

Standard Accounts



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INTRODUCTION & INSTALLATION

System Requirements

Standard Accounts requires Mac OS X 10.6 or later.

Make sure you have at least 100 Mb available for the Standard Accounts application, the associated files and for the data file that will be created the first time you launch the application.

Installation

To install Standard Accounts, follow these steps:

1. Locate and purchase Standard Accounts in the Mac App Store.
2. Standard Accounts will be downloaded and installed in your 'Applications' folder automatically.
3. After installation, Standard Accounts will be launched automatically, and the 'Welcome' window will be opened:

CONFIGURING A NEW DATABASE

Upon opening Standard Accounts by HansaWorld for the first time you have the choice of 'Demo Company', 'New Installation' and 'Need advice'. These choices are located at the bottom of the welcome screen.

By choosing 'Demo Company' you have the possibility to explore the system with demo data. If you choose 'Need Advice?' you will be directed to a web page with support material and contact details.

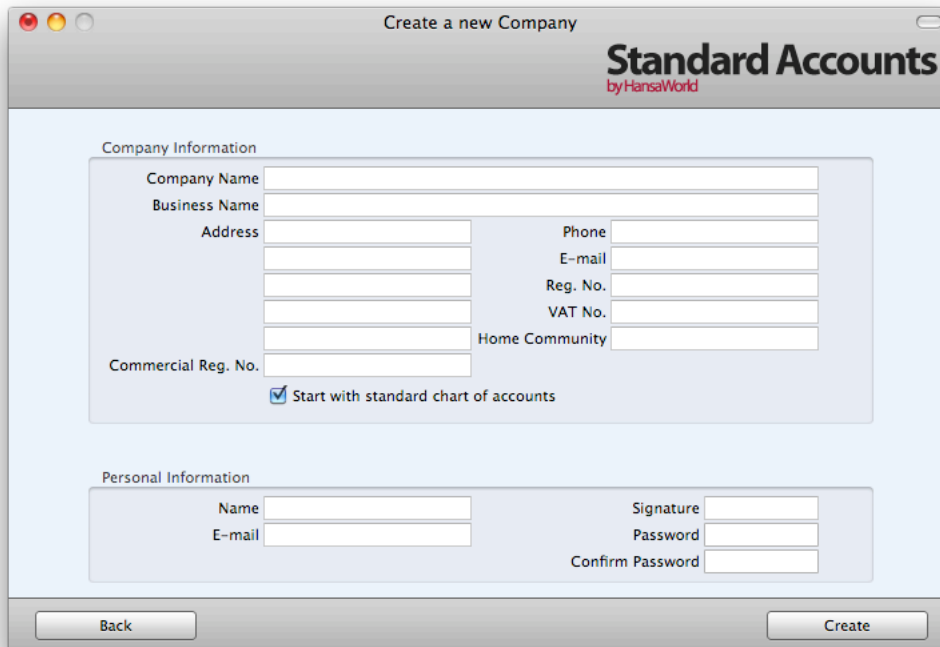
You choose 'New Installation' to start using Standard Accounts with real data. After choosing this, follow steps in below text

Start Standard Accounts the first time

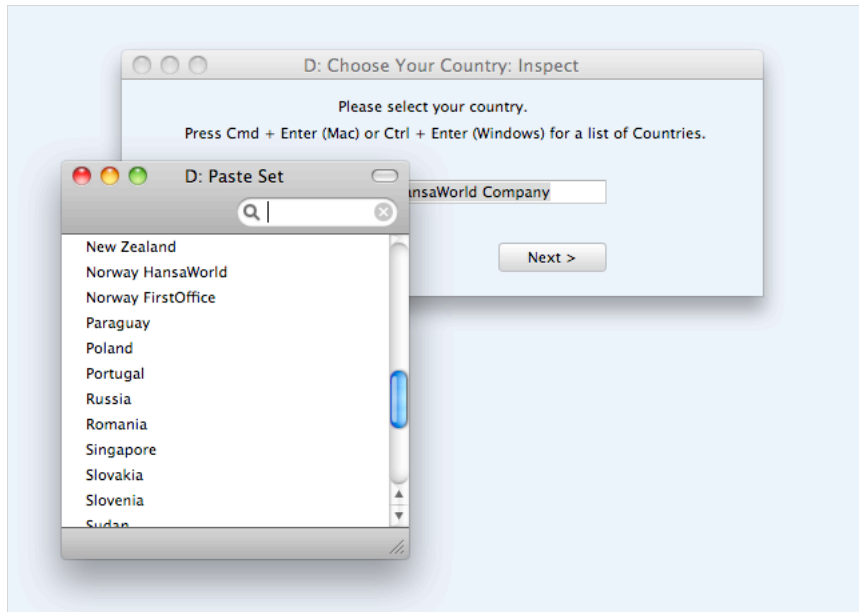
Start Standard Accounts by double-clicking the icon. When the 'Welcome' window appears, click the [New installation] button.

A window called 'Create New Company' will appear. Enter company related details (e.g. address, telephone numbers) in the section called 'Company Information'. Enter your personal details (e.g. name & e-mail) in the section called 'Personal Information'. Leave the tick box 'Start with standard chart of accounts' ticked in order to start the system with accounts specific for your country.

Click [Next].



A 'Choose your country' window will appear. Choose country by using Cmd+Enter if you use a Mac, and Ctrl+Enter if you use Windows. This will open a list of countries to choose from. Click [Next].



Entering Your Company Details

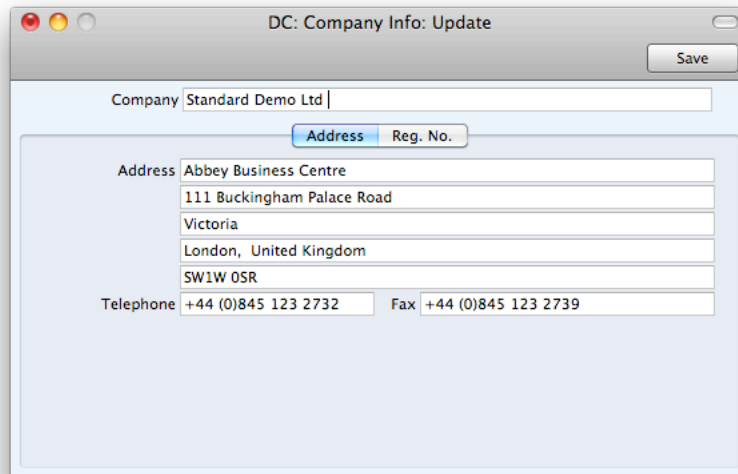
You have already have entered your company details when starting up Standard Accounts by HansaWorld for the first time. Now, you need to enter other company details so that they can be printed on documents such as Invoices. Follow these steps:

Go to System module

Click the [Settings] button in the Master Control panel or use the CMD-S keyboard shortcut to open the list of Settings.

Double-click 'Company Info' in the list.

Enter your company address and other information as appropriate. Make sure that everything is correct, as this information will be printed on your documents (e.g. the Invoices that you send to your Customers).



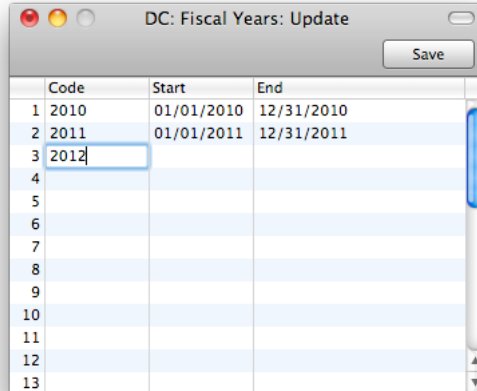
Save the details in the Company Info setting by clicking the [Save] button in the top right-hand corner of the window. The window will be closed.

Setting up Fiscal Years

Standard Accounts uses a multi-year database. This means that Transactions, Invoices, etc. from several years are stored in the same database. Closing balances for all balance sheet accounts at the end of one

fiscal year are automatically converted into opening balances for the beginning of the next. You must define fiscal years for this to work. To set up fiscal year, follow below steps:

1. Go to System module, open [Settings] and double-click on 'Fiscal Years'.
2. In 'Code column' enter a code for the relevant fiscal year (e.g. 2011). This Code will be used as a prefix for Transactions entered directly to the Transaction register in the Nominal Ledger.
3. Specify fiscal year in 'Start' and 'End' columns (e.g. start 01/01/2011, and end 12/31/2011).
4. Click the [Save] button to save changes and close the window.



	Code	Start	End
1	2010	01/01/2010	12/31/2010
2	2011	01/01/2011	12/31/2011
3	2012		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Note that you can define several fiscal years at the same time. Each year must have a Code, and the period can be between 6 and 18 months in duration. Also, Fiscal Years should always be listed in chronological order as shown in the illustration. You cannot insert new Fiscal Years at the top of the list, or remove old Fiscal Years. You should not make any changes to a Fiscal Year once a transaction has been posted.

You cannot post a transaction who's date does not fall in a Fiscal Year as defined in this setting. With this in mind, it is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years.

Setting up Number Series

Each record has its own unique identifying number, based on a sequential series. When you enter a new record (e.g. a transaction, purchase- or sales invoice), the next number in the series will be used. If required, you can have a number of such sequences running concurrently, perhaps representing different years or different departments.

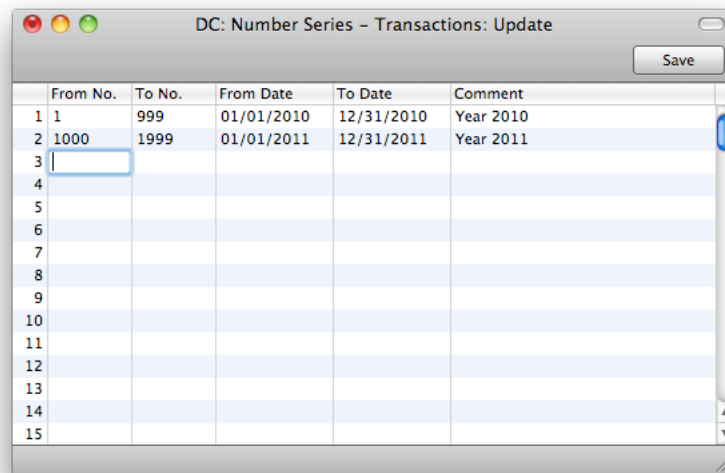
Number series needs to be set up in different modules depending on what record they relate to, these are specified below. For each module, to set up number series, follow below steps:

Go to relevant module, e.g Nominal Ledger. Open [Settings] and double-click on 'Number Series – transactions'.

Specify number series range in 'From No.' and 'To No.' respectively (e.g. From no: 1 and To no: 999)

Specify period for each number series in 'From Date' and 'To Date' (e.g. From Date 01/01/2011 and To Date 12/31/2011)

Enter a comment for each number series (e.g. Year 2011)



	From No.	To No.	From Date	To Date	Comment
1	1	999	01/01/2010	12/31/2010	Year 2010
2	1000	1999	01/01/2011	12/31/2011	Year 2011
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Click the [Save] button to save changes and close the window.

Now, in same manner as above, set up number series for each module as specified below:

- Nominal Ledger Transactions
- Number Series Purchase Invoices
- Number Series Payments
- Number Series Invoice
- Number Series Receipts

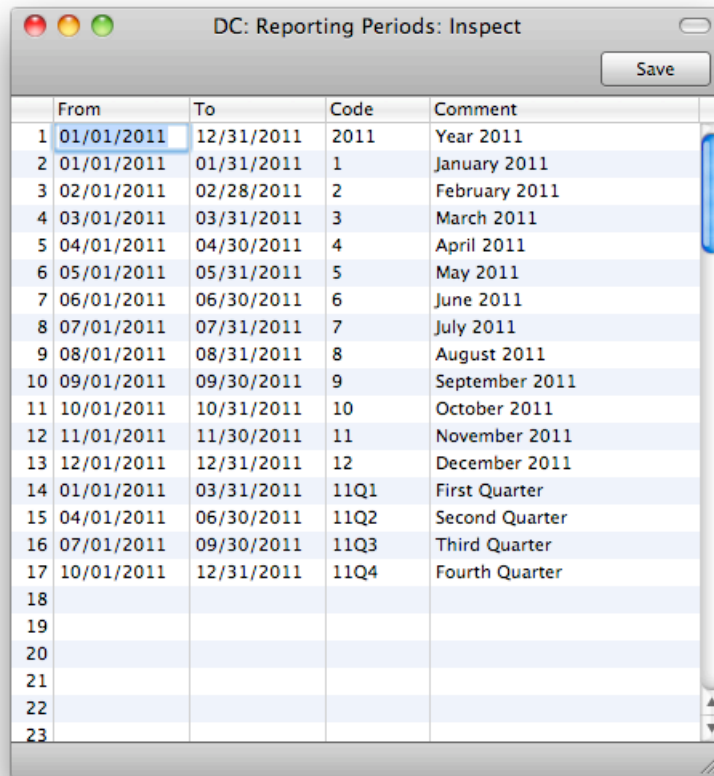
Note that the different number series in respective modules, should not overlap.

Reporting Periods

This setting allows you to name and define time periods that you commonly use when producing reports. You will see a list of entered Report periods when you use 'Paste Special' from the 'Period' field in any report specification window. Therefore, if you for example want to produce monthly reports you should define each month as a separate period in this setting.

To set up Reporting periods, follow below steps:

1. Go to System module, open [Settings] and double-click on 'Reporting Periods'.
2. Specify relevant periods by entering dates in 'From' and 'To' columns. (e.g. From 01/01/2011 and To 01/31/2011 if you want to have a reporting period for January 2011. Or From 01/01/2011 and To 12/31/2011 for full year 2011.)
3. Assign each reporting period a code (e.g. 2011), and a comment (e.g. Year 2011).
4. To enter a new Reporting Period, simply click in the first blank line and enter details as appropriate.
5. When you have entered relevant reporting periods click the [Save] button to save changes and close the window.



	From	To	Code	Comment
1	01/01/2011	12/31/2011	2011	Year 2011
2	01/01/2011	01/31/2011	1	January 2011
3	02/01/2011	02/28/2011	2	February 2011
4	03/01/2011	03/31/2011	3	March 2011
5	04/01/2011	04/30/2011	4	April 2011
6	05/01/2011	05/31/2011	5	May 2011
7	06/01/2011	06/30/2011	6	June 2011
8	07/01/2011	07/31/2011	7	July 2011
9	08/01/2011	08/31/2011	8	August 2011
10	09/01/2011	09/30/2011	9	September 2011
11	10/01/2011	10/31/2011	10	October 2011
12	11/01/2011	11/30/2011	11	November 2011
13	12/01/2011	12/31/2011	12	December 2011
14	01/01/2011	03/31/2011	11Q1	First Quarter
15	04/01/2011	06/30/2011	11Q2	Second Quarter
16	07/01/2011	09/30/2011	11Q3	Third Quarter
17	10/01/2011	12/31/2011	11Q4	Fourth Quarter
18				
19				
20				
21				
22				
23				

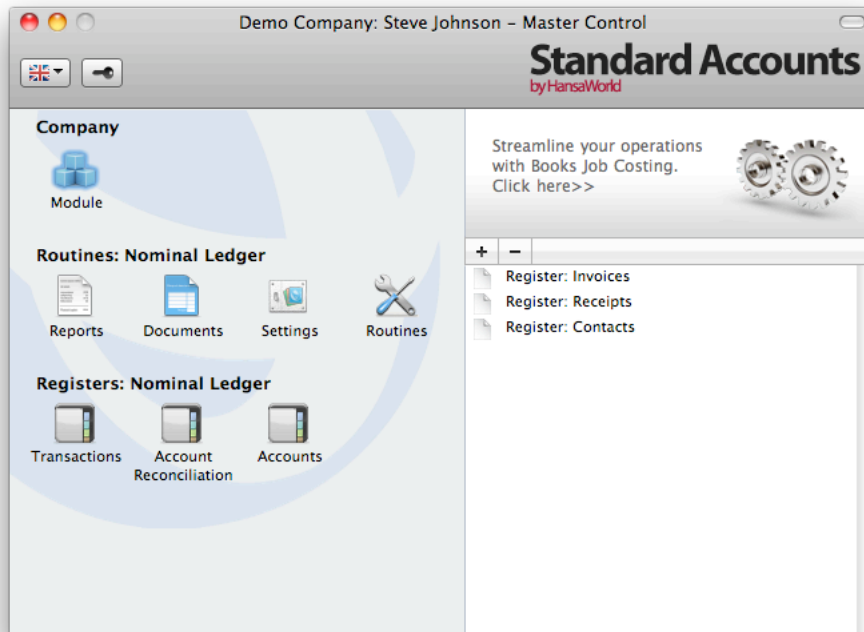
Note that the Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful option is always offered as a default. Further, once memorised, the Codes can be used as a fast way of choosing a Report Period. Simply type the code in the Period field of a report specification window and correct period will be shown.

Codes such as '1', '2' and so on are very useful for representing the months of the year (and 'Q1', 'Q2', etc. for the quarters), it can be useful to change the periods associated with these Codes annually.

To delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

MASTER CONTROL PANEL

The Master Control panel is Standard Accounts by HansaWorld's main tool. You can open the Master Control panel or bring it to the front at any time using the CMD-M keyboard shortcut.



The left-hand part of the Master Control panel contains a number of buttons, divided into three sections, as follows. Some of these buttons have a keyboard shortcut, as shown below, which you can use when the Master Control panel is the active (front) window.

Company

Windows/Linux keyboard shortcut: Ctrl-0 (zero)

Mac OS X keyboard shortcut: ⌘-0 (zero)

The Module button allows you to work in a different module (e.g. to change from the Nominal Ledger to the Sales Ledger). The name of the module you are presently working in will be visible in the Routines and Register sections, respectively. Also, the Register buttons in the lower part of the Master Control panel will be changed depending on what module you are in. You can change modules using the keyboard shortcut at any time (even if the Master Control panel is hidden or closed).

Routines

Routines are tasks that you will need to carry out as part of your daily work. Clicking one of these buttons will open a list of options in which you can choose the one you need by double-clicking. The options in the list will vary depending on the current module. Each of these buttons has a keyboard shortcut, as shown below, which you can use at any time (even if the Master Control panel is hidden or closed).

Reports

Windows/Linux keyboard shortcut: Ctrl-R

Mac OS X keyboard shortcut: ⌘-R

Produces reports to screen, printer, file or other print destination. The reports are described in detail in the appropriate sections below.

Documents

Windows/Linux keyboard shortcut: Ctrl-D

Mac OS X keyboard shortcut: ⌘-D

Prints documents intended for external use (e.g. Invoices). How to work with documents is described in

the appropriate sections below.

Settings

Windows/Linux keyboard shortcut: Ctrl-S

Mac OS X keyboard shortcut: ⌘-S

Allows you to tailor the operations of each module to your requirements. The settings are described individually in the appropriate sections below.

Routines

Allows you to import and export information. Export and Imports are described individually in the appropriate sections below.

