optionally G/L Account, VAT Product Posting Group, and VAT Business Posting Group. By using an Alias code, users no longer need to remember multiple dimension values or account combinations. Instead, entering the Alias code automatically retrieves and applies all the linked values within Business Central. When using an Alias code in areas such as General Journals, Purchase Documents, or Sales Documents, Business Central automatically expands the Alias and inserts the associated dimension values and related fields.

2.2 Alias Setup

Using Alias, start by **Alias Setup**. Search Alias Setup in the Search to access Setup



Alias Setup will appear as:



You can see three different fields now and an action.

Fields:

1. Alias Enabled

You can control the Alias code visibility on Journals, Sales and Purchase documents using this control. If enabled, Alias code will be available in above-mentioned areas - else not.

2. Alias Code Construction

In this field, you can define whether you want to manually define the Alias codes or to have the standard number series handle the Alias code construction.

3. Alias Nos.

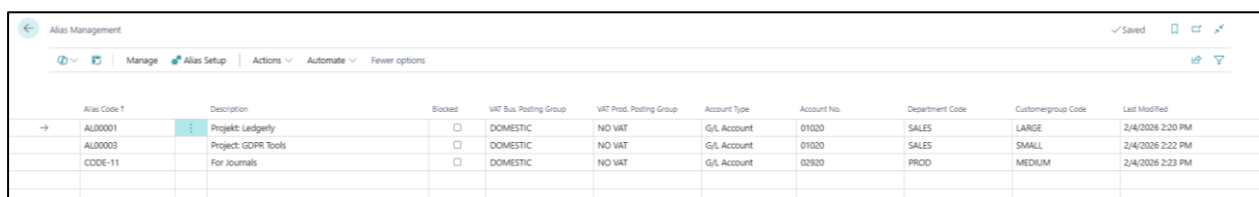
If you can have selected No Series, then you will be able to define the No. Series which is to be used for Alias codes.

Action:

1. Alias Management

This action will open the Alias Management list page, where you can define the Alias code and their respective values.

2.3 Alias Management



Alias Code	Description	Blocked	VAT Bus. Posting Group	VAT Prod. Posting Group	Account Type	Account No.	Department Code	Customergroup Code	Last Modified
AL00001	Project: Ledgerly	<input type="checkbox"/>	DOMESTIC	NO VAT	G/L Account	01020	SALES	LARGE	2/4/2026 2:20 PM
AL00003	Project: GDPR Tools	<input type="checkbox"/>	DOMESTIC	NO VAT	G/L Account	01020	SALES	SMALL	2/4/2026 2:22 PM
CODE-11	For Journals	<input type="checkbox"/>	DOMESTIC	NO VAT	G/L Account	02920	PROD	MEDIUM	2/4/2026 2:23 PM

1. Alias Code:

Alias code, which you will be selecting on Journals, Sales and Purchase documents in the Alias code look-up. Now Alias code construction will depend upon the option you have selected on Alias Setup

2. Alias Description:

Here you can define the description, related to the Alias code you have defined.

3. Blocked:

You can block and unblock the Alias code. If blocked the Alias code will not be available/visible in the relevant look-up.

4. VAT Bus. Posting Group:

You can define the VAT Business Posting Group associated with the Alias code you have currently selected.

5. VAT Prod. Posting Group:

You can define the VAT Product Posting Group associated with the Alias code you have currently selected.

6. Account Type:

Enter the Type of account this Alias code represents. Options: G/L Account, Customer, Vendor, Bank Account, Fixed Asset, IC Partner, Allocation Account. The "Account No." field will filter choices based on this selection. In Sales and Purchase documents Alias code with type Fixed Asset and G/L Account are only available.

7. Account No.:

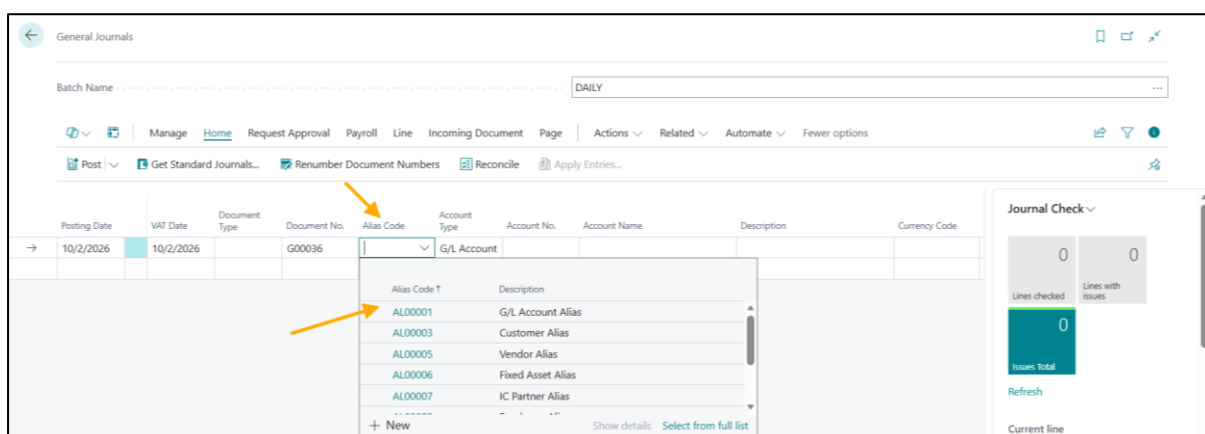
Specify Account number based on Account Type selected.

8. Dimensions.:

You may see multiple columns for dimension values based on the dimension(s) you have configured on the General ledger setup.

2.4 Alias code on Journal Line

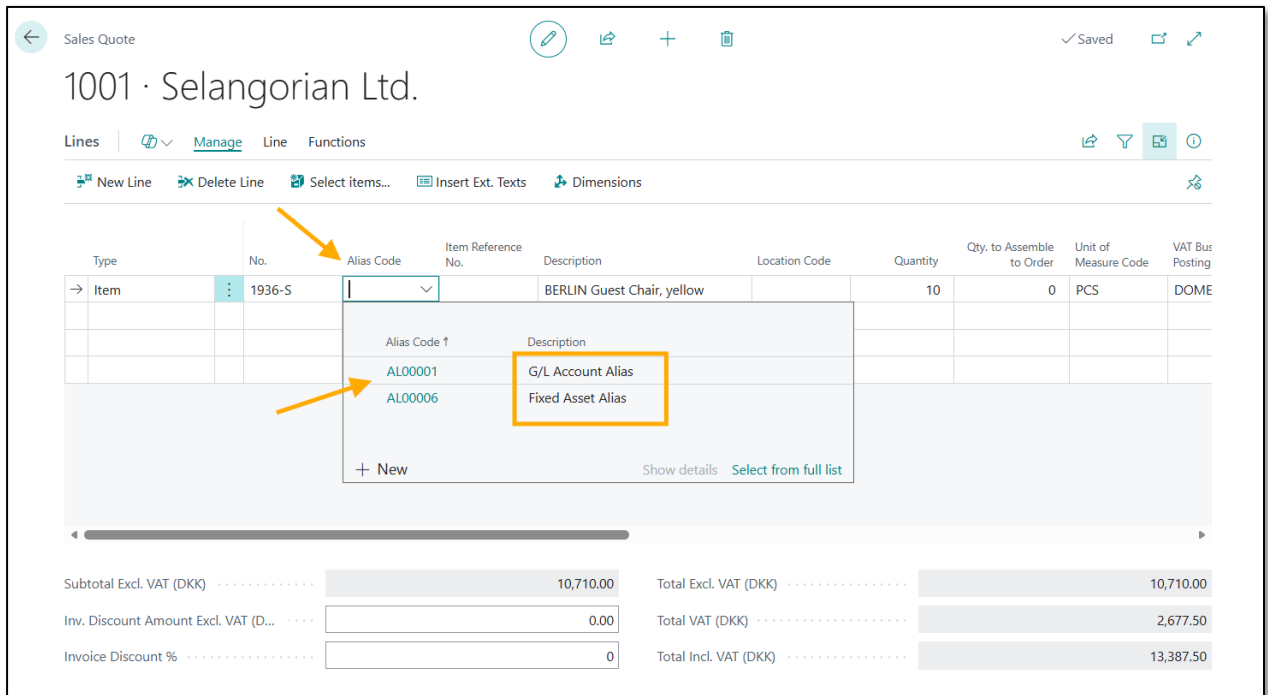
Alias on Journal Lines can be used by entering the relevant Alias code by using the look-up available on Alias code field:



Once you select an Alias code in the look-up, all the relevant fields will be populated.

2.5 Alias on Sales Lines

Alias on Sales Lines can be used by entering the relevant Alias code by using the look-up available on Alias code field as highlighted in below-screenshot. Only the Account types Fixed Asset and G/L Account are available in the look-up. When selecting any of the Alias Codes, all the relevant fields will be populated.



The screenshot displays a 'Sales Quote' for '1001 · Selangorian Ltd.'. The interface includes a 'Lines' section with a table of items. The first line is highlighted, showing 'Item' type, 'No.' 1936-S, 'Alias Code' field, 'Item Reference No.', 'Description' 'BERLIN Guest Chair, yellow', 'Location Code', 'Quantity' 10, 'Qty. to Assemble to Order' 0, 'Unit of Measure Code' PCS, and 'VAT Bus Posting' DOME. A dropdown menu is open for the 'Alias Code' field, showing two options: 'AL00001' with description 'G/L Account Alias' and 'AL00006' with description 'Fixed Asset Alias'. The summary section at the bottom shows the following values:

Subtotal Excl. VAT (DKK)	10,710.00	Total Excl. VAT (DKK)	10,710.00
Inv. Discount Amount Excl. VAT (D...)	0.00	Total VAT (DKK)	2,677.50
Invoice Discount %	0	Total Incl. VAT (DKK)	13,387.50

2.6 Alias on Purchase Lines

Alias on Purchase Lines can be used by entering the relevant Alias code by using the look-up available on Alias code field as highlighted in below-screenshot. Only the Account types Fixed Asset and G/L Account are available in the look-up. Select any of the Alias Code, all the relevant fields will be populated.

Purchase Invoice

107211 · CoolWood Technologies

Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

Lines | Manage | Line

Select items... New Line Delete Line

Type	No.	Alias Code	Item Reference No.	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Quantity	Unit of Measure Code	VAT Bus. Posting Group
Item	1968-S			MEXICO Swivel Chair, black	No		5	PCS	DOMESTIC
→ Item	*			*	No				

Alias Code ↓

- AL00001 G/L Account Alias
- AL00006 Fixed Asset Alias

+ New Show details Select from full list

Subtotal Excl. VAT (DKK)				4,115.00
Inv. Discount Amount (DKK)		0.00	Total VAT (DKK)	1,028.75
Invoice Discount %		0	Total Incl. VAT (DKK)	5,143.75

3 Control of Indirect Posting

3.1 Introduction:

The Control of Indirect Posting report provides visibility into how G/L accounts are affected by indirect postings in Business Central. Indirect postings occur when entries are automatically posted to G/L accounts through posting setups and posting groups, such as Customer, Vendor, VAT, Inventory, Bank, or Fixed Asset posting groups, rather than being posted directly by users.

