

## Kratke smernice za formiranje I izvoz novih obrazaca BS I BU

U verziji poslovnog navigatora 05.02.01. dostupni su novi obrasci Bilansa stanja I bilansa uspeha. Nova verzija vrši automatski upis novih aopa u kontni plan I na osnovu toga formira obrasce.

### 1. Glavna knjiga/ Radni prostor bilansa – Nov obrazac.

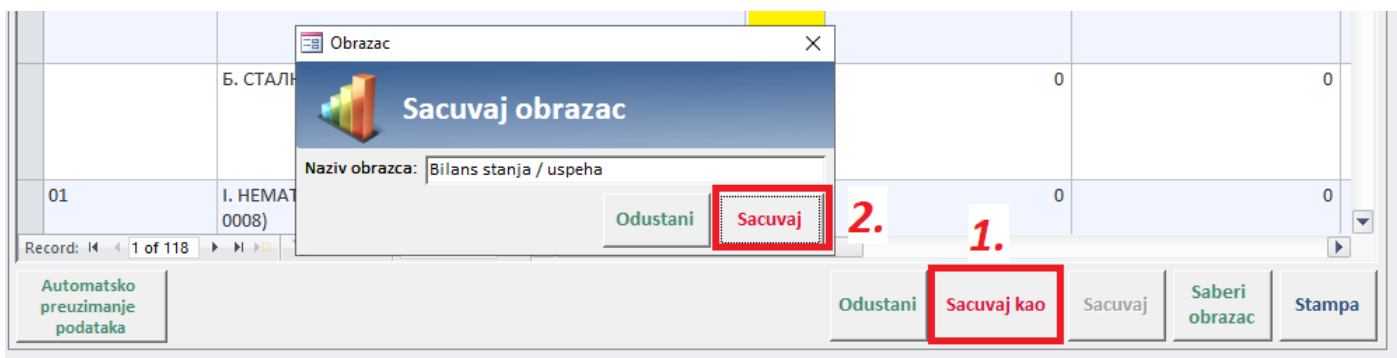
Odaberite tab Sabloni I oznacite koji sablon zelite da preuzmete (bilans stanja ili bilans uspeha) – Preuzmi sablone.

The screenshot shows the 'Odbir sablona' (Template Selection) dialog box. The dialog has two tabs: 'Sablonski' (Templates) and 'Sistemski sabloni' (System Templates). Under 'Sablonski', two templates are listed: 'BILANS STANJA NOVI 2021' and 'BILANS USPEHA NOVI 2021'. The 'Preuzmi sablona' (Download template) button is highlighted with a red box and labeled '4.'. The background window shows a list of documents with columns for 'ST', 'Sifra dokumenta', and 'Datum kr.'. The 'Nov obrazac' (New form) button in the bottom toolbar is highlighted with a red box and labeled '1.'. The 'Sablonski' tab in the bottom toolbar is also highlighted with a red box.