Registers

Windows/Linux keyboard shortcuts: Ctrl-1

Mac OS X keyboard shortcuts: ⌘-1

These buttons vary according to the current module: one set of buttons is provided for each module. Separate registers are used for the different types of information stored in, and used by the module. Click on a register button to open the browse window listing all the records contained in the register.

Personal Desktop

The area on the right of the Master Control panel is known as the "Personal Desktop". If you have certain records, registers, or reports that you use often, you can move them to your Personal Desktop for easy access. You can open and run these from your Master Control panel at any time, without first having to change module, find records, reports or documents. In this way, you can therefore configure your Personal Desktop so that it gives you immediate access to the areas of Standard Accounts by HansaWorld that are most important to you. The Personal Desktop is therefore similar to a list of Bookmarks in a browser.

You can place the following items in your Personal Desktop

Registers: Drag registers from the Master Control panel to the Personal Desktop.

Settings, reports, documents, import and export functions

Open the appropriate list window (e.g. the 'Reports' list or the 'Documents' list) and then drag an item from the list to the Personal Desktop.

Files: Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Attach File'. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Notes: Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Note'. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments)

Web links: Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Web Link'. A window will open, where you can type in the name of the web page and URL. Note that you must start URL with 'http://'

Archive: If you need to organise items in Personal Desktop, you can use Archives. Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Archive'. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear in the Personal Desktop view. Now you can move the documents, reports or other items into the Archive by dragging and dropping onto it. To open the Archive, double-click it.

Another user cannot view the contents of your Personal Desktop. So, if someone else logs in to Standard Accounts by HansaWorld on your machine using the [Login] button in the Master Control panel, your Personal Desktop will disappear, to be replaced with theirs.

When you create the first User Account in a new database, the Personal Desktop will be activated for that User automatically. If you add extra Users to the Person register, you will need to activate the Personal Desktop for those Users yourself. Use the 'Activate Personal Desktop' function on the Operations menu of the 'Persons: Browse' window.

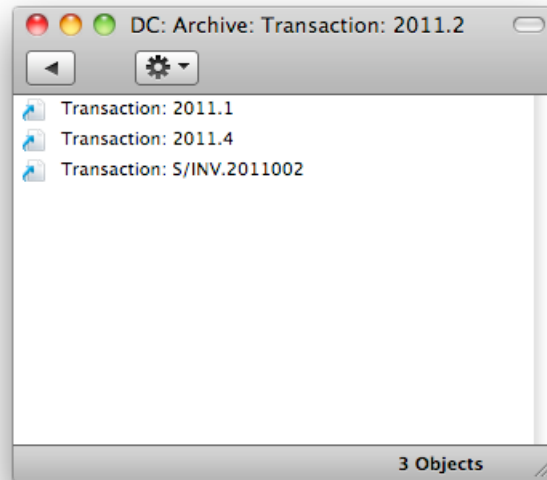
ATTACHMENTS

You can connect files, notes or other records to any record in Standard Accounts by HansaWorld. These connected objects are known as Attachments.



All record windows contain a [Attachments] button in the top right-hand corner.

Click this button to work with Attachments (or select 'Attachments' from the Record menu). A list of objects currently attached to the record is opened.



This list has its own Operations drop-down menu, which contains the functions necessary to attach, view and remove Attachments.

You must save a record at least once before you can add any Attachments.

You can attach the following items to records of all kinds:

Files: Open the list of attachments and choose 'Attach File' from the Operations menu. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Notes: Open the list of attachments and choose 'Create Note' from the Operations menu. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments).

Records: You can attach a record to another record by dragging it from its browse window onto the [Attachments] button of the other record. If the record is already open, drag its [Attachments] button onto the [Attachments] button of the other record.

Reports: To attach a report to a record, first print the report to screen. The Button Bar of the report window contains a [Attachments] button: drag this to the [Attachments] button of the record.

To open or read an Attachment, double-click it in the list of Attachments or select 'Open Record' from the Operations menu. If the Attachment is a file, double-clicking it to save it to your hard disk or use 'Open Record' to open it in the relevant application.

If a record has many Attachments, you can organise them using Archives. Open the list of Attachment and select 'Create Archive' from the Operations menu. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear at the top of the list of Attachments: move the Attachments into the Archive by dragging and dropping onto it. To open the Archive, double-click it. To go back to the top-level list of Attachments, click the button with the arrow icon.

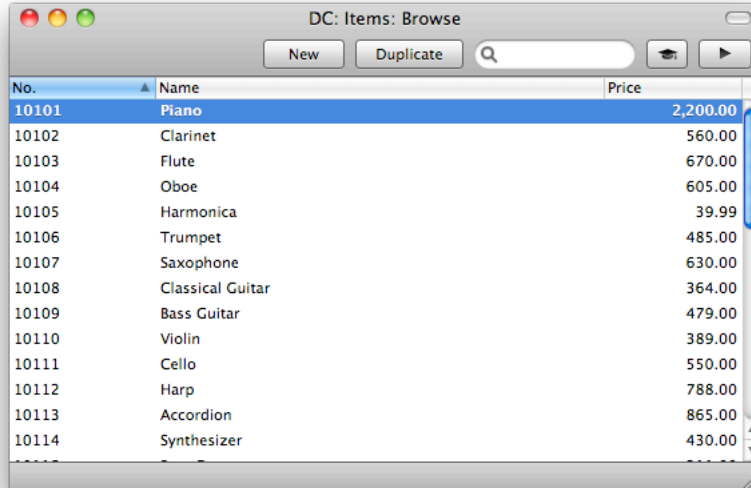
To remove an Attachment of any kind from a record or Archive, highlight it in the list of Attachments and select 'Clear' from the Edit menu.

DIFFERENT TYPES OF WINDOW

There are six types of windows in Standard Accounts by HansaWorld. All window types are described below:

Browse Window

Browse windows are used to display lists of records. In a browse window, you can search for a certain record and select a specific record for processing.



The screenshot shows a window titled "DC: Items: Browse" with a search bar and buttons for "New" and "Duplicate". Below is a table with columns "No.", "Name", and "Price".

No.	Name	Price
10101	Piano	2,200.00
10102	Clarinet	560.00
10103	Flute	670.00
10104	Oboe	605.00
10105	Harmonica	39.99
10106	Trumpet	485.00
10107	Saxophone	630.00
10108	Classical Guitar	364.00
10109	Bass Guitar	479.00
10110	Violin	389.00
10111	Cello	550.00
10112	Harp	788.00
10113	Accordion	865.00
10114	Synthesizer	430.00

You can scroll through the list using the scroll bar on the right. You can change the sort order of the list by clicking the heading of the column you want to sort by, and the list will re-sort immediately. The heading of the column will be coloured blue to show the selected sort order. If you click on the heading a second time, the sort order will be reversed.

Record Window

The record window is where you enter or edit information. All data entry is made in windows of this type. A record window is opened when you open a specific record from a browse window by double-clicking, and when you create a new record.

The heading may read 'New', 'Inspect', 'Update' or 'Deleting', depending on the circumstance.

New: You are creating new record and this record has not been saved yet

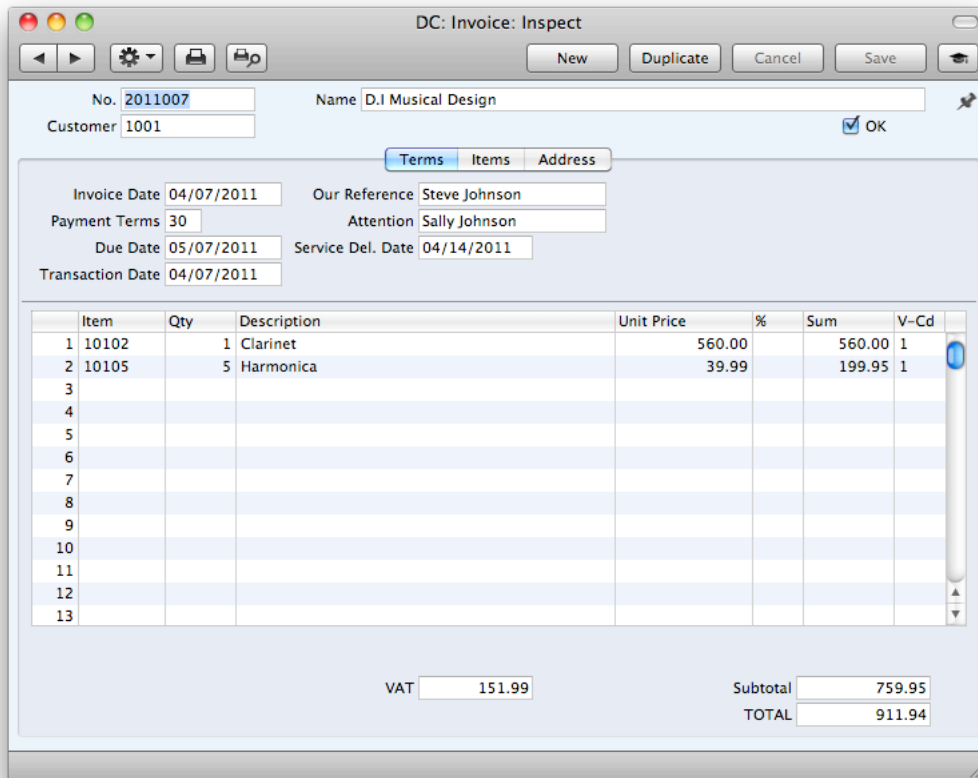
Inspect: The record is saved

Update: You are making new edits to a previously saved record

Deleting: The record is in the process of being deleted

Press Enter, TAB or arrow keys to move from field to field.

Sometimes a record window contains more information than can be shown on the screen at once. If this is the case, there will be a series of tiles, which can be clicked to show further pages of data about the parent record. There may also be a series of flips (marked 'A', 'B', 'C', etc), which can be clicked to show more information for the rows.



DC: Invoice: Inspect

No. 2011007 Name D.I Musical Design

Customer 1001 OK

Terms Items Address

Invoice Date 04/07/2011 Our Reference Steve Johnson

Payment Terms 30 Attention Sally Johnson

Due Date 05/07/2011 Service Del. Date 04/14/2011

Transaction Date 04/07/2011

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1	10102	1 Clarinet	560.00		560.00	1
2	10105	5 Harmonica	39.99		199.95	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

VAT 151.99 Subtotal 759.95

TOTAL 911.94

These are the [Previous Record] and [Next Record] buttons. Use them to go from record to record. You can alternatively press the Page Up/Page Dn keys on the keyboard. At the same time everything you may have changed in the record you are leaving will be saved.



New: Click this button to create a new blank record. Alternatively press CMD-N.

Duplicate: Click this button to create a copy of the current record. Alternatively press CMD-Y.

Save: This button saves all changes to the current record. Alternatively press Shift-Enter.

To print the current record, click the Printer icon.



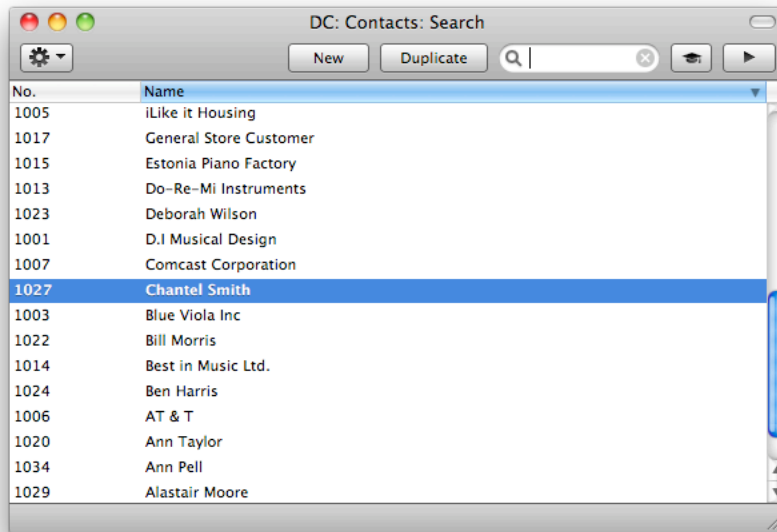
To print it to screen first, click the Print Preview icon.



You can delete or invalidate record by using Delete or Invalidate in Record menu. (Please refer to page 19 for more detail)

Paste Special (CMD-Enter)

When you enter information in Standard Accounts by HansaWorld, you frequently need to refer to another register or setting. For example, when entering an Invoice, the Customer Number is used to bring information in from the Contacts register. This information can be easily and quickly obtained using the “Paste Special” command. Pressing CMD-Enter in a field opens a selection list.



You can make the “Paste Special” feature even more powerful by saving the sort order of the “Paste Special” list. For example, whenever you need to choose a Contact, you will probably know its Name but not its Contact Number. The first time you use the “Paste Special” feature to choose a Customer, sort the list by Name and save this position using Window menu and Save Position option. From now on, the list will be sorted by Name when it opens.

Now you can type the first few characters of the Customer Name in a Customer field and then press CMD-Enter. When the “Paste Special” list opens, the highlighted Customer will be the first one to match what was typed. If this is the correct one, all you need do is press the Enter key and carry on without interruption.

If the record you are looking for does not exist and so is not shown in the “Paste Special” list, you can often enter it on the fly in the “Paste Special” window. You can directly open a new record, pressing New or CMD-N. A new Customer record is shown. Enter the new Customer, click [Save] and the new record is saved. At the same time, the Customer Number is automatically entered in the Invoice.

Drag and Drop

You can also link information in different registers or settings by dragging and dropping. Information can be dragged from the browse window of one register into the record window of another. For example, an Item can be dragged from the “Items: Browse” window into the matrix of an Invoice.

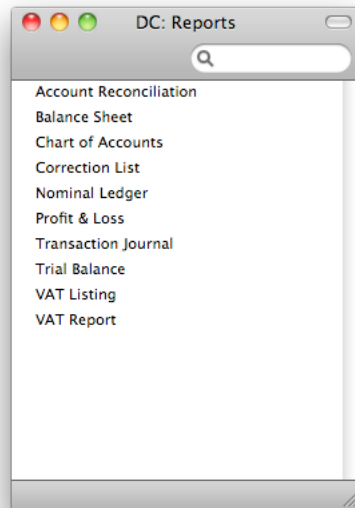
To drag several records, select the range of records while holding down Shift key. If you want to select the records in the Browse window, that are not continuous, select the records while holding down Command or CMD key.

When records (Items in current example) are selected, drag them to Invoice matrix and show with cursor the needed field (Item code). When you release the cursor the items will be entered.

List Window

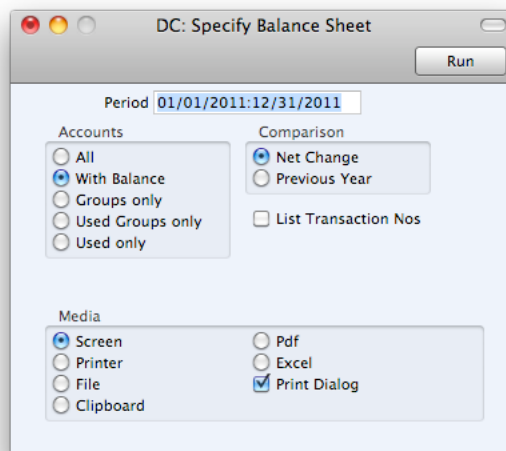
The list window is used whenever it is necessary to choose from a list of options, usually after accessing the “Imports”, “Settings”, “Maintenance”, “Reports” and “Documents” functions. Double-click your choice in the list, or click it once with the mouse and then press the Enter key.

You can use the scroll bar to find the item that you want, or you can type the first letter of its name in search field.



Specification Window

Specification windows allow you to specify the contents of a report or document, or how a Maintenance function is to operate. A specification window will usually appear after you have selected an option in a list window. Once you have entered the report criteria or specified how the Maintenance function is to behave, click [Run] or Shift-Enter to run the function.



Report Window

Report windows are used to display the reports you print to the screen.

The Report Header shows the name of the report and the selection on which it is based. This is important information, since all reports can be produced using different selections. Below this is the report itself, always shown in its full width in its own window.

DC: Sales Ledger

Sales Ledger
Standard Demo Ltd
All Open Invoices
Overview

Standard Accounts by HansaWorld, Print date: 06/09/2011 08:42
All Customers
Sorted by Number

Customer	Invoice No	Inv Date	Due Date	Days	Remaining
1001	D.I Musical Design				
	2011001	01/08/2011	30 02/07/2011	020-7060-0008 -122	4,133.94
				Balance Due	4,133.94 4,133.94
1002	Simple Studio				
	2010003	12/31/2010	14 01/14/2011	01536-888-328 -146	340.00
				Balance Due	340.00 340.00
1004	3D A&A Technology				
	2011002	01/13/2011	30 02/12/2011	01908-223-343 -117	3,359.94
				Balance Due	3,359.94 3,359.94
1010	Pena Colors				
	2010005	12/31/2010	14 01/14/2011	01536-4441-5453 -146	230.00
	2011008	04/09/2011	14 04/23/2011	-47	119.88
				Balance Due	349.88 349.88
1017	General Store Customer				
	2011005	03/11/2011	30 04/10/2011	01533-1566-287 -60	5,711.94
				Balance Due	5,711.94 5,711.94
			Total	13,895.70	
			Due	13,895.70	
			Not Overdue		

Since each report is shown in its own window, several reports can be put on the screen at the same time, totally independently. This gives Standard Accounts by HansaWorld an unmatched reporting power. Standard Accounts can easily give you information that can only be obtained after some complicated maneuvering in other accounting systems.

There is no limit to the number of reports that can be shown simultaneously on the screen, and reports from different modules may be mixed freely. Since the windows are completely independent, report windows can be mixed with data entry windows and lists from different parts of the system.

All reports are printed by clicking the Printer icon in the Button Bar of the window containing the report.

File Dialogue Window

Standard Accounts by HansaWorld uses the standard Macintosh file dialogue window when it requires you to select a file for import, or to give a file name to an export file.

When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Standard Accounts application. Double-click a folder name to see its contents.

SETTINGS

Settings allow you to tailor the operation of Standard Accounts by HansaWorld to your requirements. Many settings take the form of preferences: examples include Account Usage S/L and Account Usage P/L, which you can use to inform Standard Accounts by HansaWorld which Account is to be used in a particular situation (e.g. the Debtor and Creditor Accounts). Other settings require a number of records to be entered: this information tends to be used in 'look-up' tables (i.e. 'Paste Special' windows) from the main registers.

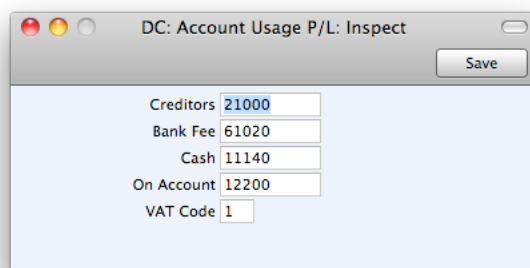
To edit or add to a setting, click the [Settings] button in the Master Control panel. You can also use the CMD-S keyboard shortcut. The 'Settings' list window opens, showing the various settings or preferences available in Standard Accounts by HansaWorld. Double-click any of the items in the list to view, change or add to any of the settings.