This report helps users:

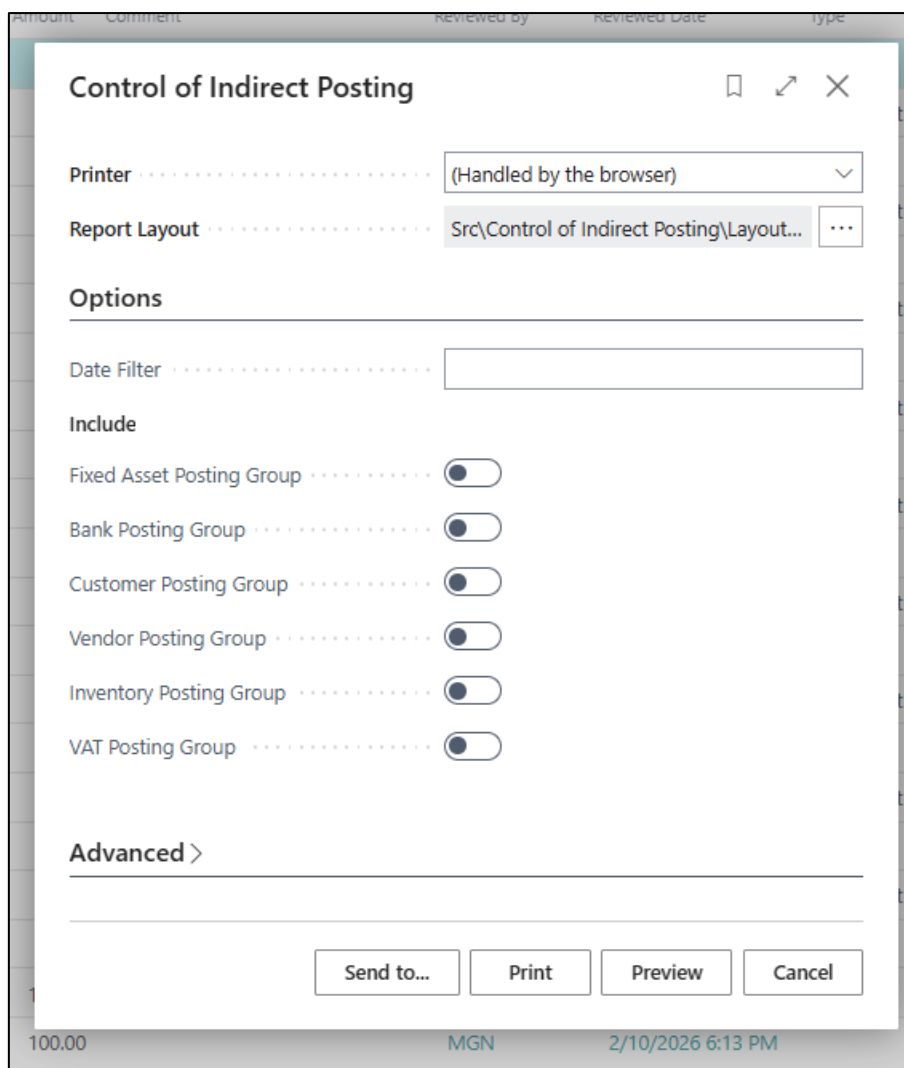
- Identify G/L accounts that are impacted by direct postings.
- Analyze the detailed G/L entries contributing to account balances.
- Distinguish between directly posted and indirectly posted amounts.
- Verify whether posting configurations are behaving as expected.
- Support audit, reconciliation, and financial control processes.

The report displays:

- Selected G/L accounts based on posting group inclusion.
- Net changes within a specified period.
- Detailed entry-level information for each account.
- Clear indication of whether entries were posted directly or indirectly.

3.2 Request Page

When you run this page its request page will appear like below



Filters:

Date Filter:

Enter the date range for which G/L entries should be analyzed. The report will include only those entries whose posting dates fall within the specified filter. This directly affects the calculated net change, directly posted amounts, and indirectly posted amounts shown in the report.

Fixed Asset Posting Group:

Enable this option to include G/L accounts that are linked to Fixed Asset posting groups. When selected, the report will analyze indirect postings generated through fixed asset transactions such as acquisition, depreciation, disposal, and maintenance postings.

Bank Posting Group:

Enable this option to include G/L accounts associated with bank account posting groups. This allows the report to evaluate indirect postings created from bank-related transactions such as payments, receipts, and reconciliations.

Customer Posting Group:

Enable this option to include G/L accounts defined in customer posting groups. This includes accounts impacted by indirect postings from customer transactions such as invoices, payments, discounts, rounding, and service charges.

Vendor Posting Group:

Enable this option to include G/L accounts related to vendor posting groups. When selected, the report will show indirect postings generated from vendor transactions such as purchase invoices, payments, discounts, and rounding entries.

Inventory Posting Group:

Enable this option to include G/L accounts configured in inventory posting setups. This includes accounts affected by indirect postings from inventory movements, cost adjustments, variances, and work-in-progress postings.

VAT Posting Group:

Enable this option to include G/L accounts associated with VAT posting setups. This allows the report to analyze indirect postings created through VAT calculations on sales, purchases, and reverse charge transactions.

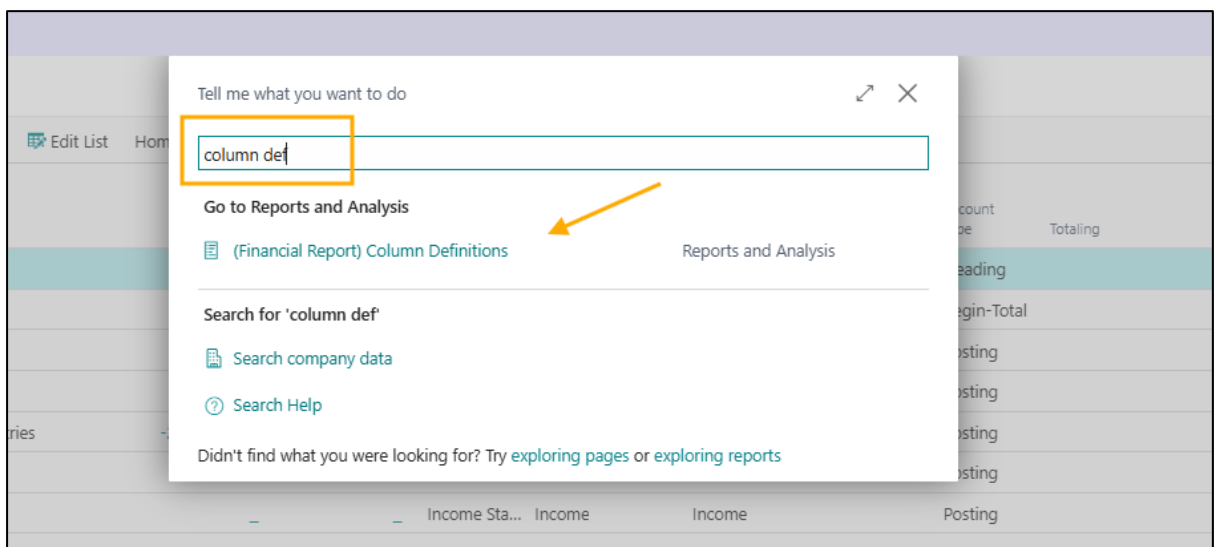
4 Load Account Format

4.1 Introduction:

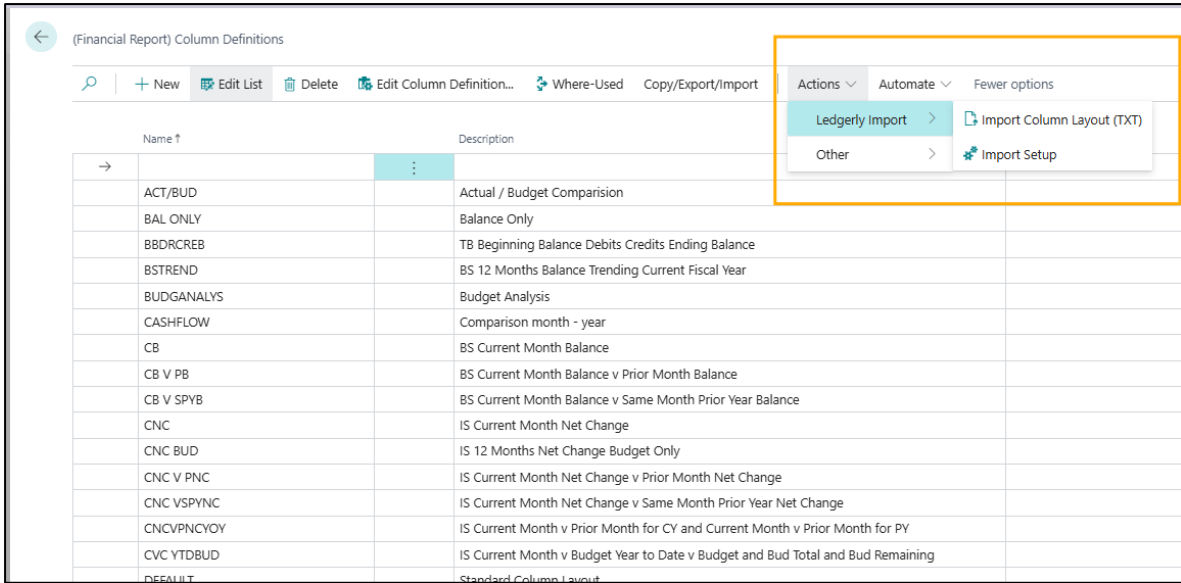
The Load Account Format feature in Business Central enables organizations to easily import and use the official account schedules and column formats issued annually by the Danish Government. Features allow easy import any account schedules and column format by using the import setup, which you can define according to your incoming .txt file. The Load Account Format feature provides a wizard-based tool to import financial report definitions (Column and Row definitions)

4.2 Column Definition Import

To import any column definition for financial reports, search "Column Definition" in search bar.



After opening the Column Definitions, click on Actions and hover over the Ledgerly Import. Now you see two actions: "Import Column Layout (TXT)" and "Import Setup".



First ensure that the import setup mapping is according to upcoming txt file. Click on the action "Import Setup" to open the setup page.

As in below screenshot of Column Definition Import setup and the txt file (csv) have a co-relation. The "Column No" field (Highlighted) in import setup represents the txt file (csv) column no and the "Field Name" field represents the fields of the Column Definition table.

Consider this example for co-relation between incoming txt file (csv) and Column definition lines. The "Column Header" field of the Column Layout appears in 4th column of .txt/csv file you will be importing. Similarly the "Show Indented Lines" field of Column Layout appears in 13th column of txt file (csv) you are importing. Refer to highlighted areas of pictures below for more detail.

Column Definition Import Setup

✓ Saved

+ New Edit List Delete More options

Field Name	Column No. ↑
→ Column Layout Name	1
Line No.	2
Column No.	3
Column Header	4
Column Type	5
Ledger Entry Type	6
Amount Type	7
Formula	8
Comparison Date Formula	9
Show Opposite Sign	10
Show	11
Rounding Factor	12
Show Indented Lines	13
Comparison Period Formula	14
Business Unit Totaling	15
Dimension 1 Totaling	16

K1_2024

✓ Saved

Description: Kolonneformat til resultatopgørelse

Internal Description:

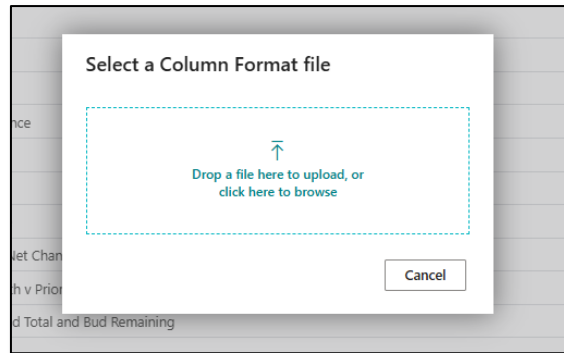
Manage Copy Column Layout Where-Used More options

Column No.	Column Header	Include Date in Column Header	Column Type	Ledger Entry Type	Amount Type	Budget Name	Formula	Show Opposite Sign	Comparison Date Formula	Comparison Period Formula	Show	Show Indented Lines	Rounding Factor	GL Account Totaling	Show in ACY
→ 1	2024		Entire Fiscal Year	Entries	Net Amount			<input type="checkbox"/>			Always	All	None		<input type="checkbox"/>
2	2023		Entire Fiscal Year	Entries	Net Amount			<input type="checkbox"/>		-1RA	Always	All	None		<input type="checkbox"/>

```

File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
new 1 241217-kontoskema-kolonneformat-2024.txt
1 "K1_2024","Kolonneformat til resultatopgørelse"
2
3 "K1_2024","10000","1","2024","Hele regnskabsåret","Poster","Nettobeløb","","","Nej","Altid","Ingen","Nej","","",""
4 "K1_2024","20000","2","2023","Hele regnskabsåret","Poster","Nettobeløb","","","Nej","Altid","Ingen","Nej","-1R","",""
  