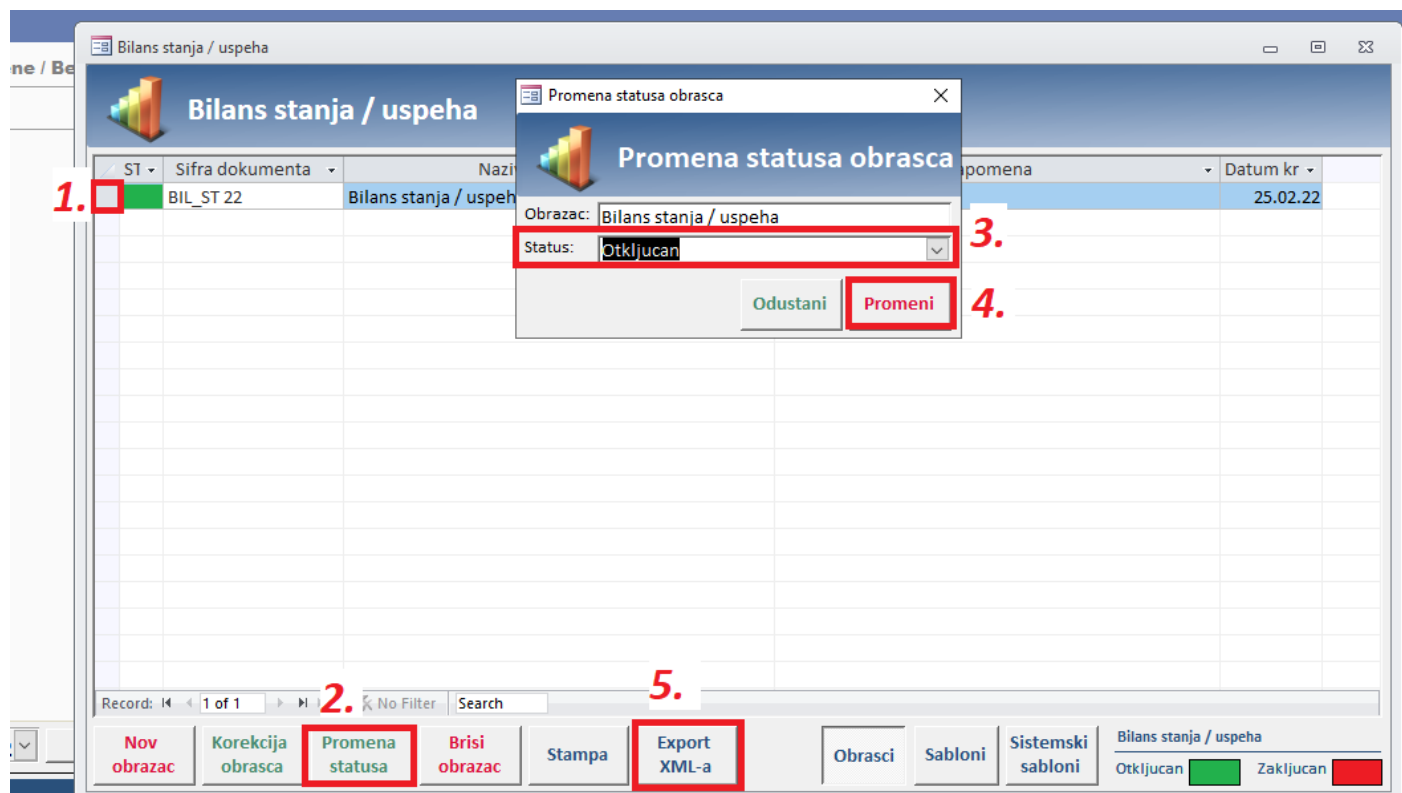
Nakon sto kliknete na Preuzmi sablon, automatski ce se otvoriti forma novog obrasca.

### 2. Automatsko preuzimanje podataka – Obracunaj.

The screenshot shows the 'Obracun obrasc' (Calculate form) dialog box. The dialog contains several fields: 'Od Dtm. Na.' (01.01.21), 'Do Dtm. Na.' (31.12.21), 'Od Pfc.' (0), 'Do Pfc.' (9999999), 'Od Trm.' (0), and 'Do Trm.' (9999999). There is a checkbox for 'Po troskovnom mestu'. The 'Obracunaj' (Calculate) button is highlighted with a red box and labeled '2.'. The background window shows a table with columns for 'Grupa racuna', 'Prethodna godina pocetno', and 'Prethodna godina'. The 'Automatsko preuzimanje podataka' (Automatic data import) button in the bottom toolbar is highlighted with a red box and labeled '1.'. The 'Saberu obrasc' (Download form) button in the bottom toolbar is highlighted with a red box and labeled '3.'. The 'Obrasci' tab in the bottom toolbar is also highlighted with a red box.



3. Nakon sto dodelite naziv novom obrascu, istom mozete promeniti status iz Otkljucan u Zakljucan I izvršiti njegov export u .xml format.



Ponovite istu proceduru za drugi sablon.