Account Usage P/L

In this setting you will determine which Accounts are to be used as defaults by your Accounts Payable transactions (i.e. Purchase Invoices and Payments). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, in the Items or Suppliers used in the transactions). The Accounts that you use here must be defined in the Accounts setting, otherwise Standard Accounts by HansaWorld will not be able to create transactions.

If you have imported the Standard Chart of Accounts supplied with Standard Accounts by HansaWorld, you will find that most of the fields in the Account Usage P/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

To open this setting, in Purchase Ledger module, click the [Settings] button in the Master Control panel, and then double-click ' Account Usage P/L' in the 'Settings' list. Click the [Save] button. to save changes and close the window. To close the window without saving changes, click the close box.



Creditors	21000
Bank Fee	61020
Cash	11140
On Account	12200
VAT Code	1

Creditors: When you approve a Purchase Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be credited to a Creditor Account. When you enter a Payment, its value will be debited to the same Account. This Account therefore shows how much your company owes at a particular time.

Enter here the Account Number of the Account that you wish to be used as your Creditor Account. It will be overridden if a separate such Account has been specified for the Supplier or its Supplier Category.

Bank Fee: Enter here the Account Code of the Account to be debited by any bank charges you may incur when issuing Payments.

Cash: The Account entered here will be credited instead of the Creditor Account whenever you approve a cash purchase (Cash Note). Please refer to the section below describing the Payment Terms setting for details of Cash Notes.

The Account specified here will be overridden if a separate such Account has been specified for the Payment Term used in the Cash Note.

On Account A/C: You can issue a Payment to a particular Supplier without reference to a specific Invoice (an "On Account" Payment). You may want to use a special account for such Payments. Specify that Account here, and switch on the On Account check box on the 'Terms' Tile of the Contact record for the Supplier in question. When you enter and approve an On Account Payment, its value will be debited to this Account.

VAT code: This VAT code will be used unless specified elsewhere.

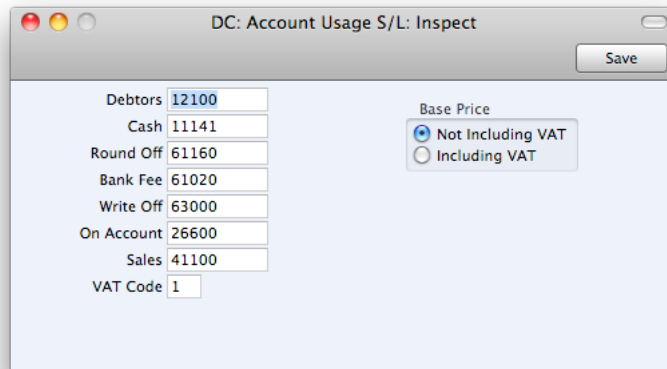
Account Usage S/L

Use the Account Usage S/L setting to specify the default Accounts and VAT Codes for use by your Accounts Receivable transactions (i.e. Invoices and Receipts). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, in the Items or Customers used in the transactions).

If you have imported the sample Chart of Accounts supplied with Standard Accounts by HansaWorld, you will find that most of the fields in the Account Usage S/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

The Accounts that you use in this setting must also exist in the Chart of Accounts. Otherwise, Standard Accounts by HansaWorld will not be able to create transactions. You must either add the Accounts to the Chart of Accounts (i.e. the Accounts setting), or use Accounts that already exist in the Chart of Accounts.

To open this setting, click the [Settings] button in the Master Control panel, and then double-click 'Account Usage S/L' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



Debtors	12100
Cash	11141
Round Off	61160
Bank Fee	61020
Write Off	63000
On Account	26600
Sales	41100
VAT Code	1

Base Price

Not Including VAT

Including VAT

Debtors: When you approve an Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be debited to a Debtor Account. When you enter a Receipt, its value will be credited to the same Account. This Account therefore shows how much your company is owed at a particular time.

Enter here the Account Number of the Account that you wish to be used as your Debtor Account.

Cash: The Account entered here will be debited instead of the Debtor Account whenever you approve a cash sale (Cash Note). The Account specified here will be overridden if a separate such Account has been specified for the Payment Term used in the Cash Note.

Round Off: The total and VAT amounts of each Invoice will be rounded off according to rules set in the Round Off setting. Whenever you approve an Invoice, any amount lost or gained by this rounding process will be posted to the Account whose Code has been entered here.

Bank Fee: Enter here the Account Code of the Account to be credited by any bank charges that you may incur when banking Receipts.

Write Off: The Account specified here will be debited by bad debts written off by the 'New Write-off' Operations menu function on the Receipt screen.

On Account: If you receive On Account Receipts from a particular Customer without reference to a specific Invoice (usually before you have raised the Invoice), you may want to use a special Account for such Receipts. Specify that Account here, and switch on the On Account check box on the 'Terms' Tile of the Customer in question. When you enter and approve an On Account Receipt, its value will be credited to this Account. On Account Receipts are described above.

Sales: When an Invoice is approved, the values excluding VAT of the Items are individually credited to a Sales Account. Enter here the Account Code of the Account that you wish to be used as your default Sales Account, to be credited whenever you sell an Item that does not have its own Sales Account (and if you use a Price that does not have a Sales Account).

VAT code: Enter here the VAT Code that you wish to be used as a default, to be used whenever you sell an Item that does not have its own VAT Code. Normally, if your company is registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

Base Price: Use these options to specify whether the sales Prices in the Item records are to include VAT. VAT rates are defined in the VAT Codes setting.

Locking

This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. You will do this by specifying a cut-off date: no transactions that's Transaction Date is on or before this cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically. Once a cut-off date has been entered, Standard Accounts by HansaWorld will not allow you to enter an earlier date to the same field.

Standard Accounts by HansaWorld does not force you to close months or periods, but this setting allows you to do so if necessary.

To open this setting, in systems module, click [Settings] in the Master Control panel, and then double-click 'Locking' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Lock Transactions, Purchase Invoices, Sales Invoices, and Others

If you enter a date in these fields, the entry of the records who's Date is on or before this date will not be permitted.

If you discover that a record that falls within a closed month contains an error, you can only correct it using the 'Correction Mark' function.

If you try to enter a record who's Date is on or before the Lock date, a warning will appear.

After locking the accounts at a certain date, you may not move the date backwards, you will not be able to enter records with earlier dates, and you may not alter earlier records.

Warn on Transactions, Purchase Invoices, Sales Invoices and Others

If you enter a date in this field, a warning will be displayed when you enter a record who's Date is on or before this date. You will still be able to save the record.

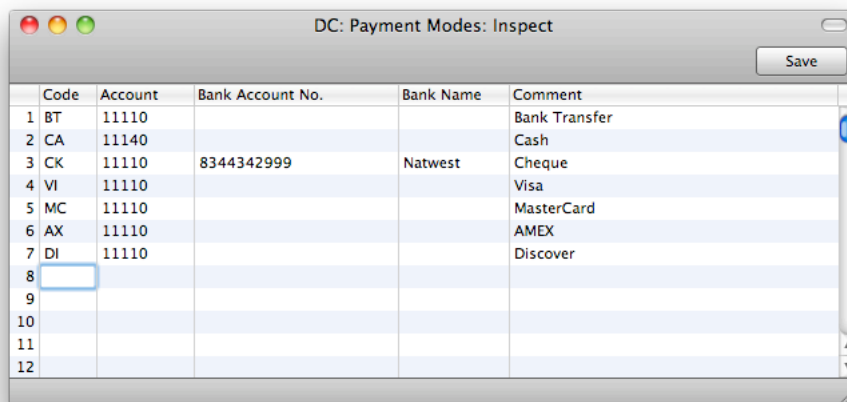
If you enter a date in the 'Warn on other' field, a warning will be displayed when you enter a record that's Transaction Date is on or before this date. You will still be able to save the record.

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers (and by which you will pay your Suppliers). Typical examples are cash, check, direct debit and credit card. For many businesses, the difference between such payment methods in terms of the way they are accounted for is minimal, but where appropriate, Standard Accounts by HansaWorld does allow each Payment Mode to debit a different Account and to be paid into a different bank account.

To open this setting, click [Settings] in the Master Control panel, and then double-click 'Payment Modes' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You can enter as many different Payment Modes as you need, using the grid on the 'Payment Modes' screen. To add a Payment Mode, click in the Code field of the first blank row and enter appropriate text. To remove a Payment Mode, click on the row number on the left of the row and press the Backspace key.



	Code	Account	Bank Account No.	Bank Name	Comment
1	BT	11110			Bank Transfer
2	CA	11140			Cash
3	CK	11110	8344342999	Natwest	Cheque
4	VI	11110			Visa
5	MC	11110			MasterCard
6	AX	11110			AMEX
7	DI	11110			Discover
8					
9					
10					
11					
12					

Code: Enter a unique code by which the Payment Mode is to be identified from elsewhere in Standard Accounts by HansaWorld.

Account: Specify here the cash, bank or other Account to be debited by any Receipt and credited by any Payment using the Payment Mode.

Bank A/C No & Bank Name: Specify here the bank account number and name, used for this Payment Mode.

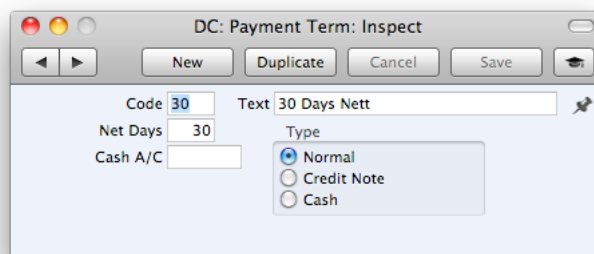
Comment: The name of the Payment Mode. This will be shown in the 'Paste Special' list, so it should be descriptive enough to make the selection of the correct Payment Mode easy for all users.

Payment Terms

Different Invoices and Purchase Invoices can be assigned different terms for payment: last date for payment, Cash or Credit Note etc. You can also use Payment Terms to establish a system of settlement discounts.

To open this setting, click [Settings] in the Master Control panel, and then double-click 'Payment Terms' in the 'Settings' list. The 'Payment Terms: Browse' window is opened, showing all Payment Terms previously entered.

Double-click a Payment Term in the list to edit it, or add a new term by clicking the [New] button in the Button Bar.



Code: Enter the unique code by which the Payment Terms record is to be identified from elsewhere in Standard Accounts by HansaWorld. The Code may consist of one or two characters, and both numbers and letters can be used.

Text: Enter the name for the Payment Term, to be shown in the 'Payment Terms: Browse' window and the 'Paste Special' list.

Net Days: The credit period in days. When this Payment Term is used in Invoices and Purchase Invoices, the value entered here will be added to the Invoice Date to calculate the Due Date.

Cash A/C: If the Type is set to "Cash", enter the Account to be debited (when a cash sale is approved) or credited (when a cash purchase is approved). You must specify a Cash Account if the Type is "Cash".

Type: The Payment Terms can belong to one of three Types. The Type determines how the due date is calculated.

- Normal: A normal payment. The value in the Net Days field will be added to the Invoice Date to calculate the Due Date.

- Credit note: This type is used for Credit Notes, to make sure that Accounts Receivable and Accounts Payable are updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes. Credit Notes on the sales side described in appropriate section in this material.

- Cash: This type is used for cash payment. The number of days is not relevant. Invoices with this Payment Term are known as Cash Notes.

On the sales side, when you approve a Cash Note, a Nominal Ledger Transaction will be created which debits the Cash Account specified above and credits the appropriate Sales Account for each Item on the Invoice. Therefore, no posting to a Debtor Account is made as the Cash Note is immediately treated as paid. There is no need to enter a Receipt.

Cash Notes behave in a similar fashion on the purchase side. In this case, the Cash Account above is credited. There is no need to enter a Payment.

When you have entered the Payment Term record, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Price lists

Standard Accounts by HansaWorld allows you to assign different Prices to individual Items so that each Price is associated with a particular Price List. For example, many retail outlets have different prices for their retail and trade Customers, or different retail and educational prices. You might then have separate retail, trade and educational Price Lists, each of which is available to the appropriate kind of Customer.

Code: Enter a unique code here, by which this Price List will be identified elsewhere in Standard Accounts.

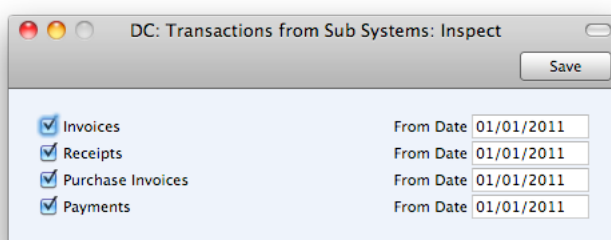
Description: Name the Price List here.

VAT: Choose the Exclusive option if the prices calculated by the 'Calculate Price Lists' function are to exclude VAT, and the Inclusive option if they are to include VAT.

Sub systems

The integration between different modules in Standard Accounts by HansaWorld means that Nominal Ledger Transactions can be generated automatically when you approve (mark as OK and save) records in other ledgers and modules ("Sub Systems"). For example, when you approve an Invoice in the Sales Ledger, this can cause a Nominal Ledger Transaction to be generated automatically, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

Use this setting to specify when you want this automatic generation of Transactions to be activated, and from which Sub Systems. Double-click 'Sub Systems' in the 'Settings' list to open the following window:



Sub System	From Date
<input checked="" type="checkbox"/> Invoices	01/01/2011
<input checked="" type="checkbox"/> Receipts	01/01/2011
<input checked="" type="checkbox"/> Purchase Invoices	01/01/2011
<input checked="" type="checkbox"/> Payments	01/01/2011

Check boxes containing a tick represent those Sub Systems from which Nominal Ledger Transactions will be generated. Whenever you approve a record (i.e. mark the record as OK and save it) in a Sub System register that you have selected here, a Nominal Ledger Transaction will be generated automatically. Make sure you have specified the Accounts that will be used in these Transactions in the appropriate settings (start with Account Usage S/L in the Sales Ledger and Account Usage P/L in the Purchase Ledger)

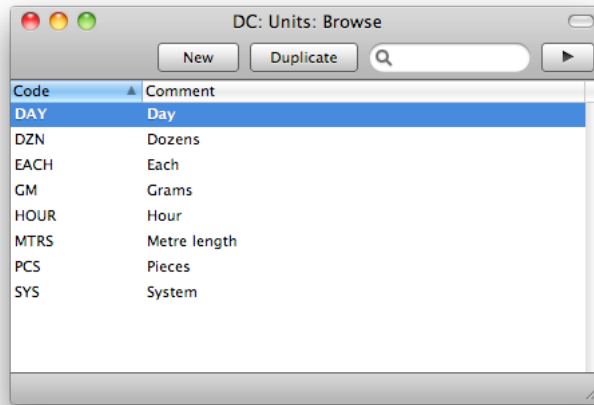
Use the From Date field to indicate the date from which Transactions are to be generated. This will be useful when you are entering opening balances when you are changing to Standard Accounts by HansaWorld from another accounting system. If you have entered an overall opening balance for the Debtor Account for example, any Invoices that you transfer from the old system and enter as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

It is therefore recommended that you switch on the check boxes according to your requirements and that, for each Sub System, you enter a From Date that is later than the Transaction Date used in all your opening balance transactions. This will ensure that the opening balances will not be posted to the Nominal Ledger, and there will also be no danger that you will forget to switch the check boxes on when you need to enter new Sub System transactions.

Units

Enter here the different shipping and pricing Units used in your business (e.g. single Items, pairs and dozens). Once you have entered your Units to this setting, you can assign them to your Items using the Unit field on the 'Pricing' Tile of each Item record. This is the quantity to which all prices refer. For example, if an Item is bought and sold in boxes of twelve, its Unit should be "Dozen". When the Item is included in a transaction of any kind (e.g. Goods Receipt or Invoice), the Quantity will refer to this Unit. If the Quantity in an Invoice is 2, this means "two boxes of twelve". The Base and Cost Prices of the Item will also refer to this Unit. If the Base Price is 85.00, this means "85.00 for a box of twelve".

On double-clicking 'Units' in the 'Settings' list, the 'Units: Browse' window is displayed, showing all Unit records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.



Code: Enter the unique Code by which the Unit record is to be identified from elsewhere in Standard Accounts. You can enter up to five characters, and you can use both numbers and letters.

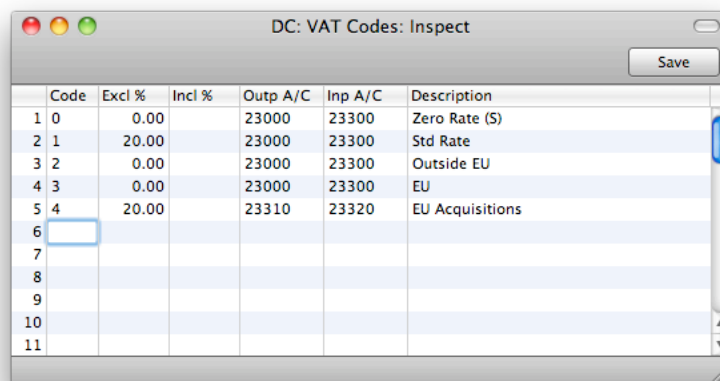
Comment: Here you enter the name for the Unit record, as it will be shown in the 'Units: Browse' window and the 'Paste Special' list.

VAT Codes

In order to comply with VAT regulations it is necessary to differentiate between domestic, EU and external trade. To solve this, Standard Account by HansaWorld makes use of VAT Codes, whereby any number of VAT Codes with different accounting specifications can be defined.

VAT Codes can be assigned to Customers, Suppliers and also to individual Sales and Purchase Accounts. The VAT Codes help Standard Accounts by HansaWorld to use the correct VAT percentage, to control the Nominal Ledger accounting and to provide VAT statistics.

To edit the VAT Codes, double-click 'VAT Codes' in the 'Settings' list. The following window appears:



	Code	Excl %	Incl %	Outp A/C	Inp A/C	Description
1	0	0.00		23000	23300	Zero Rate (S)
2	1	20.00		23000	23300	Std Rate
3	2	0.00		23000	23300	Outside EU
4	3	0.00		23000	23300	EU
5	4	20.00		23310	23320	EU Acquisitions
6						
7						
8						
9						
10						
11						

To edit a VAT Code record, simply click in the field to be changed and overwrite the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows:

Code: Each VAT Code record should be identified by a unique Code.

Excl %: Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount. You must specify an Input or Output Account if the percentage is zero, as shown in the illustration above.

Incl %: Specify the percentage to be applied to a figure that includes VAT in order to calculate the VAT amount.

Outp A/C: Specify here the VAT Outputs Account to be credited whenever this VAT Code is used in a sales transaction. In any Nominal Ledger Transaction resulting from Purchase Invoices from the EU Zone, VAT is debited to the Input Account of the selected VAT Code and credited to the Output Account. Therefore, it is recommended that you use a dedicated VAT Code for VAT on EU Acquisitions, with an Output Account that is not used in any other VAT Code.