```

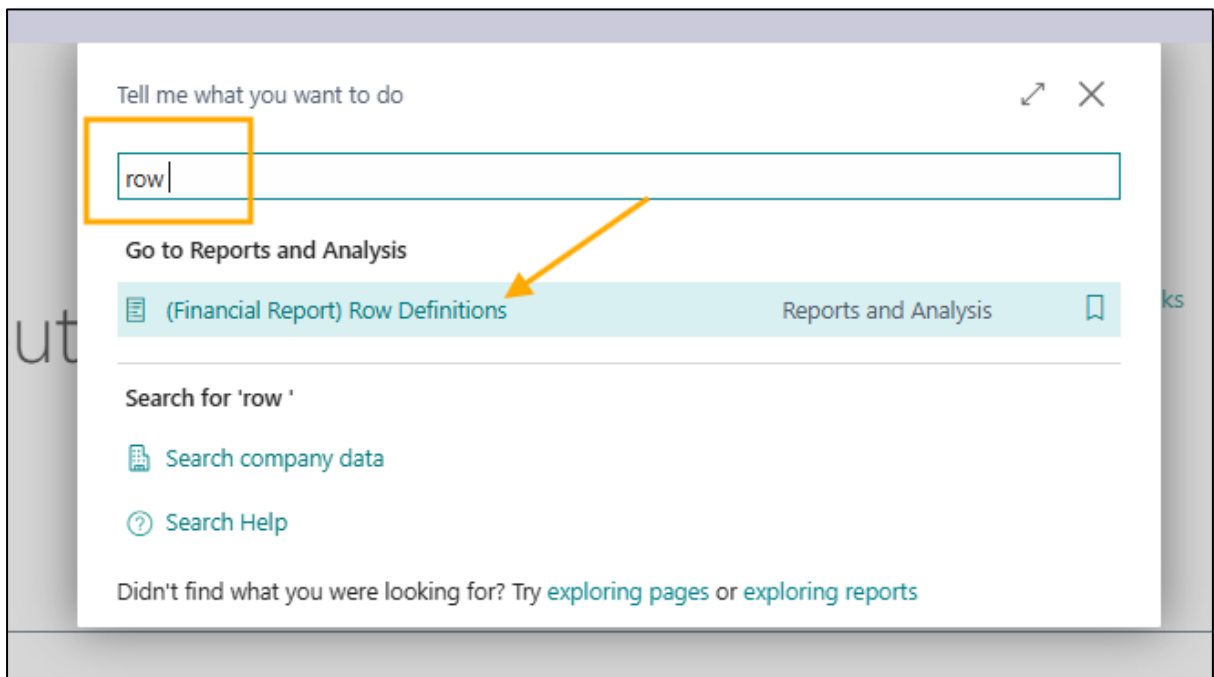
Once you are sure, the Setup has the correct depiction of the txt file (csv) being imported, then press the action "Import Column Layout (TXT)" to continue with import.



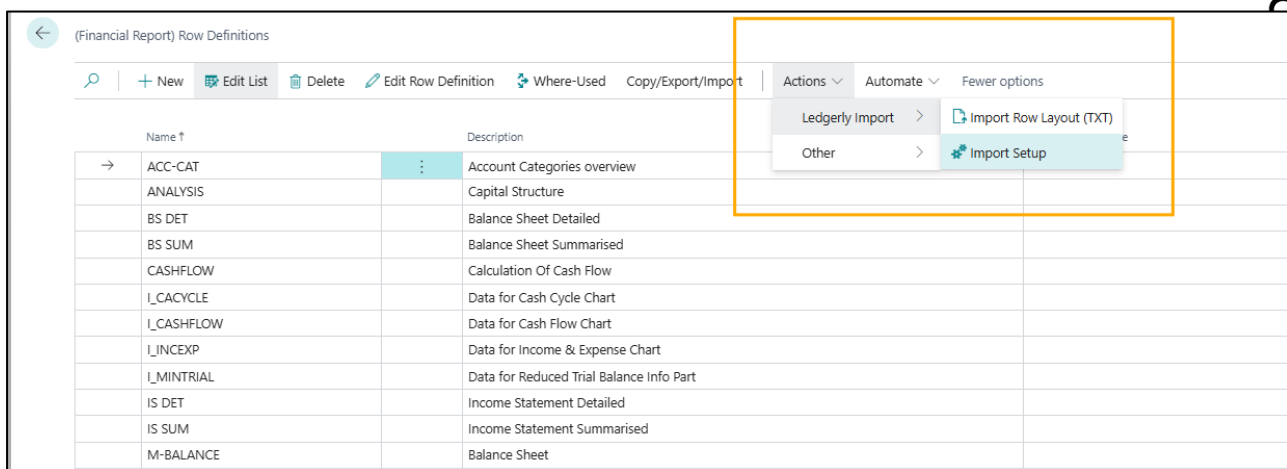
Now select the txt file (csv) having the column layout. If your setup is according to the file being imported, then you will see the Column Definition in the list. Now this import expects the content in the file being imported to be Danish. If the txt file (csv) has content in some other language, then you can use the Import Wizard, where you will have a choice of selecting the language according to the content of txt file (csv) you are importing.

4.3 Row Definition (Acc. Schedule) import

To import any row definition for financial reports, search "Row Definitions" in search bar



After opening the Row Definitions, click on Actions and hover over the Ledgerly Import. Now you see two actions: "Import Column Layout (TXT)" and Import Setup.



First you ensure that import setup mapping is according to upcoming txt file (csv). Click on "Import Setup" to open the setup page.

As in below-screenshot of Row Definition Import setup and the txt file (csv) you will import have a co-relation. The "Column No" field (Highlighted) in import setup represents the txt file (csv) column no and the "Field Name" field represents the fields of Column Definition table.

Consider this example for co-relation between incoming txt file (csv) and Column definition lines. The "Column Header" field of Column Layout appears in 4th column of the txt file (csv) you will be importing. Similarly, the "Show Indented Lines" field of Column Layout appears in 13th column of the txt file (csv) you are importing. Refer to highlighted areas of pictures below for more detail.

Row Definition Import Setup ✓ Saved

🔍 📄 🔗 🔍 📄 🔗 🔍 📄 🔗

🔗 🔍 📄 🔗 🔍 📄 🔗 🔍 📄 🔗

+ New ✎ Edit List 🗑 Delete ⋮ More options

Field Name	Column No. ↑
→ Schedule Name	1
Line No.	2
Row No.	3
Description	4
Totaling	5
Totaling Type	6
New Page	7
Indentation	8
Show	14
Dimension 1 Totaling	16
Dimension 2 Totaling	17
Dimension 3 Totaling	18
Dimension 4 Totaling	19
Bold	20
Italic	21
Underline	22
Double Underline	23
Row Type	33
Amount Type	34
Show Opposite Sign	35

RES_24 ✓ Saved

✕ Changes to this row definition will affect all financial reports using it. Don't show again

Description: Resultatoppgørelse 2024

Internal Description:

Manage Home Insert More options

Outdent Indent Where-Used

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show Opposite Sign	Show	Bold	Italic	Underline	Double Underline	New Page
	ver51_LVM_041123	Posting Accounts		Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Note 1 - 13	Posting Accounts		Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Statstilskud	Posting Accounts		Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Undervisningstaxameter	Posting Accounts	1011*	Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Fællesudgiftstilskud	Posting Accounts	1011*	Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Bygningstaxameter	Posting Accounts	1011*	Net Change	Net Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

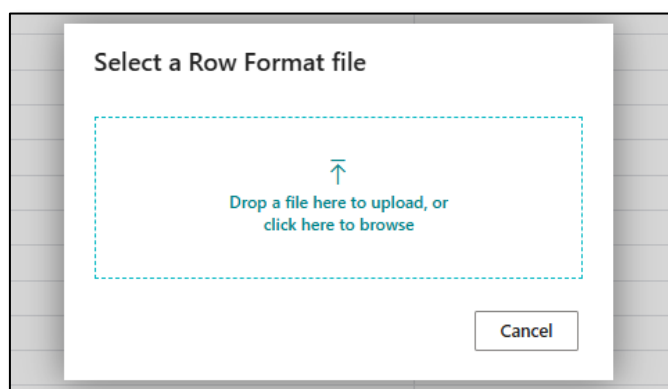
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?

241217-kontoskema-specifikation-formaalsregnskab-2024.txt

```

1 "FORML_24","Forml'sregnskab 2024 (Spec)","K1_2024",""
2
3 "FORML_24","10000","","ver51_BUVM_041124","","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","","","","","Bev'gelse","Nettabel" "Nej"
4 "FORML_24","20000","","Oma'tning","","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","","","","","Bev'gelse","Nettabel" "Nej"
5 "FORML_24","30000","100","Statstilskud i alt (1)","1011*|1211*","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","15..2099|2200|2420|2501|2550..3999|4500..4999|5113|5320|5610..5612|5620..56
6 "FORML_24","40000","110","Statstilskud i alt (2)","1011*|1211*","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","5115|5340|5630|5640|5642|6000|6014..6017|6019|6022..6099|6101..6701|6704|67
7 "FORML_24","50000","110","Statstilskud i alt","100+110","Formel","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","Bev'gelse","Nettabel" "Nej"
8 "FORML_24","60000","200","Deltagerbetaling og v'rige indt'gter i alt (1)","1110*|1150*|1160*|1180*|1212*|1213*|1311*|1315*|1317*|1319*|2110*|2190*","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","
9 "FORML_24","70000","210","Deltagerbetaling og v'rige indt'gter i alt (2)","1110*|1150*|1160*|1180*|1212*|1213*|1311*|1315*|1317*|1319*|2110*|2190*","Kontoaum","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","
10 "FORML_24","80000","20","Deltagerbetaling og v'rige indt'gter i alt","200+210","Formel","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","Bev'gelse","Nettabel" "Nej"
11 "FORML_24","90000","","Oma'tning i alt","10+20","Formel","Nej","","","","","Ja","","","","","Nej","Nej","Nej","Nej","Bev'gelse","Nettabel" "Nej"
  
```

Once you are sure, the Setup has the correct depiction of the txt file (csv) being imported, then press the action "Import Row Layout (TXT)" to continue with import.

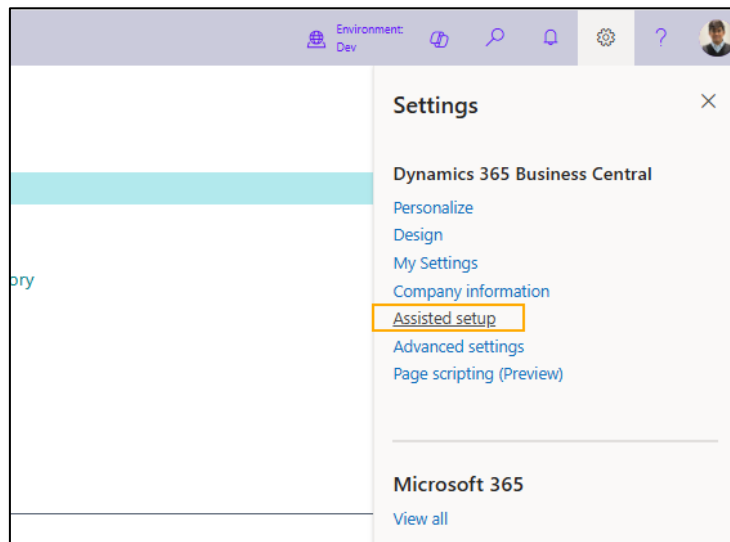


Now select the txt file (csv) file having the row layout. If your setup is according to the file being imported, then you will see the imported Row Definition in the list. Now this import expects the content in the file being imported to be Danish. If the txt file (csv) has content in some other language, then you can use the Import Wizard, where you will have a choice of selecting the language according to the content of file you are importing.

