



View the Posting, then Add the Doc

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Not sure about the journal entry that will be created right after you'll add this A/R Invoice (or any other document that results in journal entry)?

SAP Business One allows you to preview the journal entry that will be created before the document is added.

From within the document, click the *Journal Entry Preview* icon in the toolbar:

Journal Entry Preview

A/R Invoice _ □ ×

Customer → C20000	No. Primary 372
Name Maxi-Teq	Status Open
Contact Person → Max Teq	Posting Date 07/30/2015
Customer Ref. No.	Due Date 07/30/2015
BP Currency \$	Document Date 07/30/2015

Contents	Logistics	Accounting	Attachments
Item/Service Type		Item	Summary Type
		No Summary	

#	Item No.	Item Description	Quantity	Unit Price	D.
1	→ 3Gstick	USB 3Gstick suitable for laptops and C	1	59.00 \$	
2	→ A00004	Rainbow Color Printer 5.0	1	500.00 \$	
3	→ A00002	J.B. Officeprint 1111	1	200.00 \$	
4					

Sales Employee Sales Manager	Total Before Discount 759.00 \$
Owner	Discount %
	Total Down Payment
	Freight →
<input type="checkbox"/> Payment Order Run	<input type="checkbox"/> Rounding 0.00 \$
Remarks	Tax 45.54 \$
	Total 804.54 \$
	Applied Amount
	Balance Due 804.54 \$

Add
Cancel
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This way, you can review the journal entry and adjust the document if required, and only then, after you are happy with the expected result, add it.

In addition, as of SAP Business One 9.1, version for SAP HANA PL06 and SAP Business One 9.1 PL06, you can set the journal entry preview to display a separate line for each document row. In *Document Settings* window, select the check box *Disable Journal Entry Lines Grouping in Posting Preview*.



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Jakob Adema
 Financial Controller

... 1y

Is there a way to preview my AR Invoice from Crystal Reports (the actual print) before make the document permanent/final? To print a concept document?

Like Reply | 1



maya sim

Hi Jakob, click the "Preview" icon before adding the AR invoice and you'll be able to see the doc before adding it. You can also print it before adding. Just note that in both cases - preview and print - there will be a "DRAFT" watermark. This method works in Crystal Reports and PLD layouts. I hope it helps.

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