Imp A/C: Specify here the VAT Inputs Account to be debited whenever this VAT Code is used in a purchase transaction.

Description: The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

SETTING UP CONTACTS, CUSTOMER AND SUPPLIER CATEGORIES

Information about your Customers, Suppliers, Contact Persons and all other companies and individuals with whom you have some contact is stored in the Contact register. You only need to maintain a single record for a company who is both a Customer and a Supplier.

The terms “Customer” and “Supplier” are used to refer to records in the Contact register. Those records do not necessarily represent firms that have purchased goods or services from your business, or sold goods or services to you, and can in fact represent any company that is a potential customer or supplier.

The term “Customer” is usually used when describing the use of a record in the Contact register in a sales context, while “Supplier” is used in a purchase context. “Supplier” implies that the Supplier box in the header of the Contact record has been checked. Similarly, “Customer” implies that the Customer box in the header of the Contact record has been checked.

As soon as contact is established between your business and a potential client or Supplier, you should record their details in the Contact register. Mark the record as a Customer or a Supplier or both using the check boxes in the header, depending on their potential or actual relationship to your company. These check boxes will allow you to use the record in sales or purchase transactions as appropriate.

The term “Contact Person” is used in this manual when referring to an individual person: this may be an individual or someone who works for a Customer or Supplier. In the latter case, you will have separate records in the Contact register for the Customer or Supplier and for the individual Contact Person.

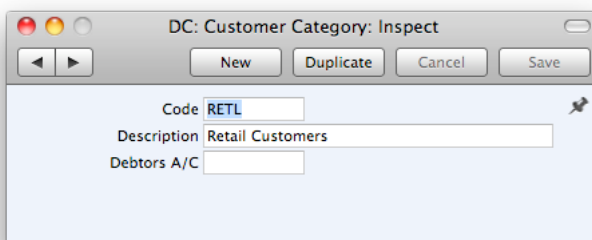
On the sales side, you can group Customers of a similar type together using Customer Categories. You will often be able to report on the Customers belonging to a particular Category. Before entering Customers, therefore, it is recommended that you enter some Customer Categories. .

Similarly, on the purchase side you can group Supplier of a similar type together using Supplier Categories. Every Supplier belonging to the same Category will be given the same default Creditor Account, saving you the work of having to specify this for each one individually. A company that is both a Customer and Supplier can belong both to a Customer Category and to a Supplier Category. Before entering Supplier, therefore, it is recommended that you enter some Supplier Categories. Supplier Categories are described below.

Customer Categories

You can group Customers of a similar type together using Customer Categories. This can help with reporting: several reports allow you to list Customers belonging to a particular Category.

To work with Customer Categories, first click the [Settings] button in the Master Control panel. Double-click ‘Customer Categories’ in the resulting list. Then click [New] to open a new record, or double-click an existing record to modify it.



Code: Specify a unique code, by which the Customer Category may be identified from the Customer screen and elsewhere in Standard Accounts by HansaWorld.

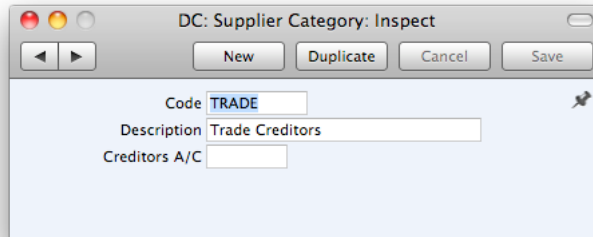
Description: Enter text describing the Customer Category here.

Debtors A/C: Specify here the Debtor Account that you wish to be debited by the Nominal Ledger Transactions created when Sales Invoices are raised for Customers that belong to this Category.

Supplier Categories

Similarly to Customer categories, you can group Suppliers of a similar type together using Suppliers Categories.

To work with Supplier Categories, first click the [Settings] button in the Master Control panel. Double-click 'Supplier Categories' in the resulting list. The 'Supplier Categories: Browse' window is displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.



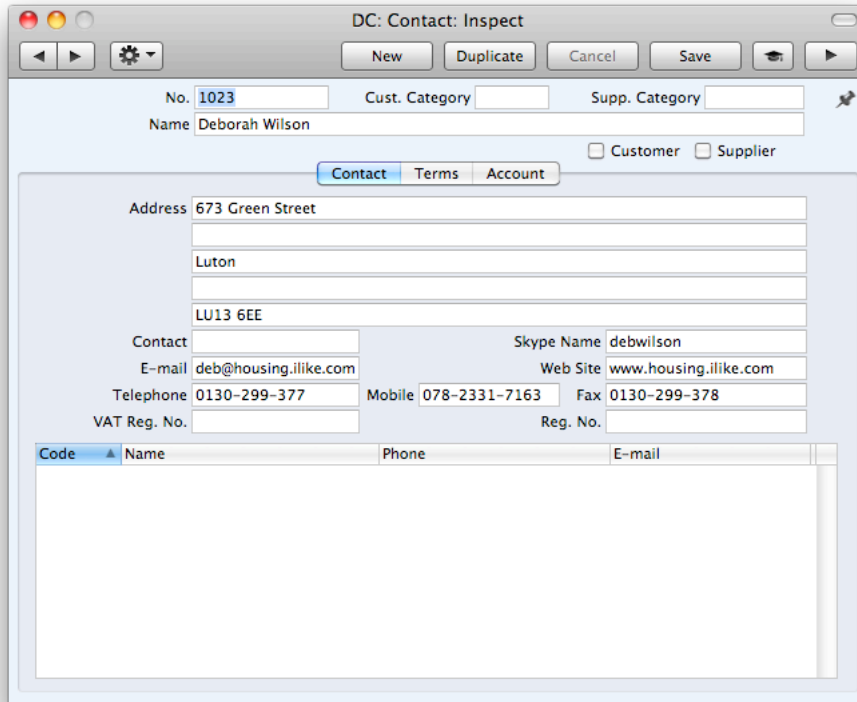
Code: Specify a unique code, by which the Supplier Category may be identified.

Description: Enter text describing the Supplier Category here.

Creditors A/C: Specify here the Creditor Account that you wish to be credited by the Nominal Ledger Transactions created when Purchase Invoices are raised for Suppliers that belong to this Category.

ENTERING A NEW CONTACT

To work with Contacts, open the Contact register by clicking the [Contacts] button in the Master Control panel or using the CMD-6 keyboard shortcut. The 'Contacts: Browse' window is opened, showing a list of Contacts already entered. To create a new Contact, click the [New] button above the list or use the CMD-N keyboard shortcut. Alternatively, highlight a Contact similar to the one you want to enter and click [Duplicate] (or use CMD-Y).



The screenshot shows the 'DC: Contact: Inspect' window. At the top, there are navigation buttons (back, forward, settings) and action buttons (New, Duplicate, Cancel, Save, Home, Forward). Below this is the header area with fields for 'No.' (1023), 'Cust. Category', and 'Supp. Category'. The 'Name' field contains 'Deborah Wilson'. There are checkboxes for 'Customer' and 'Supplier'. Below the header are three tabs: 'Contact' (selected), 'Terms', and 'Account'. The 'Contact' tab contains several input fields: 'Address' (673 Green Street), 'Luton', 'LU13 6EE', 'Contact', 'Skype Name' (debwilson), 'E-mail' (deb@housing.ilike.com), 'Web Site' (www.housing.ilike.com), 'Telephone' (0130-299-377), 'Mobile' (078-2331-7163), 'Fax' (0130-299-378), 'VAT Reg. No.', and 'Reg. No.'. At the bottom, there is a table with columns 'Code', 'Name', 'Phone', and 'E-mail', which is currently empty.

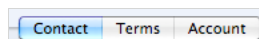
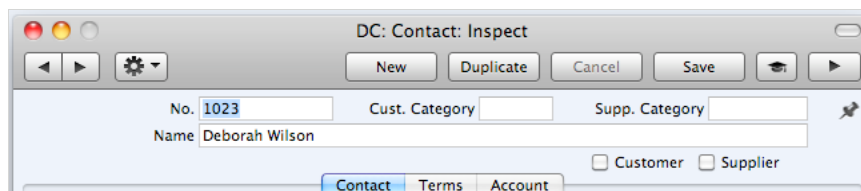
The 'Contact: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Contact record as appropriate, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Since the amount of information stored about each company will not fit in a single window, the Contact screen has been divided into three Tiles. At the top of each is the header. This contains the Contact Number and Name, the Customer and Supplier Categories, and the Customer and Supplier check boxes. There are three named buttons ('tiles') in the header.

The Contact window contains the following fields and check boxes.

Header

By clicking the tiles you can navigate between Tiles. The header is always visible, as a reminder of the Contact you are working with.

This screenshot shows the header area of the 'DC: Contact: Inspect' window. It includes the navigation and action buttons at the top, the 'No.' field (1023), 'Cust. Category', and 'Supp. Category' fields, the 'Name' field (Deborah Wilson), and the 'Customer' and 'Supplier' checkboxes. Below the header are the 'Contact', 'Terms', and 'Account' tabs, with 'Contact' selected.

No.: Enter the unique code you are assigning to this Contact: this is the means by which this Contact will be identified elsewhere in Standard Accounts by HansaWorld. The field holds up to 20 letters and/or numbers. A default will be offered, based on the Contact Number of the previous record entered. Once you have saved the record, you cannot change the Contact Number.

Cust. Category & Supplier Category: If the company is a Customer, you can assign it to a Customer Category. If it is a Supplier, you can assign it to a Supplier Category.

Customer Categories enable you to classify similar Customers together. Several reports allow you to list Customers belonging to a particular Category.

Supplier Categories enable you to classify similar Suppliers together. All Suppliers belonging to the same Category can use the same default Creditor Account, saving you the work of having to specify these for each Supplier individually.

Name: Enter the Name of the Contact.

If you want the Customer Name to be printed as part of the address in all documents, use the Organization Name option in the Form Settings.

Customer, Supplier checkboxes: Mark the Contact as a Customer or Supplier or both as appropriate, using the check boxes at the top of the window.

Marking the Contact as a Customer or Supplier does not necessarily mean it has purchased goods or services from your business, or sold goods or services to you: the company can also be a potential customer or supplier to your business.

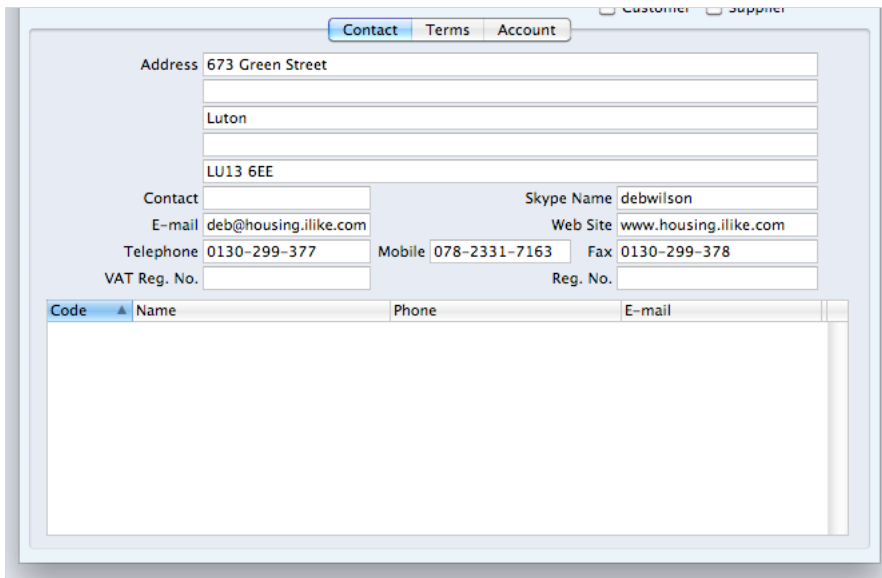
If you have marked a Contact as a Customer only, you will be able to use it in Sales Invoices and Receipts, but not in any purchase registers. Similarly, if you have marked it as a Supplier only, you will be able to use it in Purchase Invoices and Payments, but not in any sales registers.

If you originally opened the Contact register by clicking the [New] button in the 'Paste Special' window listing Customers, these check boxes will be set automatically depending on the context.

Once you have marked a company as a Customer and you have issued at least one Sales Invoice to that company, you will not be able to remove the check from the Customer box. Similarly, if you have marked a company as a Supplier and you have received at least one Purchase Invoice from that company, you will not be able to remove the check from the Supplier box.

Throughout this manual (including in the index), the term "Customer" has been used when referring to Contacts marked as Customers, and the term "Supplier" refers to Contacts marked as Suppliers.

Contact Tile



Code	Name	Phone	E-mail

Address: Enter here the address to which Invoices, statements and Payments are to be sent.

Contact : Used as default in Sales Invoices

You can enter the name of your main contact person here: it will be transferred as a default entry whenever you use this Contact record in a transaction. If you need to add more contact names, use the 'Create Contact' function on the Operations menu. The 'Paste Special' list will only contain Contact Persons that work for the Customer or Supplier.

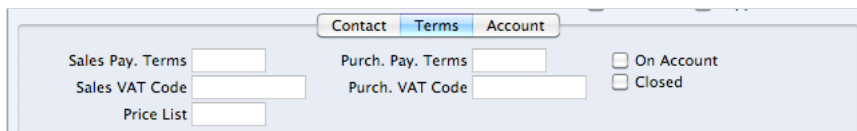
Telephone, Mobile, Fax, E-mail, Skype Name: Enter the Contact's main telephone, cell phone and fax numbers, email address and Skype name here.

Web Site: If the Contact has a website, enter its address (URL) here.

Reg No.: If the Contact has a Company Registration Number, enter it here.

At the bottom of the 'Contact' Tile, there is a grid. If the Contact is a Customer or Supplier, this grid will list the Contact Persons working for them.

Terms Tile



Sales Pay. Terms: Payment Terms setting used as default in Sales Invoices

Purch. Pay. Terms: Payment Terms setting used as default in Purchase Invoices

If the Contact is a Customer, use the Sales Pay. Terms field to specify the Payment Terms that your company offers them. If the Contact is a Supplier, use the Purch. Pay. Terms field to specify the Payment Terms that they offer your company. These Terms will be copied to Sales and Purchase Invoices, where they will ensure that the Due Dates are calculated correctly.

Price List: Used as default in Invoices

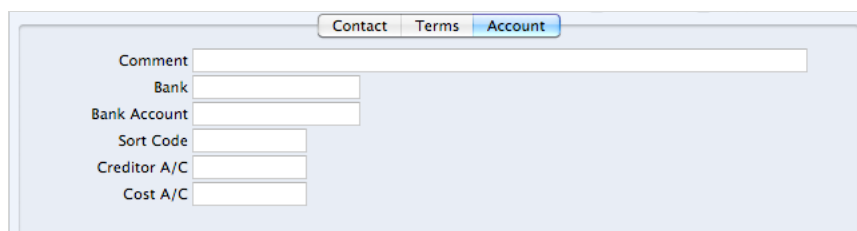
If the Contact is a Customer and you wish to assign a particular Price List to them, you can do so here. It will determine the prices used in Sales Invoices for this Customer.

On Account: Check this box if the Contact is a Customer from whom you want to be able to receive On Account Receipts (i.e. you want to allow them to pay before you have invoiced them) and/or the Contact is a Supplier to whom you want to be able to issue On Account Payments (i.e. to be able to pay them before you receive Invoices).

Before you can enter On Account Receipts, you must specify an On Account A/C in the Account Usage S/L setting. This Account will be credited with the value of these Receipts.

On the purchase side, before you can enter On Account Payments, you must specify an On Account A/C in the Account Usage P/L setting. This Account will be debited with the value of these Payments.

Account Tile



Comment: Use this field to record any additional information about the Contact. Comments entered here will be shown in some Accounts Receivable reports featuring this Customer.

Bank: Enter the name of the Contact's bank here. If the Contact is a Supplier, this information will facilitate payment by the transfer of funds between banks.

Bank Account: Enter the Contact's main bank account number here. If the company is a Supplier, this bank account number will be transferred to any Purchase Invoices and Payments entered in the Supplier name.

Creditor A/C: If the Contact is a Supplier and you want to use a particular Creditor Account, enter its Account number here.

If you leave this field empty the Creditor Account will be taken from the Supplier Category (if appropriate) or from the Creditor Account in the Account usage P/L setting.

Cost A/C: If the company is a Supplier, you can determine that a particular Cost Account (i.e. Purchase Account) will be offered as a default in the first Purchase Invoice row when you enter a new Purchase Invoice. This can be useful in the cases of specialist Supplier and of Supplier of

services such as electricity or telephone services, who's Purchase Invoices are usually debited to the same Account.

If you want to set a default Cost Account (i.e. Purchase Account) for this Supplier, enter its Account Number here.

Editing a Contact

To edit a Contact, first open the Item register by clicking the [Contacts] button in the Master Control panel or using the CMD-6 keyboard shortcut.

The Contacts are initially listed in Contact Number order. Change the sort order by clicking on one of the column headings: the underlined heading shows the current sort order.

To search for a specific Contact, enter the text to be found in the Search field in the top right-hand corner of the window and press Return. The text should be appropriate for the current sort column: to search by Contact Name, for example, sort by Name before entering a Name (or its initial letters) to the Search field.

To modify a Contact record, double-click on the line in the browse window. The Contact record will be opened in a window entitled 'Contact: Inspect'. The fields in this window are the same as those in the 'Contact: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit a Contact from another register. For example, when entering an Invoice, you might realise that your information about the Customer is out of date (they might have changed their address or telephone number, for example). Place the insertion point in the Customer field in the Invoice and press CMD-Shift-V. The Contact record for the Customer opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Customer for the Invoice.

Deleting a Contact

To delete a contact, follow below steps. Note that you cannot undo the deletion of a Contact record. Also, you cannot delete a Contact if you have used it in an Invoice or Purchase Invoice.