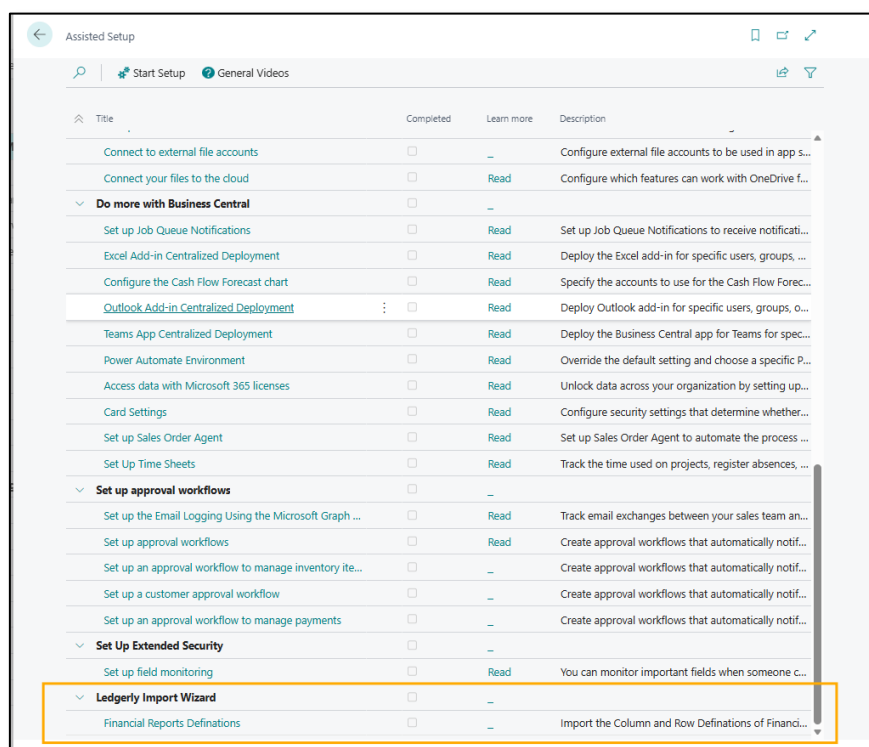
4.4 Financial Report Definitions Import Wizard

The Import Wizard will guide you through importing the column definition, row definition and then combining them to a Financial Report. The Import Wizard also gives you the possibility to import txt file (csv) in any relevant language, by giving you the choice by selecting the language of the txt file (csv) you are importing. The Import Wizard is accessible from two different points.

1. You can start the wizard from Assisted Setup. Click the Gear Icon on the top of Business Central and then press the Assisted Setup link.

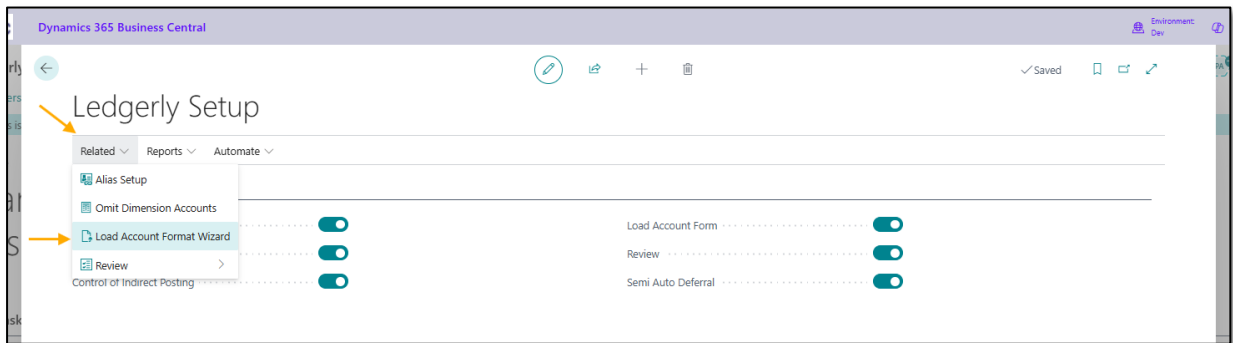


Scroll down and you will see the link for Import Wizard, highlighted in the picture below

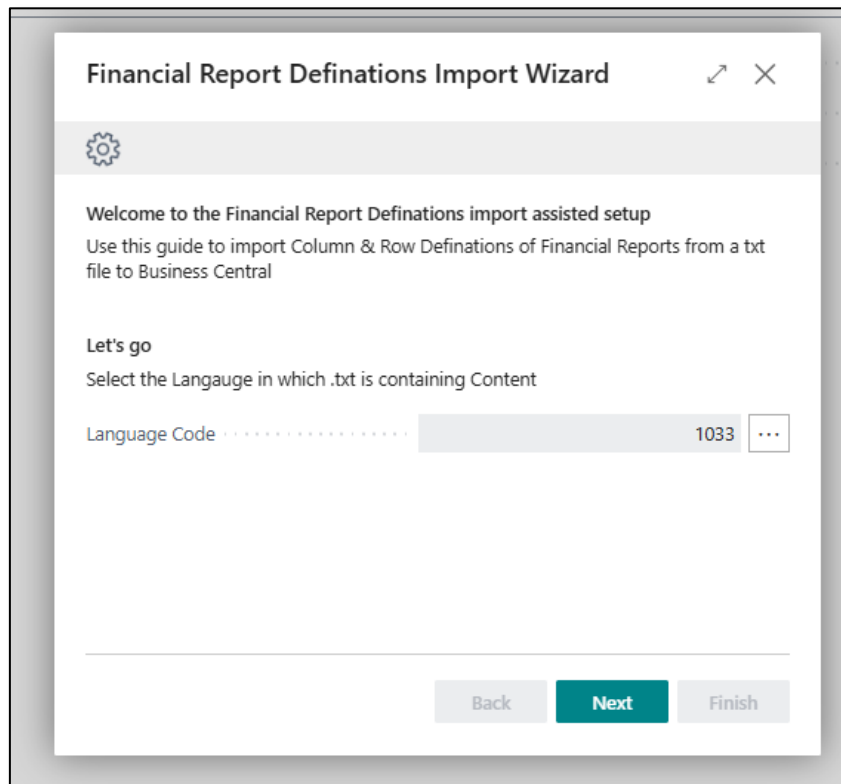


2. You can start the Import Wizard from the Ledgerly Setup
In search bar, search Ledgerly Setup. Open the setup page.

Click on the Action Group "Related". In the action list click "Load Account Format Wizard" to start the Import Wizard.



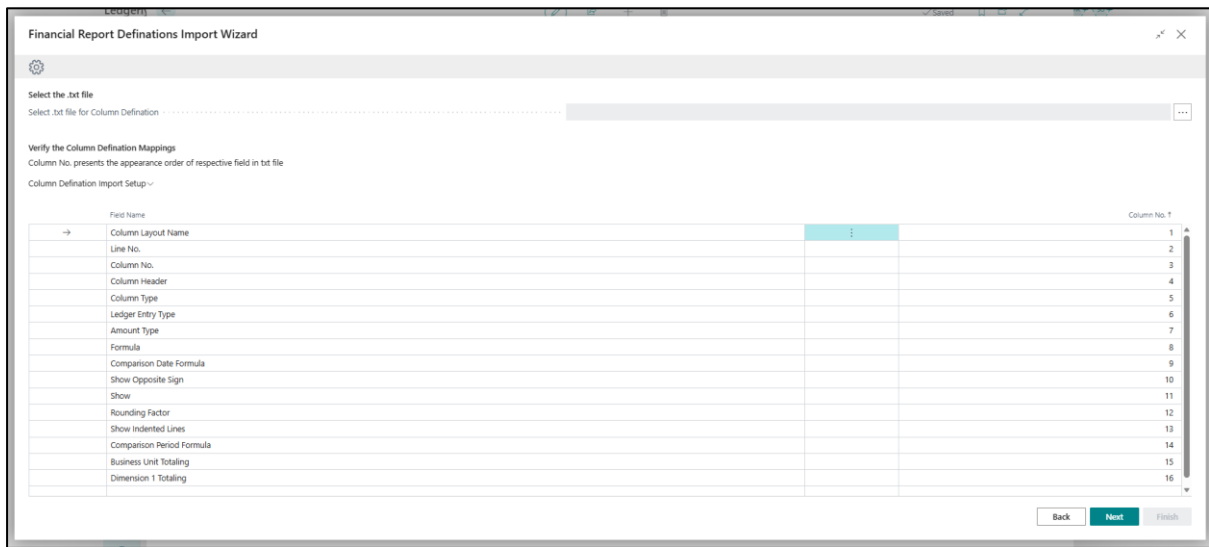
The Import Wizard will start as:



Language code is to give you the choice of selecting the language which the txt file (csv) contains. Click on three dots to select language of your choice (by default your current language has been selected).

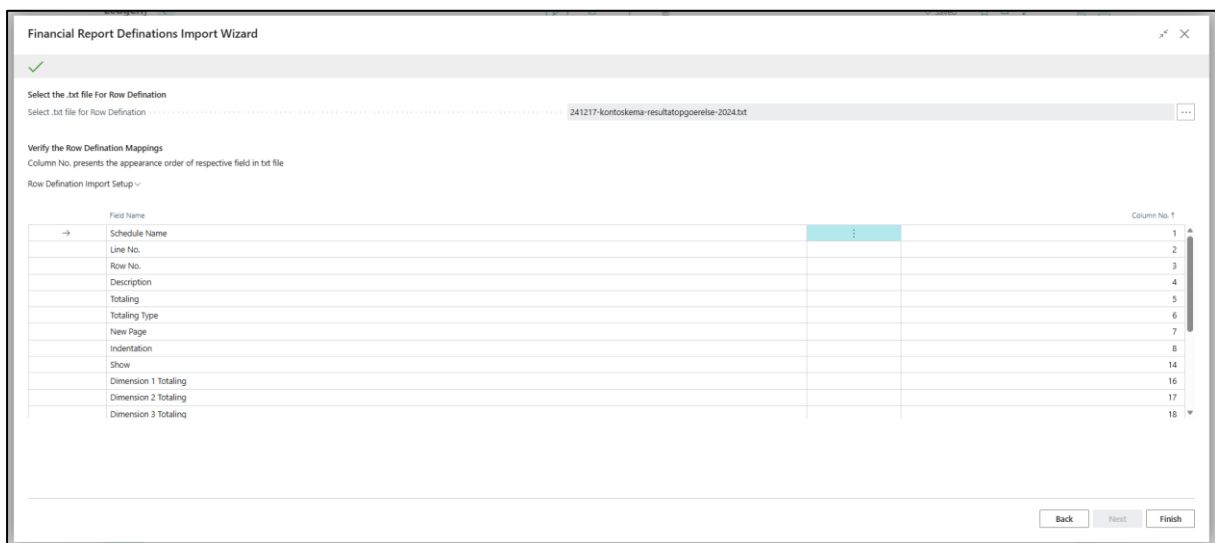
Press the action Next and you will be seeing a page like the below picture:

If the page appears in shorter version, then press the expand button on top right.