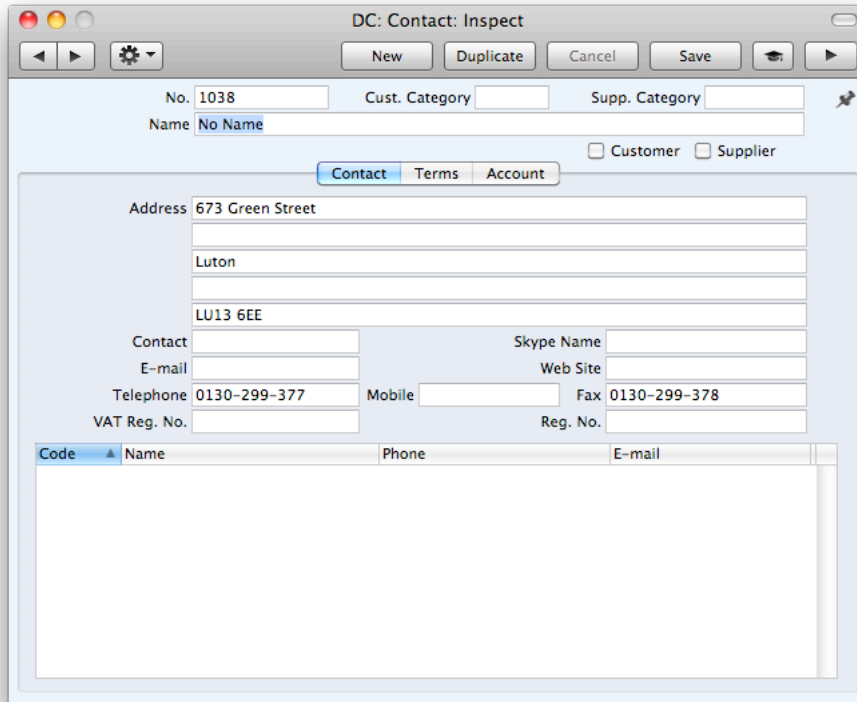
1. Find the Contact you want to delete in the 'Contacts: Browse' window, using the Search feature described in the previous section.
2. Double-click the Contact record to open it.
3. Select 'Delete' from the Record menu. The Contact will be deleted.

Contact Persons

As described above, Customers, suppliers and Contact Persons are all stored in the Contact register. In this section, we describe linking Contact Persons to the company they work for.

1. The first step is to enter a Contact record representing the company. Mark the company as a Customer or supplier or both, as appropriate. Ensure you save this record before moving to step 2.
2. The next step is to enter a Contact record representing a person working for the company (i.e. a Contact Person). Choose 'Create Contact' from the Operations menu. A new record will be created in the Contact register and will be opened in a new window entitled 'Contact: Inspect'. This means the record has already been saved and is being opened to allow you to enter the Contact Person's name and contact details if these are different to those of the parent company.

The address details, telephone and fax will be copied from the parent company. Enter the Contact Person's name and appropriate contact information. As the Contact Person works for a company that has been marked as a Customer or a Supplier, you should not check these boxes in the Contact Person record.

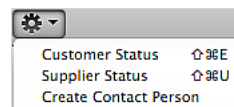
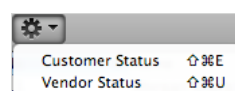


3. Save the Contact Person and close the record by clicking the close box. The Contact Person is now included in the list at the bottom of the 'Contact' Tile of the parent company's Contact record

This list will contain all the Contact Persons working for the Customer or Supplier. As with all lists in Standard Accounts by HansaWorld, you can sort this one by clicking on a column heading. If you need to open the Contact record of a Contact Person, double-click a line in this list.

4. If a Contact Person stops working for a Customer or Supplier, you can delete the Contact record for the Contact Person.

Operations Menu



The Operations menus for Contacts are shown above. On the left is that for the 'Contacts: Browse' window: highlight a Contact in the list before selecting the function. You can also apply the function to a group of Contacts: highlight the first Contact in the group and then click on the last while holding down the Shift key. Then select the function. On the right is that for the 'Contact: New' and 'Contact: Inspect' windows.

Customer Status

You can use the 'Customer Status' function with Contacts that are Customers. It prints a Customer Status report to screen.

DC: Customer Status

Customer Status
Standard Demo Ltd

Standard Accounts by HansaWorld, Print date: 06/09/2011 10:40
Customer 1004
5 Last Paid

No	Name	Tel	
<u>1004</u>	3D A&A Technology	01908-223-343	

Sales Ledger

Inv No	Inv Date	Number	Pay Date	Amount	Balance	Terms	Due
<u>2010004</u>	12/31/2010	RECPT:1	01/28/2011	700.00	0.00	30	
<u>2011002</u>	01/13/2011			3,359.94	3,359.94	30	-117
						Total Open	3,359.94
						Total Due	3,359.94

In its basic form, this report shows the Customer Number, Name and telephone number for the Customer currently on screen or for those Customers highlighted in the browse window, together with a list of all open Invoices and the last five paid Invoices. However, if required, you can use the Info on Customer Status Report setting to change the information that will be shown to different users, each of whom can be given a different report definition.

The Customer Status report has the Standard Accounts by HansaWorld Drill-down feature. You can open Contacts and Invoices from the report by clicking on the Contact Numbers and Names and on Invoice Numbers. Text with the drill-down feature is shown underlined in the report.

The function will have no effect if you try to use it with a Contact that is not marked as a Customer.

Supplier Status

You can use the 'Supplier Status' function with Contacts that are Suppliers. It provides an immediate report listing previous Invoices and Payments for the Supplier currently on screen or for those highlighted in the browse window. It also shows total turnover and amount due figures. The function will have no effect if you try to use it with a company that is not marked as a Supplier.

DC: Supplier Status

Supplier Status
Standard Demo Ltd

Standard Accounts by HansaWorld, Print date: 06/09/2011 10:42
Suppliers 1001
5 Last Paid

[New Activity](#)

Organisation
D.I.Musical Design Turnover In Defined Reporting Period 0.00

310 5th Ave
Rockingham way
London
Surrey
SW1W0SR

Purchase Ledger

Inv No	Inv Date	Pay Date	Amount	Terms	Rem	Due	
		On Acc.	-828.03				
						0 - 15	
						16 - 30	
						31 -	
						Total Open	-828.03
						Total Overdue	0.00

ITEMS

The Item register contains information about the products and services that you sell.

You can group Items of a similar type together using Item Groups. You will often be able to report on the Items belonging to a particular Item Group. Before entering Items, therefore, it is recommended that you enter some Item Groups.

Before working with Items, you should also look at the following settings:

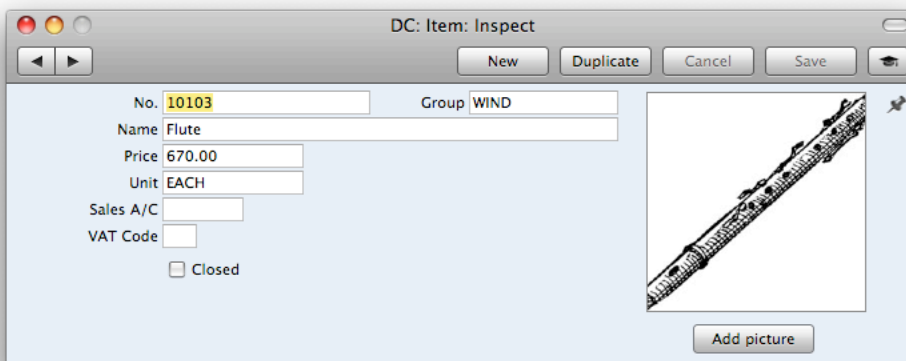
Accounts

Price Lists

VAT Codes

To work with Items, open the Item register by clicking the [Items] button in the Master Control panel or using the CMD-7 keyboard shortcut. The 'Items: Browse' window is opened, showing a list of Items already entered. To create a new Item, click the [New] button above the list or use the CMD-N keyboard shortcut. Alternatively, highlight an Item similar to the one you want to enter and click [Duplicate] (or use CMD-Y).

The 'Item: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Item record as appropriate, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



The Item window contains the following fields:

No.: Enter the unique Identification code you are assigning to this Item. This is the means by which you will identify the Item when including it in Invoices. The field holds up to 20 characters.

Group: Enter the Item Group to which this Item belongs. Item Groups enable you to classify similar Items together.

Name: Enter here the name of the item.

Price: Enter the normal sales price for the Item here.

Unit: Specify here the quantity to which the Price refers. In the majority of cases, this will be a single item, but otherwise it might be a pair or a dozen.

Sales A/C: When you use this Item in an Invoice, the Sales Account entered here will be offered as a default. It will override the Sales Account specified in the Account usage S/L setting. If there is a record in the Prices setting for the appropriate Item/Price List combination with a Sales Account, that Sales Account will take precedence over the one entered here.

VAT Code: When entering Invoices and including this Item, the VAT Code entered here will be offered as a default. It will override the VAT Account usage S/L Code specified in the Account Usage S/L setting.

This Code will determine the rate at which VAT will be calculated for this Item when it is sold and the Account to be credited with the Sales VAT amount.

Picture: The [Add Picture] button allows you to add a picture to an Item record. When you click this button, the 'Buddy Picture' window opens



If the picture is already on your hard disk, click the [Choose] button to locate it. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.

Alternatively, click the button with the camera icon marked 'Take a video snapshot' to take a photograph of the Item using your computer's camera.

In both cases you can then scale the picture using the slider and, if the picture is too big, move the picture by dragging so that the part you need is in the centre of the frame (the part outside the frame will be cropped).

Finally, click the [Set] button to add the picture to the Item.

When you use 'Paste Special' to add Items to Invoices, the Item pictures will appear above the 'Paste Special' list to help you choose the correct one.

Editing an Item

To edit an Item, first open the Item register by clicking the [Items] button in the Master Control panel or using the CMD-7 keyboard shortcut.

The Items are initially listed in Item Number order. Change the sort order by clicking on one of the column headings: the underlined heading shows the current sort order.

To search for a specific Item, enter the text to be found in the Search field in the top right-hand corner of the window and press Return. The text should be appropriate for the current sort column: to search by Item Description, for example, sort by Description before entering a Description (or its initial letters) to the Search field.

To modify an Item record, double-click on the line in the browse window. The Item record will be opened in a window entitled 'Item: Inspect'. The fields in this window are the same as those in the 'Item: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit an Item from another register. For example, when entering an Invoice, you might realise that your information about an Item is out of date (the price might have changed, for example). Place the insertion point in the Item field in the Invoice and press CMD-Shift-V. The Item record opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Item for the Invoice.

Deleting an Item

To delete an item, follow below steps. Note that you cannot undo the deletion of an item. Also, you cannot delete an Item if you have used it in an Invoice

1. Find the Item you want to delete in the 'Items: Browse' window, using the Search feature described in the previous section.
2. Double-click the Item record to open it.
3. Select 'Delete' from the Record menu. The Item will be deleted.

BROUGHT FORWARD BALANCES FOR INVOICES, PURCHASE INVOICES AND TRANSACTIONS

At the end of each financial year, you will have to create Brought Forward Balances for both purchase and sales side. More about Financial Year ending processes are described in the section The End of A Financial Year below.

On the sales side, the easiest way of creating brought forward balances is to collect full amount to be received from a specific customer, into one invoice. Set the date for the following financial year.

On the purchase side, the easiest way of creating brought forward balances is to collect full amount to be paid to a specific supplier, into one invoice. Set the date for the following financial year.

In similar way, for transactions to be brought forward to the following year, create a transaction that collects full amounts in debit and credit to relevant accounts. Set the date for the following financial year. In the beginning of the following financial year

INVOICES

The Invoice register is a record of your company's sales. Each time you make a sale, you should enter an Invoice, print it and send it to the Customer. You will therefore use the Invoice register for a number of tasks.

- The printed Invoice sent to the Customer acts as a demand for payment;
- Unpaid Invoices in the register provide the basis for your debt chasing reports; and
- Each Invoice causes a Nominal Ledger Transaction to be created, thus generating the turnover and debtor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

You can record three types of sales transaction in the Invoice register.

1. You will issue standard Invoices, or demands for payment, when you have delivered goods or carried out work before you have received payment. You should record payments against such Invoices in the Receipt register, described below.
2. You will issue a Cash Note when you receive payment at the same time as carrying out the work. When you enter a Cash Note in the Invoice register, Standard Accounts by HansaWorld will treat it as having being paid, so there is no need to enter a separate payment record in the Receipt register. Standard Accounts by HansaWorld will also look after the Nominal Ledger implications for you (debiting the Cash Account rather than the Debtor Account).
3. You should use Credit Notes to correct mistakes in Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your turnover and debtor figures. Again, Standard Accounts by HansaWorld looks after these Nominal Ledger implications automatically.

The use of the Invoice register, including each of these types of sales transaction, is now described in detail. Before you start entering Invoices, however, you must ensure that you have defined the current fiscal (accounting) year, using the Fiscal Years setting.

Before working with Invoices, you should also look at the following settings and registers:

Account Usage S/L

Accounts

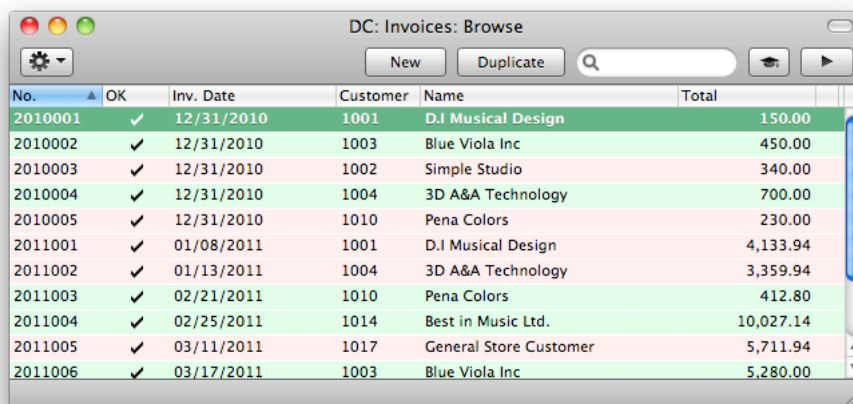
Customers

Items

Payment Terms

VAT Codes

To open the Invoice register, click the [Invoices] button in the Master Control panel, or use the CMD-1 keyboard shortcut. The 'Invoices: Browse' window is opened, showing Invoices already entered.



No.	OK	Inv. Date	Customer	Name	Total
2010001	✓	12/31/2010	1001	D.I Musical Design	150.00
2010002	✓	12/31/2010	1003	Blue Viola Inc	450.00
2010003	✓	12/31/2010	1002	Simple Studio	340.00
2010004	✓	12/31/2010	1004	3D A&A Technology	700.00
2010005	✓	12/31/2010	1010	Pena Colors	230.00
2011001	✓	01/08/2011	1001	D.I Musical Design	4,133.94
2011002	✓	01/13/2011	1004	3D A&A Technology	3,359.94
2011003	✓	02/21/2011	1010	Pena Colors	412.80
2011004	✓	02/25/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓	03/11/2011	1017	General Store Customer	5,711.94
2011006	✓	03/17/2011	1003	Blue Viola Inc	5,280.00

Invoices are numbered consecutively and the Invoice Number is usually generated by the system. The Invoice Number is followed by a check mark (if the Invoice is approved), by the Invoice Date, Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter "C" in the value column, after the amount.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer. You can scroll the list with the scroll bars or using the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Accounts by HansaWorld will search for the first record matching the keyword in the same column as the selected sorting order.

Invoices are shown colour-coded in the 'Invoices: Browse' window, as follows—

- (no colour) Invoices not yet due for payment
- red Invoices that are overdue for payment
- green Invoices that are fully paid or credited

There are three things you can do in the Invoice register

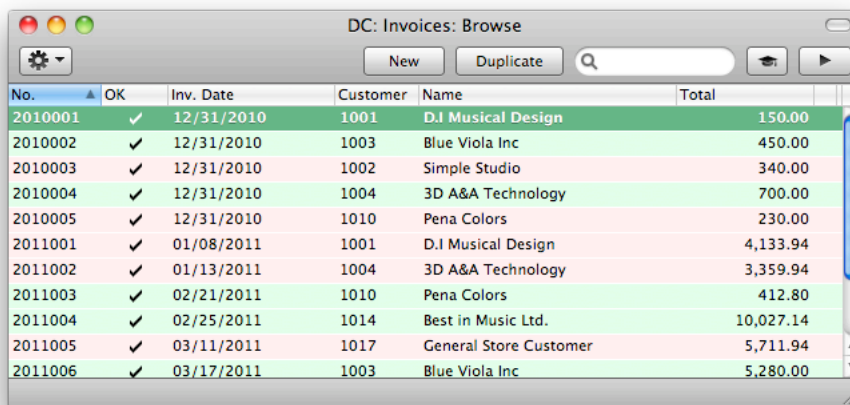
- Enter Invoices
- Inspect and approve Invoices
- Print the Invoices

Entering an Invoice

Standard Accounts by HansaWorld provides several shortcuts to simplify your work with entering Invoices. You can for example bring a date into a date field using the 'Paste Special' function. You can also use this function to simplify the entering of Item Numbers, Customer Numbers, Payment Terms etc.

To enter a new Invoice, first open the 'Invoices: Browse' window as described above. Then click [New] in the Button Bar or use the CMD-N keyboard shortcut. Alternatively, select an Invoice similar to the one you want to enter and click [Duplicate] on the Button Bar.

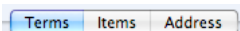
The 'Invoice: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Invoice will be the current date, not the date of the duplicated Invoice, and the Due Date will be recalculated accordingly. Complete the Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



No.	OK	Inv. Date	Customer	Name	Total
2010001	✓	12/31/2010	1001	D.I Musical Design	150.00
2010002	✓	12/31/2010	1003	Blue Viola Inc	450.00
2010003	✓	12/31/2010	1002	Simple Studio	340.00
2010004	✓	12/31/2010	1004	3D A&A Technology	700.00
2010005	✓	12/31/2010	1010	Pena Colors	230.00
2011001	✓	01/08/2011	1001	D.I Musical Design	4,133.94
2011002	✓	01/13/2011	1004	3D A&A Technology	3,359.94
2011003	✓	02/21/2011	1010	Pena Colors	412.80
2011004	✓	02/25/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓	03/11/2011	1017	General Store Customer	5,711.94
2011006	✓	03/17/2011	1003	Blue Viola Inc	5,280.00

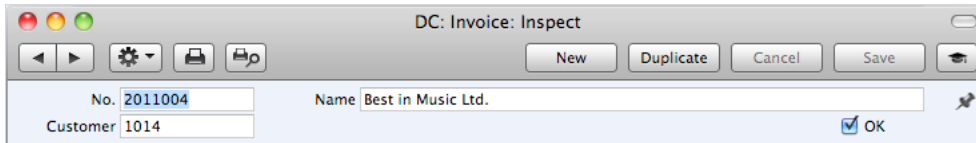
Note that you are not bound by the values suggested as defaults by Standard Accounts by HansaWorld. In most fields you can change the pre-set values to something that suits you better. Changes made here are valid only for the Invoice you are working with.

Since the amount of information stored about each Invoice will not fit on a single screen, the Invoice window has been divided into three Tiles. At the top of each is the header. This contains the Invoice Number, and the Customer Number and Name. At the bottom of the screen is the footer, which contains various totals. There are three named buttons ('tiles') in the header.



By clicking the tiles you can navigate between Tiles. The header is always visible, as a reminder of the Customer who's Invoice you are working with.

Header



No.: The Invoice Number of a new Invoice is provided automatically by Standard Accounts by HansaWorld following on from the Number of the last Invoice entered.

When you start using Standard Accounts by HansaWorld, the Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Number of the first Invoice: Standard Accounts by HansaWorld will then continue the sequence from there. You can then change the Number of any subsequent Invoice if you want to use another number sequence. Note that you must change the Invoice Number before you save the Invoice: you cannot change it afterwards.