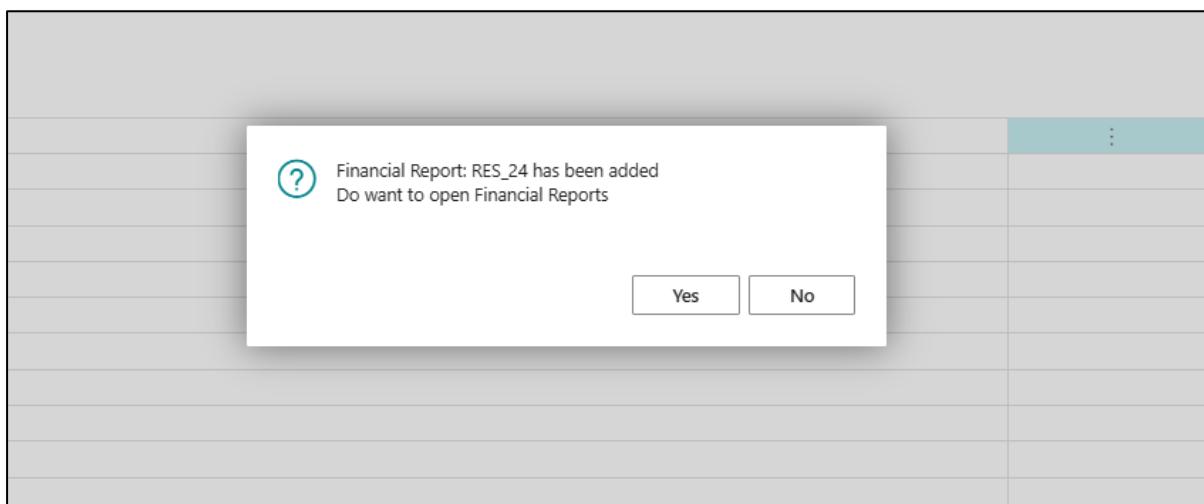
Press the three dots present at the end of "Select .txt file for Column Definition" to select the relevant txt file (csv). Before selecting or importing the file make sure the co-relation as explained in above-feature is correct. In case of inconsistent co-relation error may appear. Once you have confirmed the setup and selected the file containing the layouts, then press the action Next - present at the bottom right.

You will now be asked to select the file containing the Row Definition. Before selecting the file make sure your setup is correct and co-relation between setup and selected file exist as explain above.



Once you have selected the relevant txt file (csv) containing the Row Definition, Press the action "Finish" - at the bottom right - to be done with wizard.

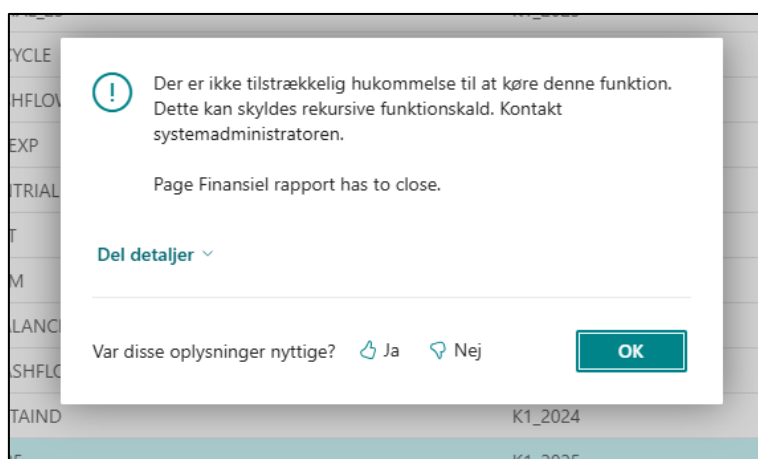
After pressing the Finish action, you will see a dialog consisting of the inserted report name and asking whether you want to open the report.



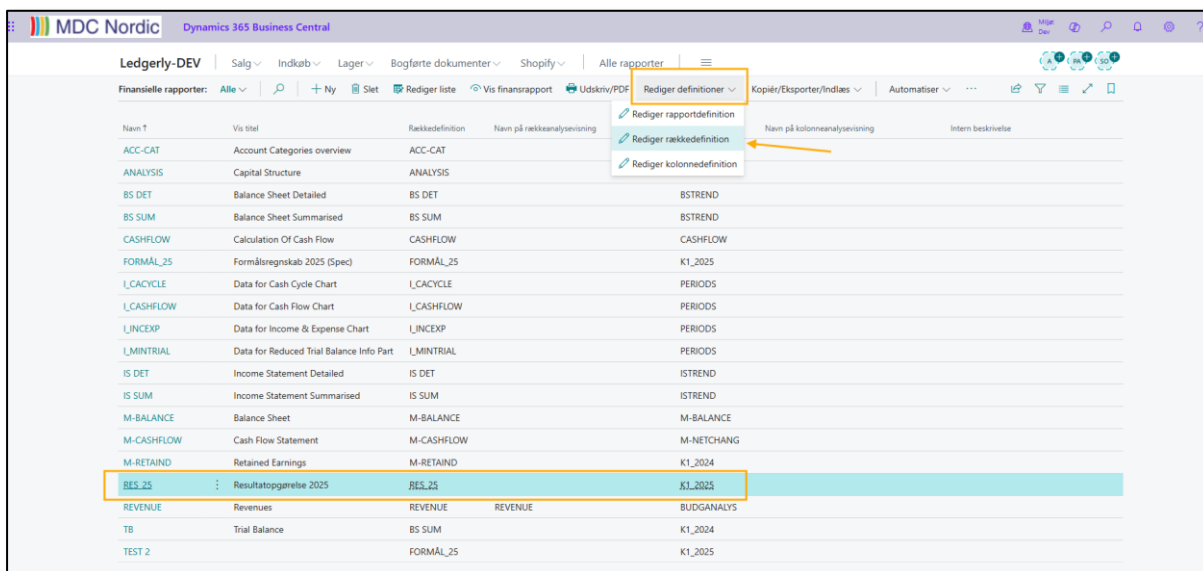
Press the action "Yes" to open the report and confirm the correctness of the imported Column and Row definitions.

4.5 Troubleshooting

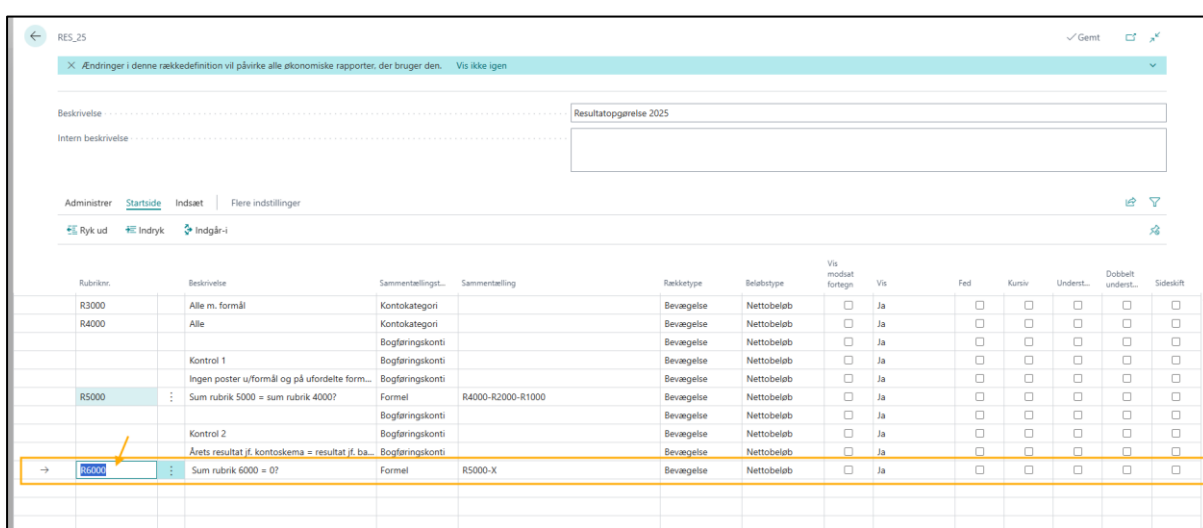
After importing the Row and Column formats individually or using the wizard, When you click on View financial report that contains the recently imported row definition, you may encounter an error message as:



This can be resolved by just doing a small modification. You have to edit the imported row definition.



When row definition opens, you have to scroll down to the last row, and then in last row remove any value for column "Row Number". Like in below screenshot below you can see last row have value R6000, you just have to remove this value then go back to Financial Repts and run any report with this specific row definition, now this error should have been resolved.



5 Omit Dimension

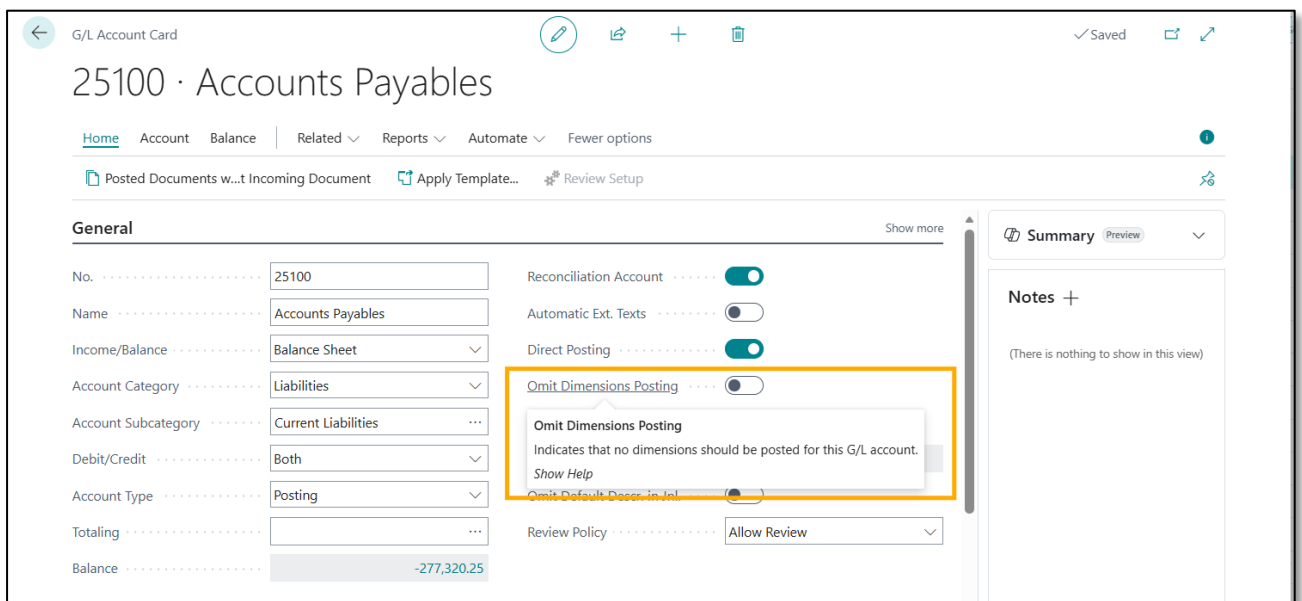
5.1 Introduction

The Omit Dimension feature allows you to designate specific G/L Accounts from which dimensions should be automatically excluded during posting, even if dimensions are entered on the journal or document line.

5.2 Setup

The Omit Dimension feature is configured directly on individual G/L Account Cards after this feature is enabled on Ledgerly Setup page. Each G/L account can be marked to omit dimensions.

For example, take G/L account "25100 · Accounts Payables"



If you enabled the Omit Dimensions Posting, you will be asked for confirmation, press the action OK for omit dimension to work.