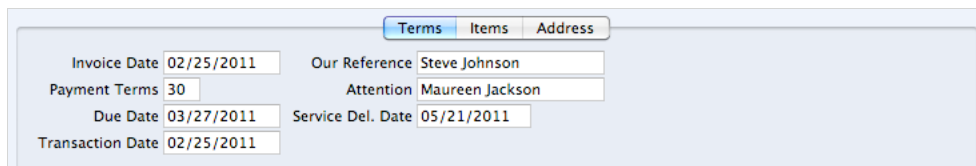
Customer: Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.

Name: The Customer Name is entered after you have entered the Customer Number.

OK: You can approve the Invoice by checking this box and saving. This will cause the Invoice to be posted to your Accounts Receivable. A corresponding Nominal Ledger Transaction will also be created in the Transaction register. Because of this consequence, you will no longer be able to make changes to the Invoice.

References in this manual to approved Invoices are to Invoices who's OK box has been checked (i.e. an approved Invoice is one that is no longer a Draft).

Terms Tile



Invoice Date: The current date according to the computer's clock is entered as a default. If you are not using the Allow Tran. Date Changing option in the Transaction Settings setting, this must be the same as the Transaction Date and cannot be changed independently.

Our Ref.: Use this field if you need to identify the Invoice by means other than the Invoice Number. A default will be taken from the Our Ref field of the Person record of the current user.

Payment Terms: Default taken from Contact (Sales Pay Terms)

Payment Terms entered here will be used to calculate the Due Date (below), in addition simply to ensuring that the correct Payment Terms appear on the printed Invoice document.

Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports provided in Standard Accounts by HansaWorld.

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" Type respectively. When you then approve and save the Invoice, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Payment Term record) rather than the Debtor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

Cash Notes are immediately treated as paid and so will not appear in your debtor reports. There is no need to enter a payment against them. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.

When you select a Payment Term of the "Credit Note" type, a crediting message will be entered in the first row of the grid area. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

If an Invoice has a "Cash" or "Credit Note" Payment Term, the Invoice will not use the standard Invoice document when printed. Instead, the Cash Note or Credit Note (respectively) document will

be used.

Attn: Default taken from Contact

Enter here the person for whose attention the Invoice is to be marked. 'Paste Special' will list the Contact Persons belonging to the Customer.

Due Date: This is calculated by Standard Accounts by HansaWorld using the Invoice Date and the Payment Terms. It is the date on which the Invoice becomes due for payment.

You can change the Due Date after you have approved the Invoice. This will be useful if you agree with the Customer that they will pay the Invoice on a particular date.

Trans. Date: The Transaction Date for the Nominal Ledger Transaction. If you are not using the Allow Tran. Date Changing option in the Transaction Settings setting, this must be the same as the Invoice Date and cannot be changed independently.

Service Del. Date: The date the Items on the Invoice were delivered. The Invoice Date will be placed here when you save the Invoice for the first time. You can change the date if necessary.

Items Tile

Use the grid on the 'Items' Tile to list the invoiced Items. To add rows to an Invoice, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

You can also bring Items into an Invoice by opening the 'Items: Browse' or 'Paste Special' windows, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Invoice row. You can also copy a list of Item Numbers from a spreadsheet or word processor and paste them in the Item field in the first empty row.

Terms Items Address						
Item	Qty	Description	Unit Price	%	Sum	V-Cd
1 10101	1	Piano	2,200.00		2,200.00	1
2 10102	3	Clarinet	560.00		1,680.00	1
3 10103	1	Flute	670.00		670.00	1
4 10105	5	Harmonica	39.99		199.95	1
5 10107	2	Saxophone	630.00		1,260.00	1
6 10109	4	Bass Guitar	479.00		1,916.00	1
7 10114	1	Synthesizer	430.00		430.00	1
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Item: With the insertion point in this field, enter the Item Number for each Item sold. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Invoice documentation.

Qty.: Enter the number of units sold. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.

Description: This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. You can also use the next line if necessary.

Unit Price: The Unit Price according to the valid Price List for the Customer is brought in. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Price from the Item record is brought in. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified in the Accounts Usage A/R setting that Prices include VAT.

%: Discount percentage.

Sum: The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified in the Accounts Usage A/R setting that Prices include VAT.

V-cd: The VAT Code entered here determines the rate at which VAT will be charged on this Item and the VAT Account to be credited. A default is offered, taken from the Item record. If no VAT Code is specified there, the default is taken from the Accounts Usage A/R setting. You can change this default in a particular Invoice row if necessary.

Footer

VAT	1,671.19	Subtotal	8,355.95
		TOTAL	10,027.14

The Invoice Footer contains various running totals as described below. Whenever you add or change an Invoice row, these totals will be updated.

VAT: The VAT total for the Invoice.

This figure is rounded up or down according to rounding rules set in the Round Off setting. In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process will be posted to the Round Off Account specified in the Accounts Usage A/R setting.

Sub-Total: The total for the Invoice, excluding VAT.

TOTAL: The total for the Invoice, including VAT.

This figure is rounded up or down according to rounding rules set in the Round Off setting. In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Accounts Usage A/R setting.

Address Card

	Terms	Items	Address
Invoice To	42 St. James		
Address	Northampton		
	Northants		
	NN16 8TT		

Address: Default taken from Contact

The Customer's address, as entered in the Customer's record in the Contact register. If you need to change something for this Invoice only, you can do so. Permanent changes should be made in the Contact register.

When you have added every Item to the Invoice, you may want to check the Invoice. Click the [Save] button to save it and then click the Printer icon in the Button Bar to print a sample Invoice document. If you want to print to screen, click the Preview icon.

You will still be able to make changes until you approve the Invoice by checking the OK check box and saving. Approving the Invoice will cause it to be entered to Accounts Receivable, a Nominal Ledger Transaction for the Invoice will be created, and it will no longer be modifiable.

Inspecting and Approving Invoices

Before you send an Invoice to a Customer, you should check and approve it, to ensure that the Customer is charged for the correct things. Approving an Invoice causes it to be inserted into your Accounts Receivable. Incoming payments can only be registered against approved Invoices.

When you approve and save an Invoice, a transaction will be created and automatically transferred to the Nominal Ledger. This transaction will be assigned a journal number that is the same as the Invoice Number.

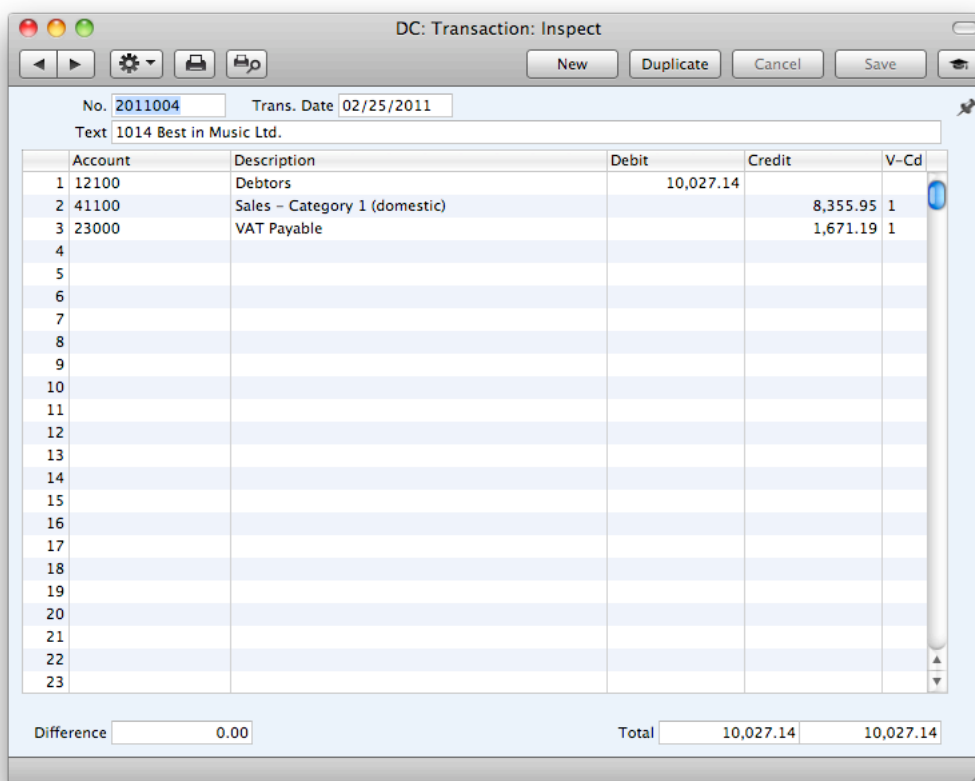
There are two ways to approve an Invoice:

1. With the Invoice on screen, click the OK check box and then [Save].
2. Select an Invoice by clicking on it in the 'Invoices: Browse' window, and select 'OK' from the Operations drop-down menu. By holding down the Shift key you can highlight a batch of Invoices to approve at a single stroke using this method.

Note that after approving an Invoice, you will no longer be able to change it.

Nominal Ledger Transactions from Invoices

When you approve and save an Invoice, a Nominal Ledger Transaction will be generated automatically. An example is illustrated below.



	Account	Description	Debit	Credit	V-Cd
1	12100	Debtors	10,027.14		
2	41100	Sales - Category 1 (domestic)		8,355.95	1
3	23000	VAT Payable		1,671.19	1
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
Difference			0.00		
Total			10,027.14	10,027.14	

For each row in an Invoice, the Sales Account will be chosen as follows.

1. When you enter an Item Number, if there is a Price List applying to the Invoice and there is a record in the Prices setting for that Item/Price List combination, the Sales Account will be taken from that Price record. If this Sales Account is blank, or there is no appropriate record in the Prices setting:
2. The Sales Account for the relevant Item in the Item register will be used. If this is blank:
3. The Sales Account will be taken from the Account Usage S/L setting.

For each row in an Invoice, the VAT Account will be taken from the specified VAT Code. This will be chosen as follows:

- When you enter an Item Code, Standard Accounts by HansaWorld uses the VAT Code entered for the relevant Item in the Item register. If this is blank, or if no Item Code has been entered to the Invoice row:
- The VAT Code will be taken from the Account Usage S/L setting.

The Debtor Account is taken from the Account Usage S/L setting. If the Invoice is a Cash Note, the Cash Account in the relevant Payment Term record will be used in place of the Debtor Account.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations drop-down menu.

Printing Invoices

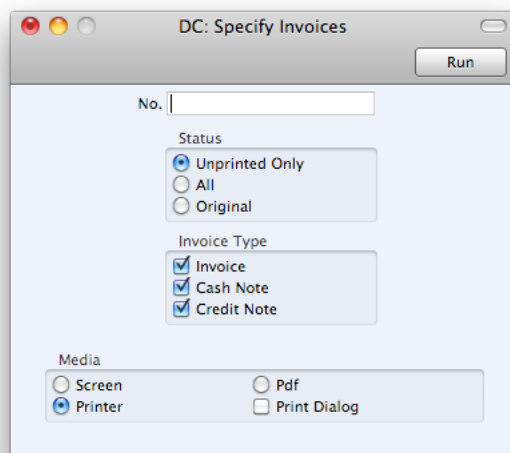
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

To produce a test print-out, save the Invoice and then click on the Printer icon in the Button Bar before you approve the Invoice. The Invoice will then be printed with the text “Test Printout” diagonally printed across the page. This is to avoid the test being confused with the final version. As you have not yet approved the Invoice by checking the OK box and saving, you can go back and correct any errors you may find in the printout. This is also true for Credit Notes.

If you want to print a range of final Invoices, follow the instructions below:

1. Click the [Documents] button in the Master Control panel or use the CMD-D keyboard shortcut. Then, double-click ‘Invoices’ in the ‘Documents’ list.

The ‘Specify Invoices’ window is shown.



2. Enter the Invoice Number for a single Invoice, or the highest and lowest Invoice Numbers of a range of Invoices separated by a colon (:). Use the Status options to specify which Invoices are to be printed.

Unprinted Only : This option ignores any Invoices in the range that have already been printed.

All: Prints all Invoices in the range. Any Invoices previously printed will have the word “Copy” printed diagonally across the page.

Original: This option also prints all Invoices in range. However, any Invoices previously printed will be printed again as though they were original copies, without the word “Copy”.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice, as described in step 6 below.

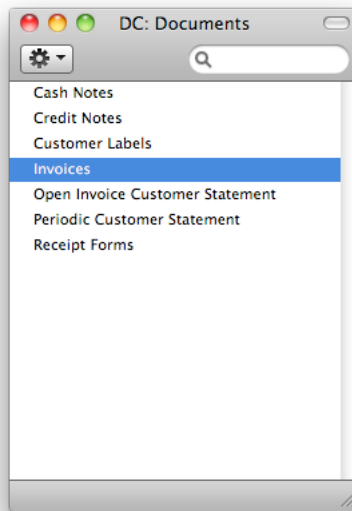
3. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

You can also print a single Invoice by clicking on the Printer icon when that Invoice is shown on the screen. If you want to print to screen, click the Preview icon.

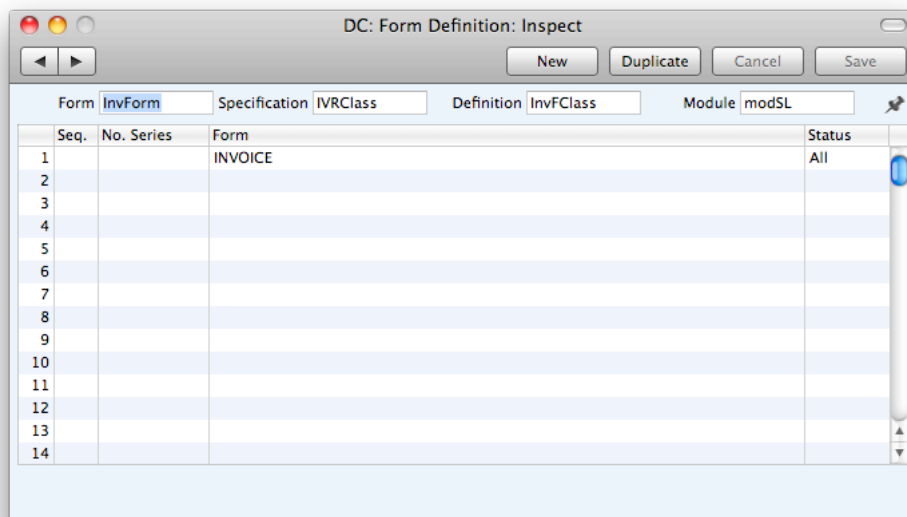
If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you print the Invoice again, or print it before you have approved it, only one copy will be printed. If you need to print all copies again, you must print the Invoice starting from the [Documents] button, and you should choose the Original option.

Whichever method is used, the Form (i.e. the stationery) used is determined as follows:

1. Using the Forms setting, design the invoice form and name it (in this description, we have used the name “INVOICE”). Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Invoice”. A sample Invoice Form is supplied with Standard Accounts by HansaWorld: this can be modified to suit your requirements.
2. Click the [Documents] button in the Master Control panel or use the CMD-D keyboard shortcut. The ‘Documents’ list window is opened: highlight ‘Invoices’.



3. Select 'Define Document' from the Operations drop-down menu.
4. In the subsequent window, enter "INVOICE" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).



5. Click [Save] to save the Invoice Form definition. From now on, the invoice form that you have designed will be used from the 'Documents' function and from the Printer icon, except as described in step 6 below.
6. Repeat the previous six steps in turn for the Cash Note and Credit Note documents. These will be used from the 'Documents' function and the Printer and Preview icons instead of the standard Invoice document in the following circumstances:

Cash Note: If the Invoice has Payment Terms of the "Cash" type, the Cash Note document is always used instead of the Invoice document.

Credit Note: If the Invoice has Payment Terms of the "Credit Note" type, the Credit Note document is always used instead of the Invoice document.

In each of the two cases described above, if the document does not have an associated Form (steps 3-5 above), Standard Accounts by HansaWorld will give the warning "Can't find document". If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not affect your Debtor Account or appear on any of your debt-chasing reports: instead, a debit posting for the Invoice value is made directly to your Cash Account.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term against Customers that are always issued with Cash Notes (using the Sales Pay. Terms field in the Contact register), so that you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Accounts Receivable and for Nominal Ledger Transactions to be created.

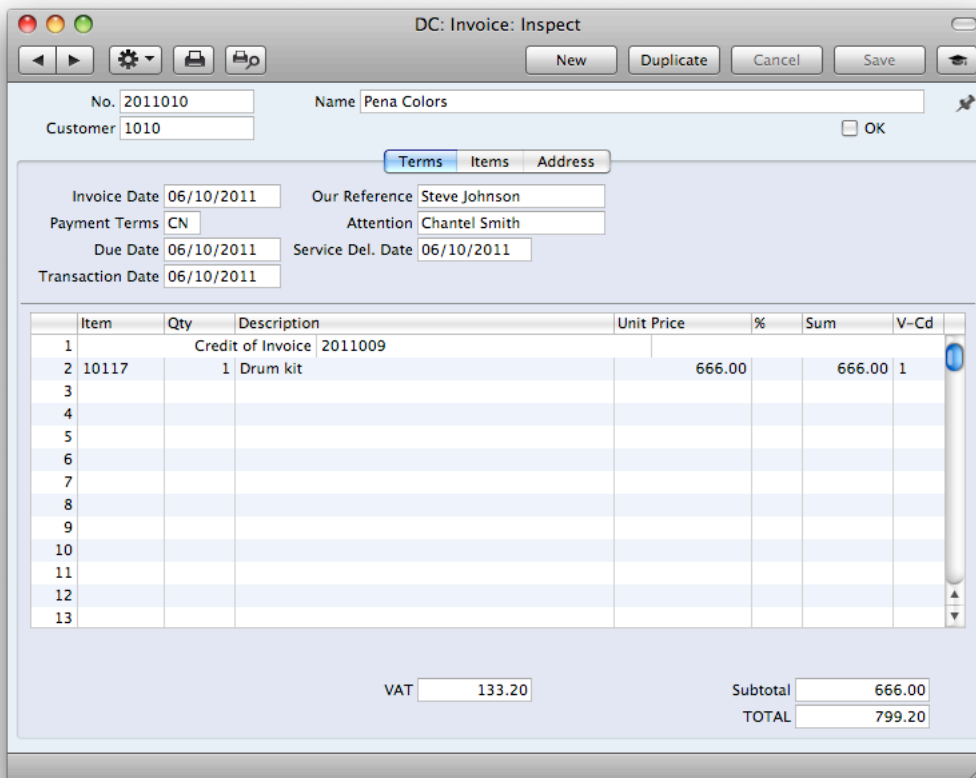
Credit Notes

If you want to credit an Invoice that you have issued, follow these steps.

1. Click [Invoices] in the Master Control panel or use the CMD-1 keyboard shortcut. The 'Invoices: Browse' window is opened, showing all registered Invoices.
2. Click [New] or enter the appropriate keyboard command. You can also find the Invoice to be credited in the list, highlight it and click [Duplicate].