← 25100 Accounts Payables

G/L Entries Preview 🔍 📄 🔗 Dimensions ⌵ Set Dimension Filter... 🔗 🔍 ☰

Posting Date	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount (LCY)	Bal. Account Type	Bal. Account No.
02-10-2026	25100	Accounts Payables						1,000.00	Bank Accou...	CHECKING
02-10-2026	18200	Accounts Payables						-1,000.00	G/L Account	25100

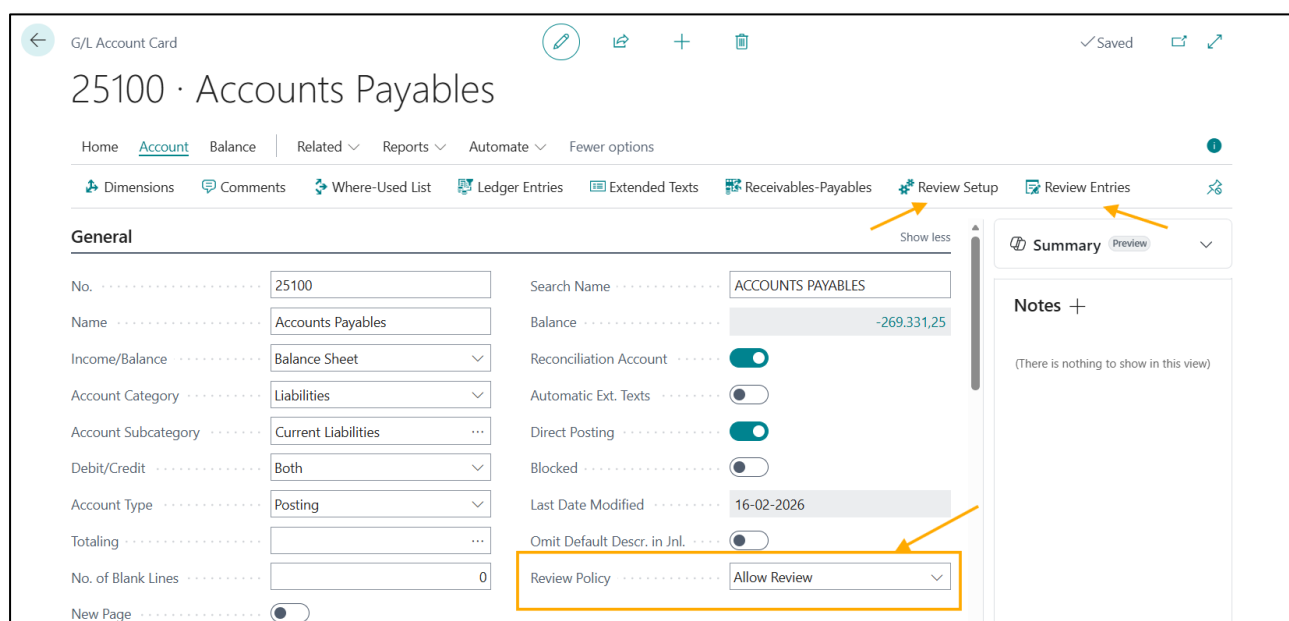
6 Review G/L Entries

6.1 Introduction

The **Review Entries** feature allows you to track, manage, and document the review of posted **G/L Entries**. It provides control over users - who can review entries. It provides a structured process where designated users can review ledger entries, mark them as reviewed, record comments, and monitor remaining amounts pending review. It allows users to match selected dimensions while reviewing.

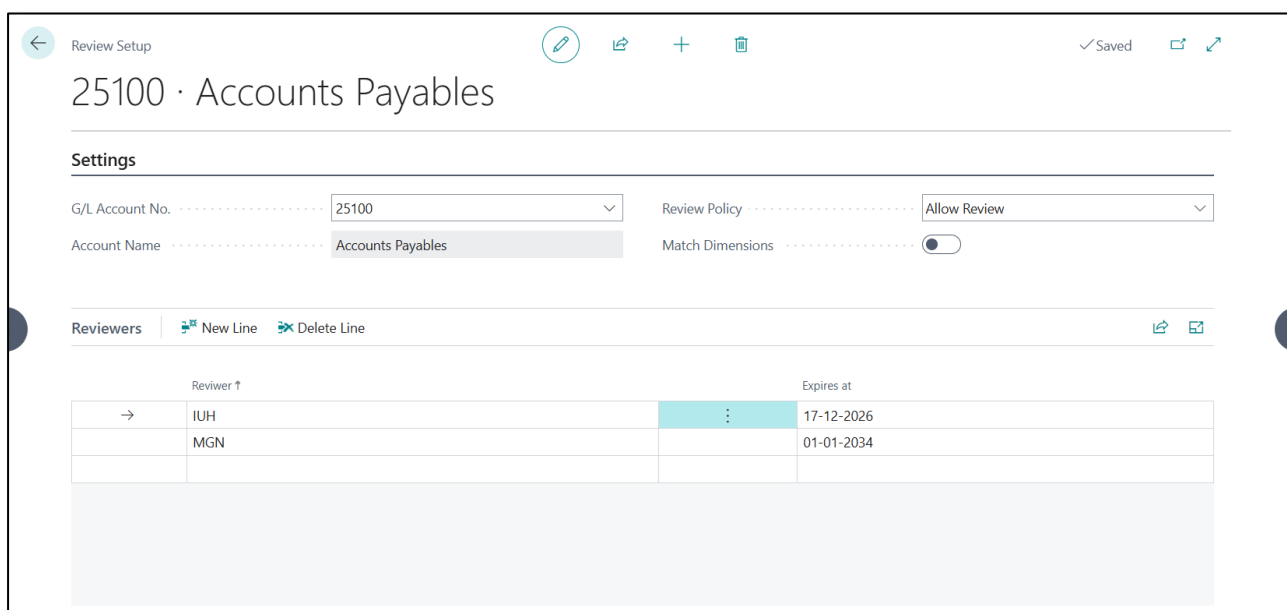
6.2 Review Setup

Review process can be started by enabling the review feature on the Ledgerly setup. Once enabled go to the G/L account card and assign the GL account the review policy "Allow Review". Once you assign the review policy, two actions will be enabled.



Now you can review the ledger entries of the relevant account. However, you may receive an error regarding not having the permissions - See the Setup for review below.

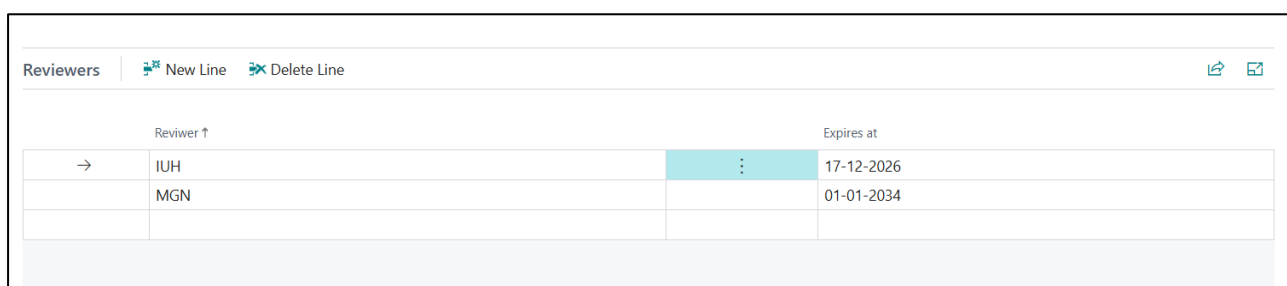
Each G/L account has a separate review setup. Once you assign the Review Policy you will see the "Review Setup" action enabled. Click on the action and you will see the setup as below:



Reviewer ↑	Expires at
→ IUH	17-12-2026
MGN	01-01-2034

For example, G/L Account 25100 General Ledger Account No., here you see the Review Policy that was just assigned and a toggle "Match Dimensions".

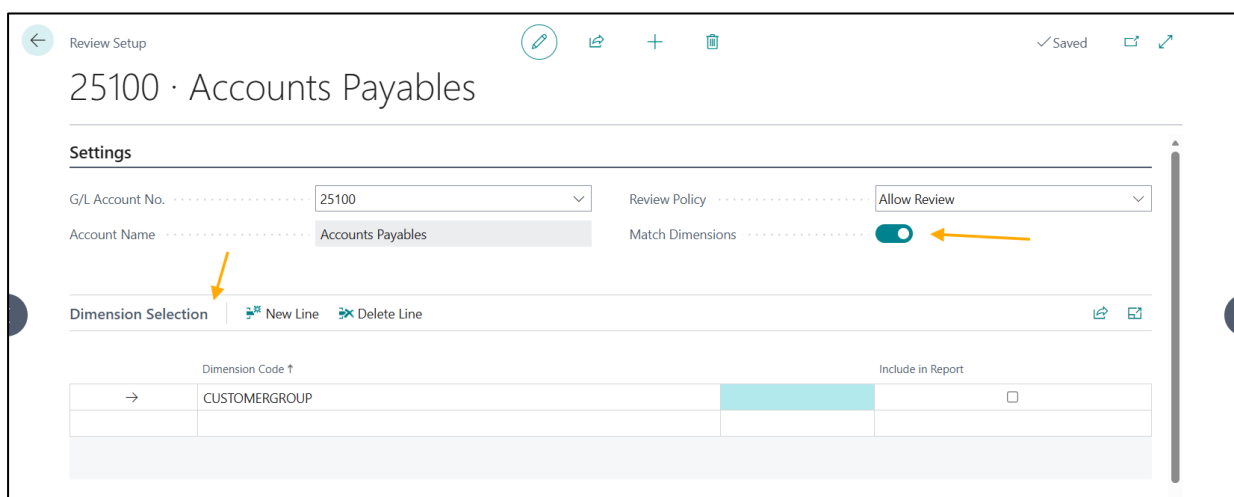
A fast tab below these controls, you set up a Reviewer. The Reviewer (user) in the list will only be able to review entries, if the work date of the system is less than the date mentioned in the "Expires at" field.



Reviewer ↑	Expires at
→ IUH	17-12-2026
MGN	01-01-2034

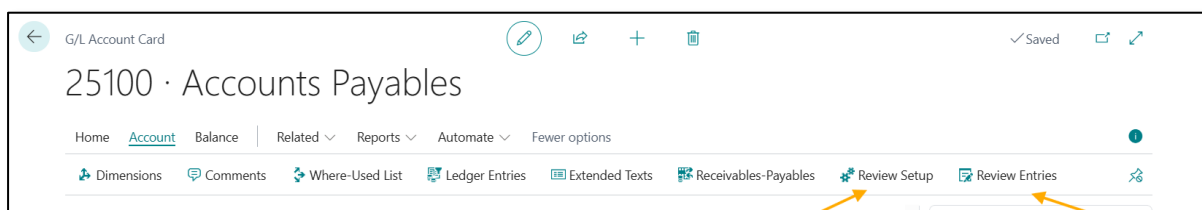
If you enable the Match Dimensions, then a list appears, where you can select up to 3 dimensions. This locks the dimensions. When reviewing you will only be able to review entries with matching dimension values.

In front of dimension code there is a check box: "Include in Report". If you have checked this check box, then that dimension will appear in the review entries report.



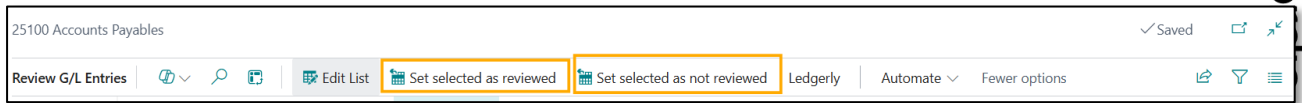
6.3 Review Entries Page

You will find the Review Entries page in the action bar of the relevant G/L Account. Click on the action to review entries.