The 'Invoice: New' window is opened as described above. Enter the Invoice in the normal way, but change the Payment Terms to refer to a Payment Term record of Type "Credit Note". The phrase "Credit of Invoice" will be placed in the first row of the grid on the 'Items' Tile, pushing any existing rows down. In the field to the right of this phrase, enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

3. On the remaining lines you can enter the items to credit, and by what amount.



The screenshot shows the 'DC: Invoice: Inspect' window. At the top, there are navigation buttons (back, forward, settings, print, refresh) and action buttons (New, Duplicate, Cancel, Save, OK). The form contains the following fields:

- No. 2011010, Name Pena Colors
- Customer 1010, OK checkbox
- Invoice Date 06/10/2011, Our Reference Steve Johnson
- Payment Terms CN, Attention Chantel Smith
- Due Date 06/10/2011, Service Del. Date 06/10/2011
- Transaction Date 06/10/2011

The 'Items' tab is active, showing a table with the following data:

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1		Credit of Invoice 2011009				
2	10117	1 Drum kit	666.00		666.00	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

At the bottom right, there are summary fields:

- VAT 133.20
- Subtotal 666.00
- TOTAL 799.20

4. Click the OK check box when you are sure the Credit Note is correct. As with ordinary Invoices, you must approve Credit Notes using the OK check box for them to be entered into your Accounts Receivable and for Nominal Ledger Transactions to be created.

Crediting Part of an Invoice

To credit part of an Invoice, start by duplicating the original Invoice, and enter a Payment Term record of Type "Credit Note". Then proceed as follows—

1. Simply remove all the rows you do not want to credit. Click on the row number to the left to highlight the whole row, and press the backspace key. You will then be left with the rows to credit.
2. In the case of individual rows requiring a partial credit, simply alter the Quantity field to show the number to be credited.
3. Click the OK check box when you are sure the Credit Note is correct and [Save] to save it.

Credit Notes and Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. A Credit Note will credit the Debtor Account, while reversing a Cash Note should credit the Cash Account. Instead you should enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

Correcting Approved and Unapproved Invoices

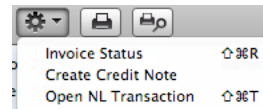
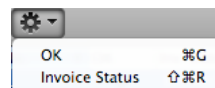
Unapproved Invoices

In order to correct invoices that have not yet been approved (i.e. you have not checked the OK-box and no Nominal Ledger transaction has been created) as, you can simply open the invoice and make appropriate correction.

Approved Invoices

In order to correct invoices that have indeed been approved, you will have to create a Credit Note to match the invoice. Subsequently you can create a new invoice with correct details. For explanation on how to create a Credit Note, see section above called Credit Notes.

Operations Menu



The Operations menus for Invoices are shown above.

RECEIPTS

As important as the invoicing itself is the filing of incoming payments in the Receipts register. It is by keeping the Invoice and Receipt registers up to date that you can operate an efficient debt-chasing system.

Before working with Receipts, you should also look at the following settings and registers:

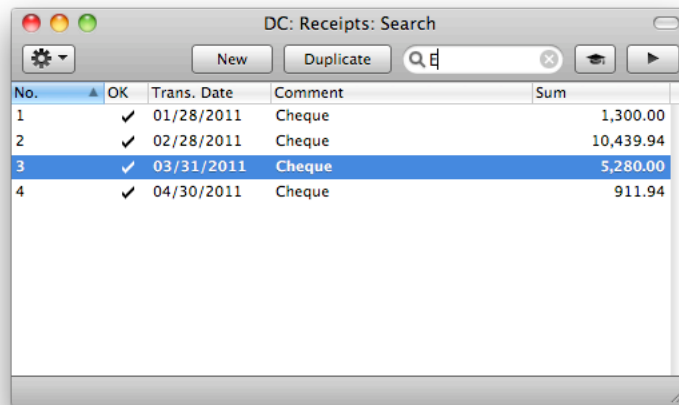
Account Usage S/L

Payment Modes

VAT Codes

Entering a Receipt

To open the Receipt register, click the [Receipts] button in the Master Control panel, or use the CMD-2 keyboard shortcut. The 'Receipts: Browse' window is opened, showing Receipts already entered.



No.	OK	Trans. Date	Comment	Sum
1	✓	01/28/2011	Cheque	1,300.00
2	✓	02/28/2011	Cheque	10,439.94
3	✓	03/31/2011	Cheque	5,280.00
4	✓	04/30/2011	Cheque	911.94

Receipts are numbered consecutively. In the list, the Receipt Number is followed by a check mark if the Receipt is approved, by the Date, any Comment and the total value of the Receipt.

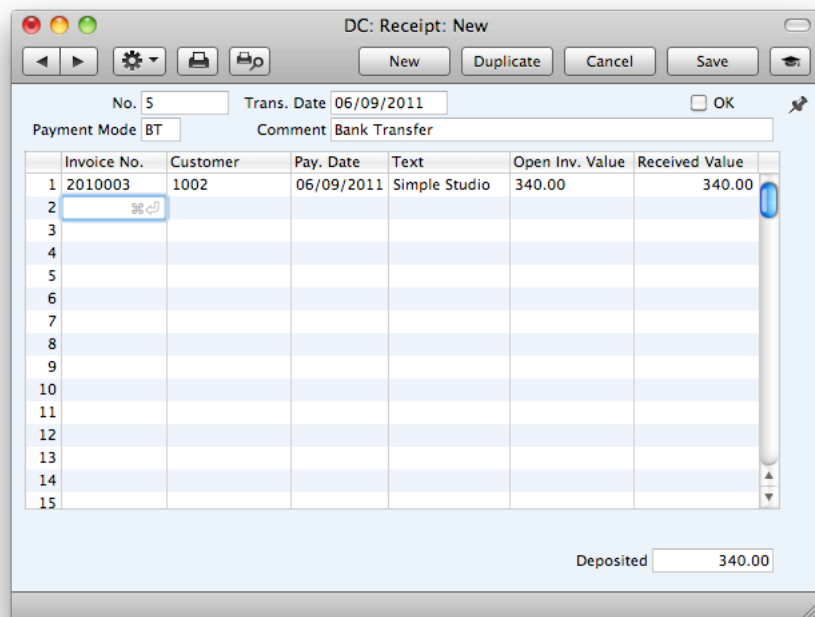
To enter a new Receipt, click [New] in the Button Bar or use the CMD-N keyboard shortcut. Alternatively, select a Receipt similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Receipt: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Receipt. In the case of the duplicate, the Transaction Date of the new Receipt will be the current date, not the date of the duplicated Receipt. Complete the Receipt record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The principle for entering a Receipt is that you know at least—

1. How much has actually been received; and
2. Any extra fees charged by the bank.

First a run-through of the fields.



Invoice No.	Customer	Pay. Date	Text	Open Inv. Value	Received Value
1	2010003	1002	06/09/2011	Simple Studio	340.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

No.: The Serial Number of a new Receipt is provided automatically by Standard Accounts by HansaWorld following on from the Number of the last Receipt entered.

When you start using Standard Accounts by HansaWorld, the Receipt Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Number of the first Receipt: Standard Accounts by HansaWorld will then continue the sequence from there. You can then change the Number of any subsequent Receipt if you want to use another number sequence. Note that you must change the Receipt Number before you save the Receipt: you cannot change it afterwards.

Tran Date: The Transaction Date for the Receipt: the date when the Receipt is posted to your Nominal Ledger.

Payment Mode: The Payment Mode is the method of payment (e.g. check, credit card or cash). It determines the Nominal Ledger Account that will be debited by the Receipt.

You can enter payments from different Customers against different Invoices in a single Receipt. However, you cannot enter payments with different Payment Modes.

The first record listed in the Payment Modes setting will be offered as a default.

Comment: This text is taken from the Payment Modes setting. You can change it if necessary.

OK: You can approve a Receipt by checking this box. When you click [Save] to save the Receipt, the Bank Account specified for the Payment Mode will be debited and the Debtor Control Account of the Invoice(s) being paid will be credited. No further modifications to the Receipt will be possible.

References in this manual to approved Receipts are to Receipts whose OK box has been checked (i.e. an approved Receipt is one that is no longer a Draft).

Use the grid area that takes up most of the screen to list the Invoices being paid by the Receipt. You can receive payment against several Invoices in a single Receipt record, but all payments on a single Receipt must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. check, cash or credit card) but also the Bank Account debited. So, you can record every payment received in a single day and paid into a particular Bank Account using a single Receipt record.

Each record in the Receipt register results in one Nominal Ledger Transaction, with bank or other institution as debit Account (taken from the Payment Mode).

You can also bring Invoices into a Receipt by opening the 'Invoices: Browse' or 'Paste Open Invoice' window, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Invoice No field in the first empty Receipt row. You can also copy a list of Invoice Numbers in a spreadsheet or word processor and paste them in the Invoice No field in the first empty row.

Inv. No.: The number of the Invoice being paid. When you enter an Invoice Number, the Open Invoice

Value (the amount outstanding) is shown, and this figure is also brought in to the Received Value field as a default.

If the Invoice qualifies for an early settlement discount, a discount row will be inserted automatically, together with a suggested discount amount. This is calculated using the formula specified in the relevant Payment Terms record. If you want to add an *ad hoc* settlement discount, use the 'New Settlement Discount' function on the Operations menu.

Note that when you use 'Paste Special', only unpaid Invoices will appear in the selection list. However, Invoices against which you have entered an unapproved Receipt are treated as unpaid and thus will be listed. Sorting the 'Paste Special' selection by Customer will allow you quickly to find the Invoice that is being paid.

If the Receipt is an On Account Receipt from a Customer with an account (marked using the On Account box on the 'Terms' Tile of the Contact record for the Customer) for which an Invoice has not yet been raised, leave this field blank.

Customer: Entered by Standard Accounts by HansaWorld when you enter an Invoice Number. In the case of an On Account Receipt, choose a Customer using 'Paste Special'.

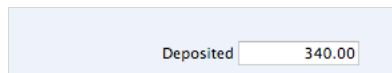
Pay. Date: The date when the payment was made. If you are not using the Allow Tran. Date Changing option in the Transaction Settings setting, this date must be the same as the Transaction Date (in the header) and cannot be changed independently.

Text: Standard Accounts by HansaWorld will enter the Customer's Name, as entered in the Contact record for the Customer. You may change this if you wish.

Open Inv. Value: The outstanding amount of the Invoice being paid. This value cannot be changed.

Received Val: The amount paid. You can change the default figure in the event of partial payments or overpayments.

Footer



Deposited

Deposited: The sum of the Received Values: the total for this Receipt.

Checking and Approving Receipts

Before you approve a Receipt, you should check it to ensure that you have made no mistakes when entering it to Standard Accounts by HansaWorld.

Once you have checked it, there are two ways to approve a Receipt

1. Click the OK check box with the Receipt on screen and then save it by clicking [Save].
2. Select a Receipt by clicking on it in the 'Receipts: Browse' window, and select 'OK' on the Operations menu. By holding down the Shift key you can highlight a batch of Receipts to approve at a single stroke using this method.

The approval causes the Receipt to be entered into your Accounts Receivable. Except when expressly instructed otherwise, only approved Receipts are shown in the reports. Just as with Invoices, a Nominal Ledger Transaction is generated and passed to the Nominal Ledger when you approve the Receipt.

Note that after approving a Receipt, you cannot change it.

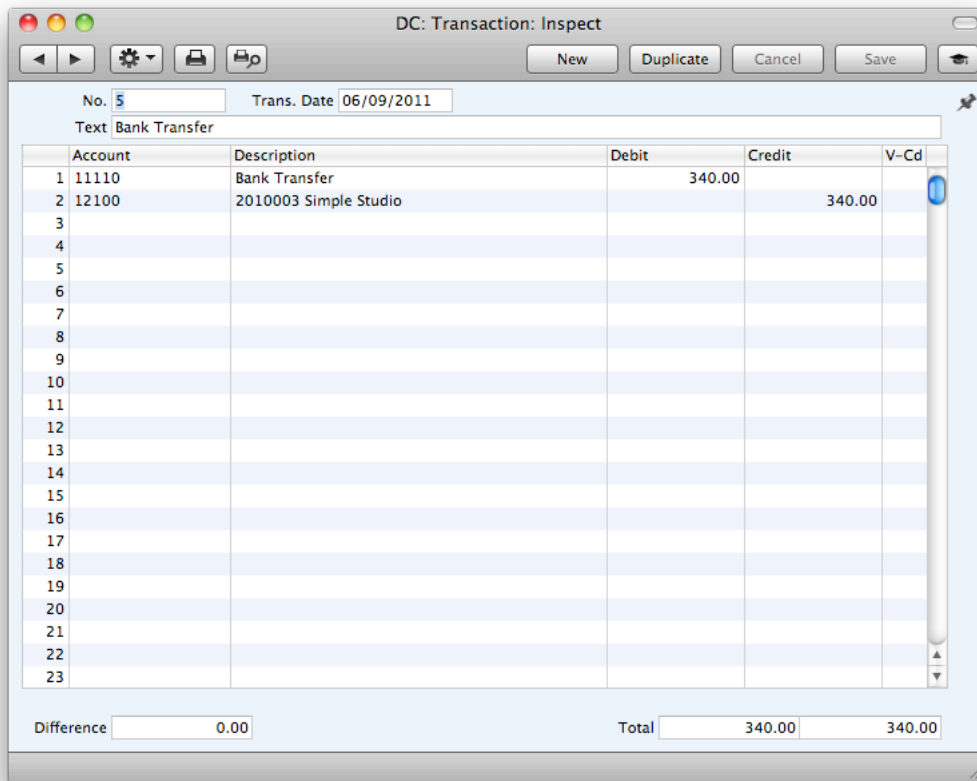
Nominal Ledger Transactions from Receipts

When you approve and save a Receipt, a Nominal Ledger Transaction will be generated automatically.

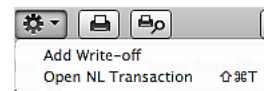
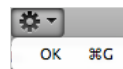
The Debtor Control Account for the Invoice being paid will be transferred to the Receipt.

The Bank or Cash Account posting will be determined from the Payment Modes setting. This is used to store different payment methods, such as check, cash, and credit card. Each payment method can be attached to a different Account, perhaps reflecting the usage of different bank accounts for each type of payment.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations drop-down menu.



Operations Menu



The Operations menus for Receipts are shown above. On the left is that for the 'Receipts: Browse' window: highlight one or more Receipts (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Receipt: New' and 'Receipt: Inspect' windows.

OK: This command is available on the Operations menu only from the 'Receipts: Browse' window. It allows you to approve a Receipt and is therefore the equivalent of checking the OK box in a Receipt record. You can also select several Receipts (hold down the Shift key to select a range of Receipts in the list) and approve them all at once. Remember that this action causes Nominal Ledger Transactions to be created for each Receipt in the selection and that therefore once it has been carried out you will no longer be able to modify those Receipts

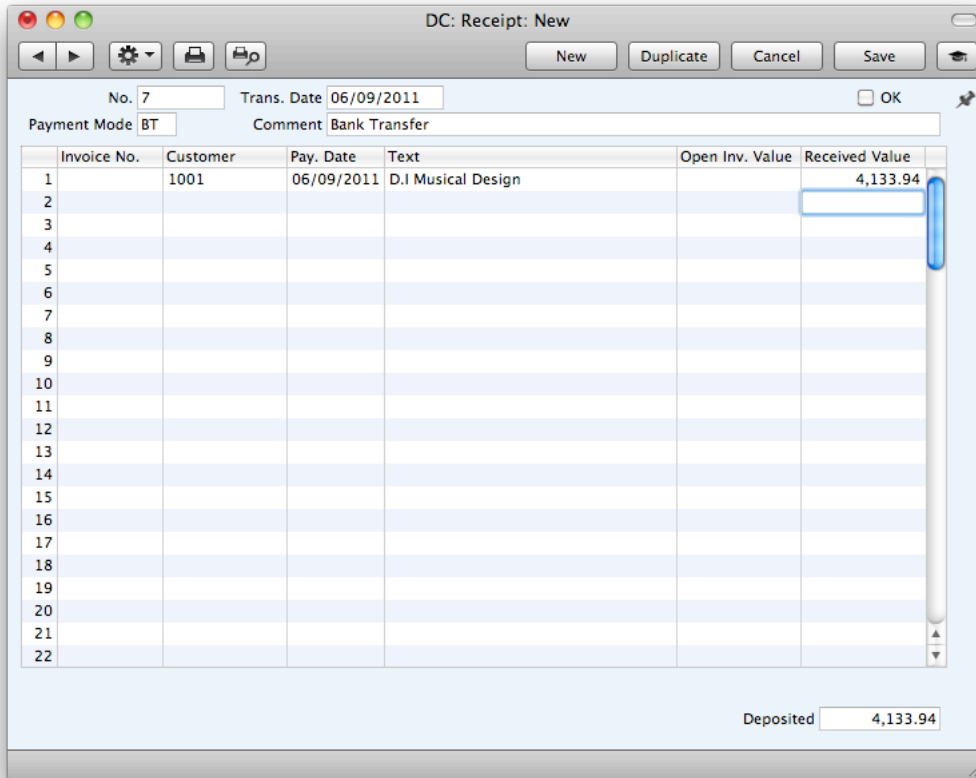
Add Write-off: You can use this function to write off an Invoice in whole or in part. Specify the Invoice to be written off and change the Received Value to zero. If you need to record a partial payment and wish to write off the remainder, change the Received Value to the value of the partial payment. Move the insertion point out of the Received Value field, but make sure it remains in the same row, then select this function. A new row will be created, containing the phrase "Writeoff". The Received Value field in this new row will be set to the remaining outstanding amount (i.e. the amount that is to be written off). You can change this figure if you do not want to write off the entire outstanding amount. Approve and save the Receipt in the usual way. When the Nominal Ledger Transaction is created, the Write Off Account specified in the Accounts Usage S/L setting will be debited.

Open NL Transaction: When you approve and save a Receipt, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction. On selecting the function, the Transaction will be opened in a new window.

On Account Receipts

You can use On Account Receipts when you receive payments from Customers without reference to

specific Invoices (usually before you have raised the Invoices). You can enter these payments to the Receipt register without specifying an Invoice Number.



DC: Receipt: New

No. 7 Trans. Date 06/09/2011 OK

Payment Mode BT Comment Bank Transfer

Invoice No.	Customer	Pay. Date	Text	Open Inv. Value	Received Value
1	1001	06/09/2011	D.I Musical Design		4,133.94
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Deposited 4,133.94

In the Contact record of each Customer likely to pay deposits, switch on the On Account check box on the 'Terms' Tile. Then specify a separate control or suspense Account in the Accounts Usage S/L setting, using the On Account A/C field. In the example illustration below, the specified Account acknowledges that receiving a deposit creates a liability. The Nominal Ledger Transaction generated when you approve an On Account Receipt will credit the Received Value to this Account. The debit Account is taken from the Payment Mode as usual.