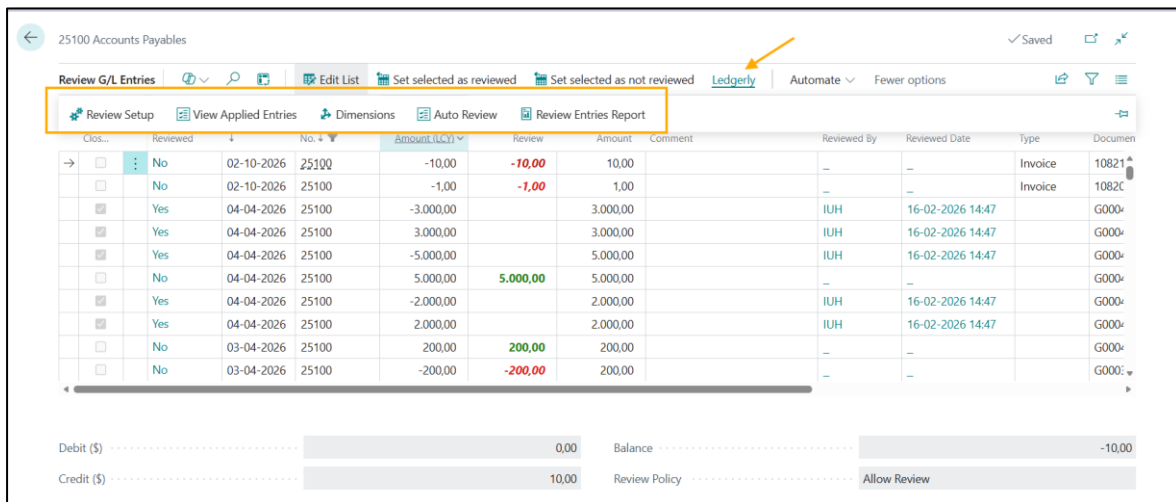


On the action bar of Review Entries there are two actions and an action group. The actions "Set selected as reviewed" and "Set selected as not reviewed" are used to review and reverse the reviewed entries. Select any of the not reviewed entries

and click review to review them. You can also select reviewed entries and then click "Set selected as not reviewed" to reverse the review them



Ledgerly group comes with multiple actions.



View Applied Entries:

Select an entry, which has been reviewed, and then this action to know which entry/entries has/have balanced the selected entry.

Dimensions:

Select any of the entries and click this action to see the related dimension values.

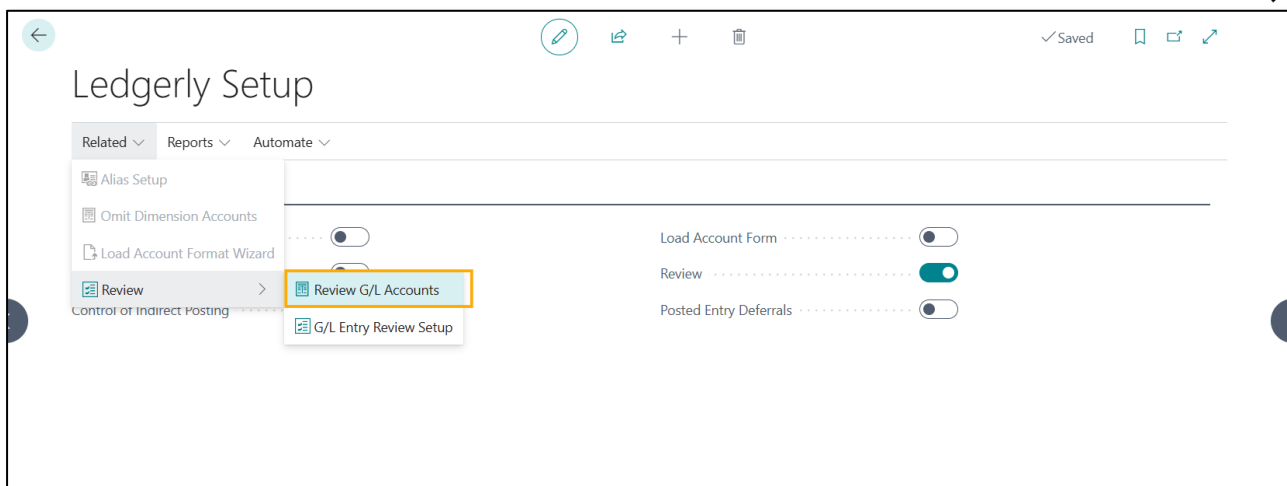
Auto Review:

Auto Review feature, will review entries automatically with matching balance and matching dimension values.

Review Entries Report:

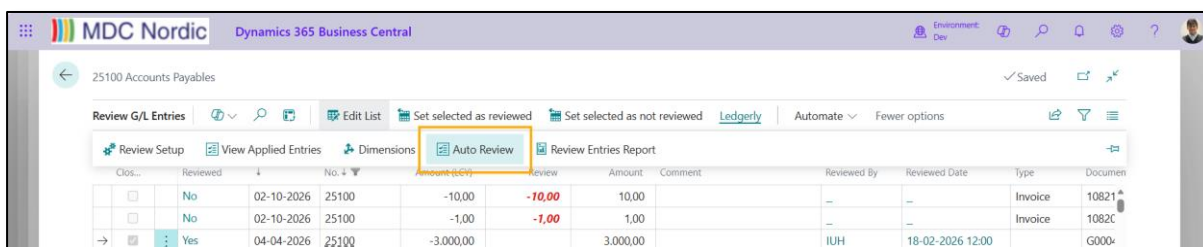
With this report you can see the reviewed entries by a specific user within the date filter including the entries before the specified interval, which have not yet been balanced.

You can also see which accounts have a setup configured by going to Ledgerly Setup. Then go to Related in action bar and click on the action "Review G/L accounts". You will be seeing the accounts who have a configured setup.



6.4 Auto Review

Auto Review feature can be accessed from the Review Entries page like highlighted in the picture below.



The Auto Review feature allows users to automatically mark selected G/L entries as reviewed without manually reviewing each line. When clicking the Auto Review action, the system processes entries and reviews them on two conditions

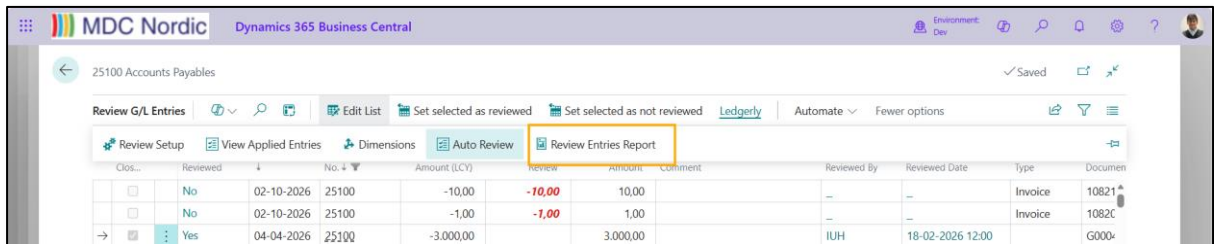
- Their Amount to review is same and opposite
- Dimension values of the entries are same

Once conditions are matched, it updates their review status in one step. It sets the entries as Reviewed, records the current user in the Reviewed By field, and stores

the current date and time as the review timestamp. This feature simply automates the review marking process and you see the review history of an entry like before.

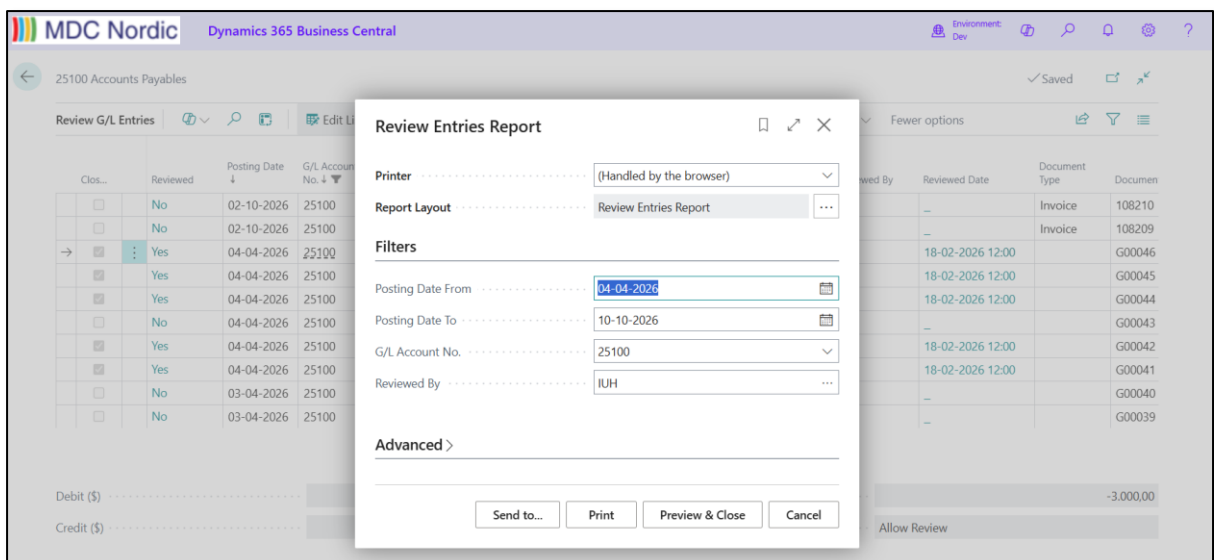
6.5 Review Entries Report

Report feature can be accessed from the Review Entries page like highlighted in picture below.



Review Entries Report provides a consolidated view of posted G/L entries that require verification and reconciliation. Based on the filters applied, the report displays relevant entries along with their review status, reviewed amounts, remaining balances, and associated dimensions. This enables users to easily identify which entries have been reviewed, which are pending, and to perform the review process in a structured and controlled manner.

Report Filter page will look like the picture below:



Posting Date From:

Specify the starting date to include entries posted on or after this date. This helps limit the report to a particular review period.

Posting Date To:

Specify the ending date to include entries posted up to this date. Together with the from date, this defines the complete posting period for the report.

G/L Account No.:

Select the G/L account whose entries you want to include in the report. Only entries belonging to this account will be shown.

Reviewed By:

Use this filter to view entries reviewed by a specific user. This is useful for tracking reviewer activity and audit purposes.

On the layout of Report, you will see two additional fields:

Period SUM (LCY):

Displays the total sum of the entry amounts included within the selected reporting period, shown in Local Currency (LCY).

Total SUM (LCY):

Shows the overall balance of the G/L Account in Local Currency (LCY), as recorded on the G/L Account Card.

7 Posted Entry Deferrals

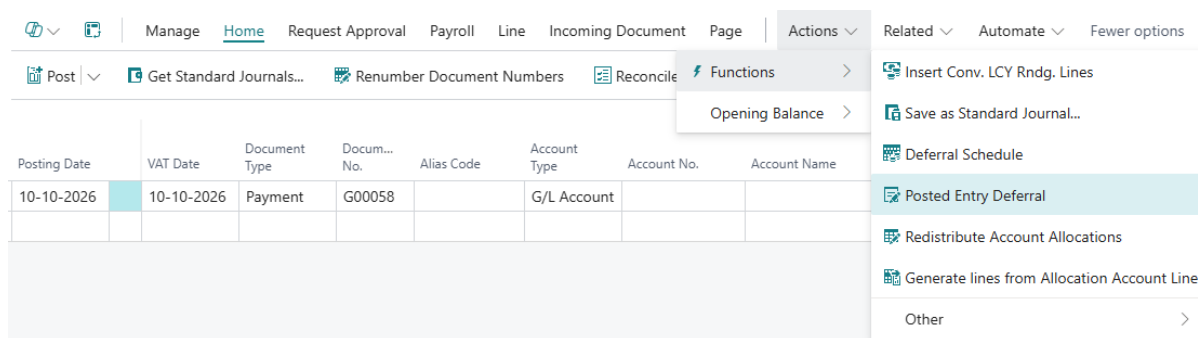
7.1 Introduction

The Posted Entry Deferrals feature allows users to create deferral schedules for already posted G/L entries. Normally, Business Central supports deferrals only during document posting, but this functionality enables users to apply deferrals to posted entries.

Using this feature, users can select a G/L account and a date range, filter entries using dimensions, and automatically generate journal lines for the selected general ledger entries that apply a deferral template. These journal entries redistribute the selected posted amounts over future periods according to the chosen deferral template.

7.2 Request Page

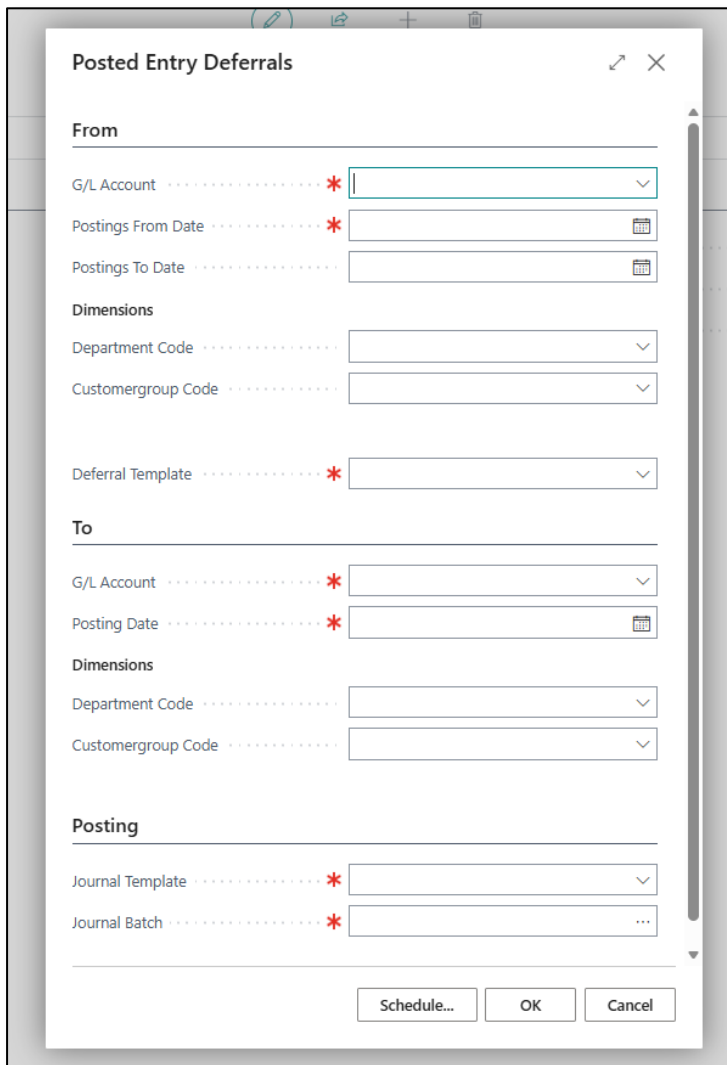
Access the request Page from the General Journals:



The screenshot shows the Business Central interface with the 'Functions' menu open. The 'Posted Entry Deferral' option is highlighted. The background shows a table with columns for Posting Date, VAT Date, Document Type, Document No., Alias Code, Account Type, Account No., and Account Name. The first row contains the values: 10-10-2026, 10-10-2026, Payment, G00058, , G/L Account, , and .

Posting Date	VAT Date	Document Type	Docum... No.	Alias Code	Account Type	Account No.	Account Name
10-10-2026	10-10-2026	Payment	G00058		G/L Account		

You will then be met with the following filters:



Filter Guide:

From Section

- G/L Account
Select the G/L account whose posted entries need to be deferred. Only posting-type, unblocked accounts can be selected. The system will automatically suggest the default deferral template assigned to this account.
- Postings From Date
Enter the starting date of the period from which posted entries should be considered for deferral. Only entries posted on or after this date will be processed.

- **Postings To Date**
Enter the ending date of the period to filter entries for deferral. If left blank, the system will automatically use the current work date.
- **From Dimensions**
These fields allow users to filter G/L entries based on dimensions. Dimension Code for Global and Shortcut Dimensions will appear based upon your General Ledger Setup. Use these fields to further restrict the entries based on additional dimension values configured in the system.

Deferral Template:

Select the deferral template that will be applied to the selected posted entries. This template determines how the amounts will be spread across future accounting periods.

To Section

- **G/L Account**
Select the G/L account that will be used as the target account for the deferral. This account will hold the deferred amounts.
- **Posting Date**
Enter the posting date that will be used for the generated deferral journal entries.
- **To Dimensions**
These fields allow you to assign dimensions to the newly created deferral journal entries. Dimension Code for Global and Shortcut Dimensions will appear based upon your General Ledger Setup.

Posting Section:

- **Journal Template**
Select the journal template where the deferral journal entries will be created.
- **Journal Batch**

Select the journal batch within the chosen template. If journal lines already exist in this batch, they will be deleted before new deferral entries are generated.

7.3 How it works

How Posted Entry Deferral Works (Example):

Suppose a company records prepaid utility expenses in **G/L Account 1010 - Prepaid Bills**. An expense amount of **9,000** has already been posted in this account, but it relates to **three future months** and needs to be spread over time.

In the **To G/L Account** field, the user selects **2020 - Actual Bills**. This means the generated journal entry will move the expense from the prepaid account into the actual expense account. As per the feature logic, the **balancing account** of the journal entry will automatically remain **1010 - Prepaid Bills**, which is the original account where the posted entry exists.

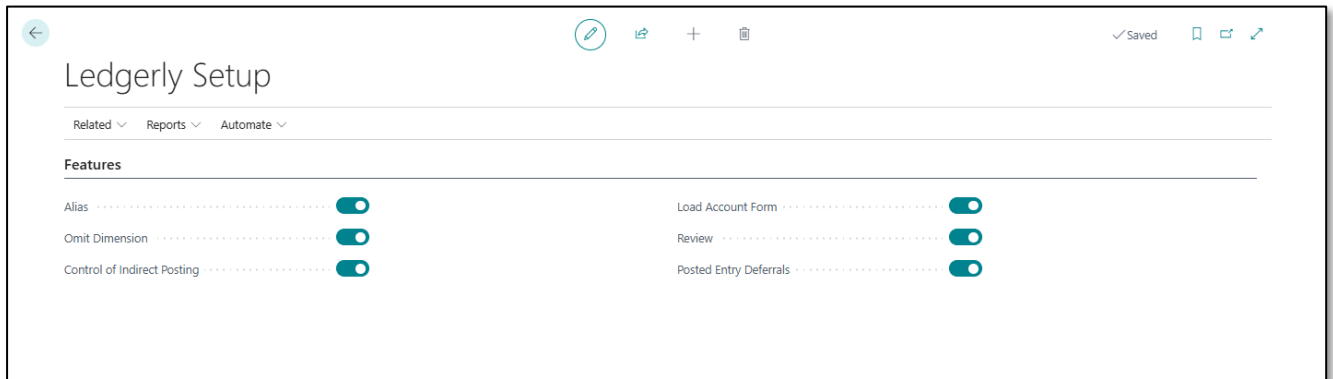
The selected **Deferral Template** uses **G/L Account 3030 - Deferral Account** and is configured with a **3-month posting period**. When the process runs, the system creates a journal entry that transfers the full amount from **1010 to 2020**, attaches the deferral schedule, and temporarily holds the amount in **3030**.

After posting, Business Central automatically creates three deferral entries of **3,000 each**, recognizing the expense monthly in **2020 - Actual Bills**, while gradually clearing the balance from the **3030 - Deferral Account**.

8 Ledgerly Setup

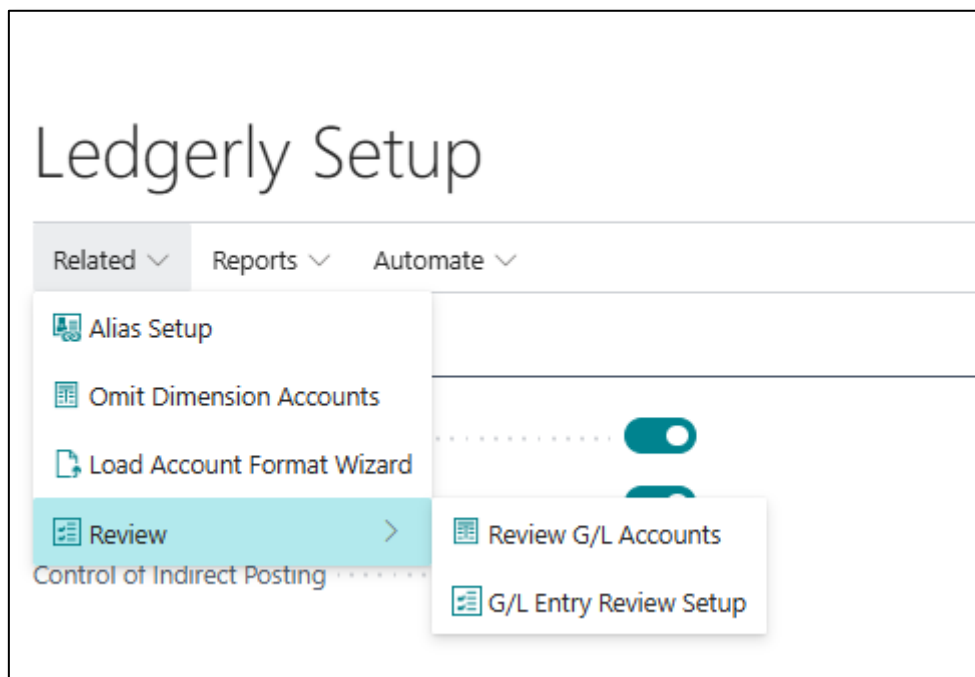
8.1 Controls

Ledgerly Setup is a central control page for all the features available in the Ledgerly app.



Use the toggle in front feature to enable and disable the features. If you have disabled any feature here, then you will not be able to use and see its related actions on the relevant pages.

8.2 Actions



The Action Related

Alias Setup:

Alias Setup action will open the Alias setup page for you, where you can configure Alias related settings. Refer to Alias section for more guidance.

Omit Dimensions Accounts:

This action will open the list of G/L accounts which have Omit Dimension enabled.

Load Account Form wizard:

Upon pressing this action, Import Wizard will open that will help you to import the Column & Row definitions then consolidating them to form a Financial Report.

Review Group:

This group is for actions related to Review feature:

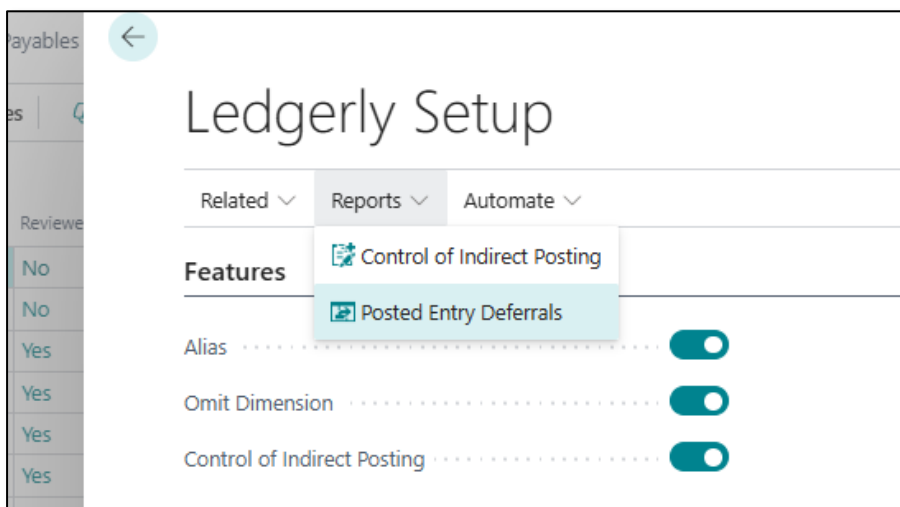
Review G/L accounts:

You will be able to see all those G/L accounts which have a review setup and then you can access their setup easily.

G/L Entry Review Setup

This action will open the setup of Review Feature, where you can choose to either use the standard review feature or the features in Ledgerly. According to your choice, the action on Review page will be affected.

The action Reports:



You can access the report "Control of Indirect Posting" and the report "Posted Entry Deferrals" from here.