DC: Transaction: Inspect

No. Trans. Date

Text

	Account	Description	Debit	Credit	V-Cd
1	11110	Bank Transfer	4,133.94		
2	26600	Customer Deposits		4,133.94	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

You can then connect the On Account Receipt to a subsequent Invoice, to remove it from your Accounts Receivable and your Nominal Ledger. First, enter and approve the Invoice as normal and without reference to the On Account Receipt. You must then register that the On Account Receipt has paid the Invoice. You can do this in a Receipt record as a two-step process.

DC: Receipt: New

No. 8 Trans. Date 06/09/2011 OK

Payment Mode BT Comment Bank Transfer

	Invoice No.	Customer	Pay. Date	Text	Open Inv. Value	Received Value
1	2011001	1001	06/09/2011	D.I Musical Design	4,133.94	4,133.94
2		1001	06/09/2011	D.I Musical Design		-4,133.94
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Deposited

In order to update your Accounts Receivable correctly, you must enter the payment information twice as shown above: first as a normal row, and then with a negative sign as an On Account Receipt. The report example Periodic Customer Statement below shows how the Invoice 8 has been paid by the earlier On Account Receipt of 4133.94.

DC: Periodic Customer Statement

Periodic Customer Statement
Standard Demo Ltd
Detailed

Standard Accounts by HansaWorld, Print date: 06/09/2011 12:49
Period 01/01/2011 : 12/31/2011
All Customers

1001 D.I Musical Design					
Trans. Date	Type	No	Debit	Credit	
		Fwd Balance			150.00
01/08/2011	INV	2011001	4,133.94		4,283.94
01/28/2011	REC	1 (2010001)		150.00	4,133.94
04/07/2011	INV	2011007	911.94		5,045.88
04/30/2011	REC	4 (2011007)		911.94	4,133.94
06/09/2011	On Acc.	7		4,133.94	0.00
06/09/2011	On Acc.	8	4,133.94		4,133.94
06/09/2011	REC	8 (2011001)		4,133.94	0.00
		Total	9,179.82	9,329.82	
		Net Change		150.00	
		Balance			0.00

In the Nominal Ledger, the Invoice is removed from the Debtor Account, and the balance of the On Account A/C is reduced by the value of the Invoice.

DC: Transaction: Inspect

No. 8 Trans. Date 06/09/2011

Text Bank Transfer

	Account	Description	Debit	Credit	V-Cd
1	12100	2011001 D.I Musical Design		4,133.94	
2	26600	Customer Deposits	4,133.94		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 4,133.94 4,133.94

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that you will make an occasional mistake when entering Receipts. Once you have approved a Receipt, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure the Customer's payment history remains correct.

1. In the 'Receipts: Browse' window, highlight the Receipt containing the error.
2. Click [Duplicate]. A new Receipt record is created, containing the details of that copied.

3. Insert a minus sign in front of the Received Value, ensuring the Received Value figure itself remains unchanged.
4. Click the OK check box and save the Receipt.
5. Enter a new, correct, Receipt.

PURCHASE INVOICES

The Purchase Invoice register is a record of your company's purchases. Each time you make a purchase, you will receive a Purchase Invoice from the Supplier, which you should enter to the Purchase Invoice register. You will therefore use this register for a number of tasks.

- The Purchase Invoice is a record of the payment demanded from your company by the Supplier;
- Unpaid Purchase Invoices in the register provide the basis for your creditor management reports; and
- Each Purchase Invoice causes a Nominal Ledger Transaction to be created, thus generating the overall purchase and creditor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

You can record three types of purchase transaction in the Purchase Invoice register:

1. You will receive standard Purchase Invoices when goods have been delivered or work carried out before you have issued payment. You should record Payments against such Purchase Invoices in the Payment register, described below.
2. The Cash Note represents your issuing of a payment at the same time as the work is carried out. When you enter a Cash Note to the Purchase Invoice register, Standard Accounts by HansaWorld will treat it as having being paid, so there is no need to enter a separate payment record in the Payment register. Standard Accounts by HansaWorld will also look after the Nominal Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. You should use Credit Notes to correct mistakes in Purchase Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your overall purchase and creditor figures. Again, Standard Accounts by HansaWorld looks after these Nominal Ledger implications automatically.

The use of the Purchase Invoice register, including each of these types of purchase transaction, is now described in detail. Before you start entering Purchase Invoices, however, you must ensure that you have defined the current (accounting) year, using the Fiscal Years setting.

Before working with Purchase Invoices, you should also look at the following settings and registers:

Account Usage P/L

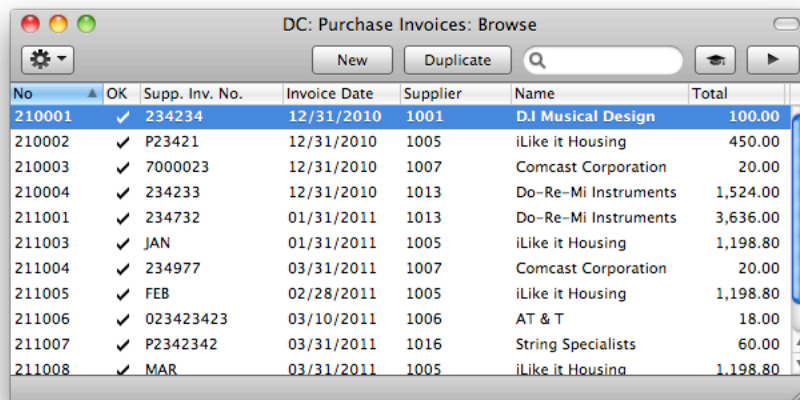
Accounts

Suppliers

Payment Terms

VAT Codes

To open the Purchase Invoice register, click the [Purchase Invoices] button in the Master Control panel or use the CMD-3 keyboard shortcut. The 'Purchase Invoices: Browse' window is opened, showing Purchase Invoices that have already been entered.



No	OK	Supp. Inv. No.	Invoice Date	Supplier	Name	Total
210001	✓	234234	12/31/2010	1001	D.I Musical Design	100.00
210002	✓	P23421	12/31/2010	1005	iLike it Housing	450.00
210003	✓	7000023	12/31/2010	1007	Comcast Corporation	20.00
210004	✓	234233	12/31/2010	1013	Do-Re-Mi Instruments	1,524.00
211001	✓	234732	01/31/2011	1013	Do-Re-Mi Instruments	3,636.00
211003	✓	JAN	01/31/2011	1005	iLike it Housing	1,198.80
211004	✓	234977	03/31/2011	1007	Comcast Corporation	20.00
211005	✓	FEB	02/28/2011	1005	iLike it Housing	1,198.80
211006	✓	023423423	03/10/2011	1006	AT & T	18.00
211007	✓	P2342342	03/31/2011	1016	String Specialists	60.00
211008	✓	MAR	03/31/2011	1005	iLike it Housing	1,198.80

Purchase Invoices are given a unique internal identifying code, using a consecutive numbering system. This is in addition to any number allocated to the Invoice by the issuer (the Supplier). The internal number is shown in the left-hand column, followed by a check mark (if the Purchase Invoice is approved), the Supplier's Invoice Number, the issue

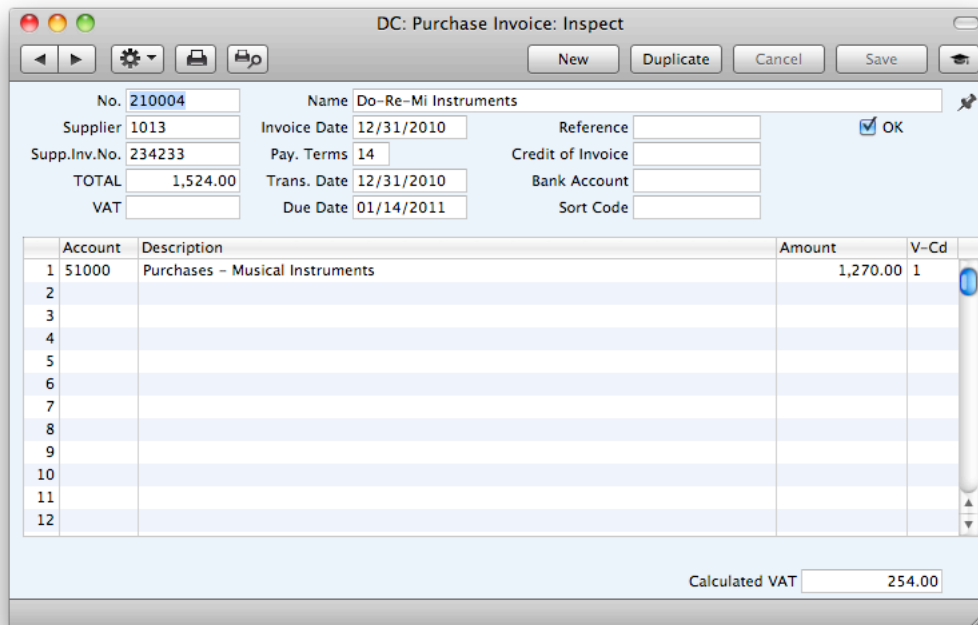
date, the Supplier Number and Name and finally by the Invoice value.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer. You can scroll the list with the scroll bars or using the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Accounts by HansaWorld will search for the first record matching the keyword in the same column as the selected sorting order.

Entering a Purchase Invoice

To enter a new Purchase Invoice, open the 'Purchase Invoices: Browse' window as described above and click [New] in the Button Bar or use the CMD-N keyboard shortcut. Alternatively, highlight a Purchase Invoice similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Purchase Invoice: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Purchase Invoice. In the case of the duplicate, the Supplier Invoice Number will not be copied. Complete the Purchase Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



The screenshot shows a window titled "DC: Purchase Invoice: Inspect" with a toolbar containing "New", "Duplicate", "Cancel", "Save", and a search icon. The form contains the following fields:

- No.: 210004
- Supplier: 1013
- Supp. Inv. No.: 234233
- TOTAL: 1,524.00
- VAT: (empty)
- Name: Do-Re-Mi Instruments
- Invoice Date: 12/31/2010
- Pay. Terms: 14
- Trans. Date: 12/31/2010
- Due Date: 01/14/2011
- Reference: (empty)
- Credit of Invoice: (empty)
- Bank Account: (empty)
- Sort Code: (empty)
- OK

Below the form is a table with the following data:

	Account	Description	Amount	V-Cd
1	51000	Purchases - Musical Instruments	1,270.00	1
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

At the bottom right of the window, there is a field for "Calculated VAT" with the value 254.00.

No.: The number of the Invoice in your Accounts Payable is provided automatically by Standard Accounts by HansaWorld following on from the Number of the last Purchase Invoice entered. Note that this is not the number given to the Invoice by the Supplier but a unique identifier that is used by Standard Accounts by HansaWorld whenever it is necessary to refer to the Invoice.

When you start using Standard Accounts by HansaWorld, the Purchase Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Number of the first Invoice: Standard Accounts by HansaWorld will then continue the sequence from there. You can then change the Number of any subsequent Invoice if you want to use another number sequence. Note that you must change the Invoice Number before you save the Purchase Invoice: it cannot be changed afterwards.

Name: The Supplier's Name is entered after you have entered the Supplier Number.

Supplier: Enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name and other information will be entered into the appropriate fields.

Invoice Date: This date, together with the Payment Terms, will determine when the Invoice will become due for payment. The date of the previous Purchase Invoice entered is used as a default.

Supplier Inv. No.: The Supplier's invoice number.

Pay. Terms: Payment Terms entered here will be used to calculate the Due Date (below).

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices.

Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" Type respectively. When you then approve and save the Invoice, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will credit the Cash Account (as specified in the Payment Term record) rather than the Creditor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

Cash Notes are immediately treated as paid and so will not appear in your creditor reports. There is no need to enter a Payment against them. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.

When you select a Payment Term of the "Credit Note" type, enter the number of the Invoice to be credited in the Credit of Inv. field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

Credit of Inv.: If you are entering a Purchase Credit Note, (a "debit memo") enter here the number of the Purchase Invoice being credited. The Purchase Invoice being credited cannot itself be a Credit Note.

Remember to specify a Payment Term of Type "Credit Note" in the Payment Terms field: you must leave the Credit of Inv. field blank when the Payment Term is of any other Type.

TOTAL: The total amount to pay for this Invoice, including any taxes. Before you can save the Purchase Invoice, this figure must equal the sum of the Amounts of the rows plus VAT.

Tran Date: The Transaction Date for the Nominal Ledger Transaction. You may thus separate Invoice and Transaction Dates in your ledger. It determines the accounting period for the Invoice.

If you enter different Invoice and Transaction Dates, there will be a timing difference between the Purchase and Nominal Ledgers so long as the Invoice remains unpaid. This will be apparent when comparing the Aged Creditors report with the Creditor Control Account.

Bank A/C: The Supplier's bank account number is brought in from the 'Account' Tile of the Contact record for the Supplier. If necessary, you can change it to allow payment to be sent to a different account.

VAT: Enter the VAT amount from the Purchase Invoice.

There is no need to enter a figure to this field, but if you do enter one, it should equal the VAT sum for each row (shown in the Calculated VAT field in the footer) before you can save the Purchase Invoice. This field therefore provides a control figure.

If you are using the Calculate VAT option in the Purchase Invoice Settings setting, the VAT amount will be calculated automatically (from the TOTAL figure above) using the percentage entered in the setting. You can change the resulting figure if it does not match that on the Invoice. This feature will be useful in countries with a single standard VAT rate.

Due Date: The last day for payment of this invoice, calculated by Standard Accounts by HansaWorld using the Invoice Date and the Payment Terms. You can change the Due Date, even after the Invoice has been approved. If you receive an extended credit time for this Invoice, it will be re-scheduled in your Accounts Payable

OK: When you check this box and save the record by clicking [Save], the Purchase Invoice will be approved and entered into your Accounts Payable, and a corresponding Transaction will be created in the Nominal Ledger. Because of these consequences, you will no longer be able to make changes to the Purchase Invoice except to the Due Date and Supplier Inv. No. fields.

References in this manual to approved Purchase Invoices are to Purchase Invoices whose OK check box has been switched on (i.e. an approved Purchase Invoice is one that is no longer a Draft).

The remainder of the Purchase Invoice screen contains a grid that you can use to list the Purchase Invoice Items and Costs. To add rows to a Purchase Invoice, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Account: Specify the Cost Account to be debited by the Purchase Invoice. Enter an Account number and press Enter. The Account name will be entered automatically to the Description field.

If the Contact record for the Supplier has a Cost Account specified on the 'Account' Tile, this will be entered as a default in the first row.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described below.

Description: The Account name is entered automatically. The text can be changed.

You can use the Skips Description option in the Purchase Invoice Settings setting to have the insertion point skip over this field when you press Return or Enter (but not Tab).

Amount: The amount to be debited to the Cost Account.

A convenient way of quickly entering the correct value is to move the cursor into the field and then to press the Enter or Return key. Standard Accounts by HansaWorld will enter the correct value to balance the Invoice, taking the TOTAL and any previous rows into account.

VAT: The VAT Code entered here will determine the rate at which VAT will be charged on this Item and the VAT Account to be debited.

A default is offered, taken from the Account record. If no VAT Code is specified there, the default is taken from the Accounts Usage P/L setting.

Calculated VAT: The VAT sum, calculated from the Purchase Invoice rows. This figure is calculated automatically as you add rows to the Purchase Invoice.

This figure is rounded up or down according to rounding rules set in the Round Off setting. In the Nominal Ledger Transaction resulting from this Purchase Invoice, any amounts lost or gained in this rounding process will be posted to the Round Off Account specified in the Accounts Usage A/R setting.

Correcting Approved and Unapproved Purchase Invoice

Unapproved Purchase Invoices

In order to correct Purchase Invoices that have not yet been approved (i.e. you have not checked the OK-box and no Nominal Ledger transaction has been created) as, you can simply open the invoice and make appropriate correction.

Approved Purchase Invoices

In order to correct Purchase invoices that have already been approved, you will have to create a Credit Note to match the invoice. Subsequently you can create a new invoice with correct details. For explanation on how to create a Credit Note, see section below.

Crediting Purchase Invoices

If you want to credit a Purchase Invoice that has been sent to you, follow these steps:

1. Create a new Purchase Invoice record, or duplicate the Purchase Invoice you want to credit. Duplicating will ensure that the correct Purchase Account will be credited.
2. Fill in the data in the normal way, but change the Payment Terms to "CN" and enter the number of the credited Invoice in the Credit of Invoice field on the 'Terms' Tile. Use 'Paste Special' to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.

Note: this assumes a Payment Term record with a Code of "CN" and of type "Credit Note" has been entered using the Payment Terms setting.

3. When you approve and save the Invoice, the Purchase Ledger will be updated, and a new Nominal Ledger Transaction will be generated.
4. You can use Access Groups to control who can approve Purchase Credit Notes: they need not be the same members of staff as those who can approve Invoices. To do this, deny access to the 'OKing Purchase Credit Notes' Action.

If you leave the Invoice Number field blank, Standard Account will create a special record in the Purchase Ledger. It may be corrected through a Payment record.

PAYMENTS

Use this register to issue Payments to creditors. Keeping the Purchase Invoice and Payment registers up to date will allow you to operate an efficient system for paying your Suppliers and will help you to predict your cash flow accurately.

Before working with Receipts, you should also look at the following settings and registers:

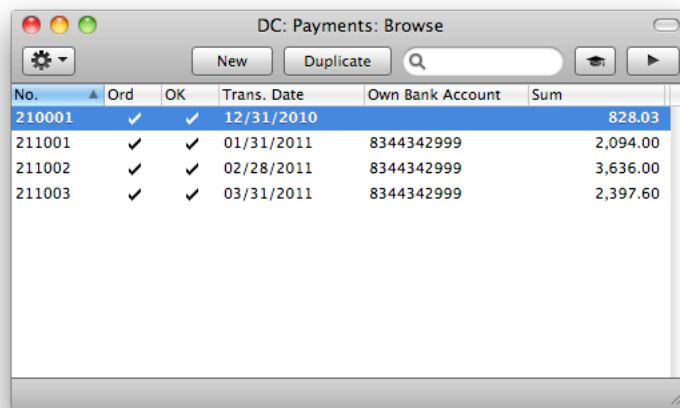
Account Usage P/L

Payment Modes

VAT Codes

Entering a Payment

To open the Payment register, click the [Payments] button in the Master Control panel or use the CMD-4 keyboard shortcut. The 'Payments: Browse' window is opened, showing Payments already entered.



No.	Ord	OK	Trans. Date	Own Bank Account	Sum
210001	✓	✓	12/31/2010		828.03
211001	✓	✓	01/31/2011	8344342999	2,094.00
211002	✓	✓	02/28/2011	8344342999	3,636.00
211003	✓	✓	03/31/2011	8344342999	2,397.60

Payments are numbered consecutively. In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date, the bank account number from which the Payment was issued and the total value of the Payment.

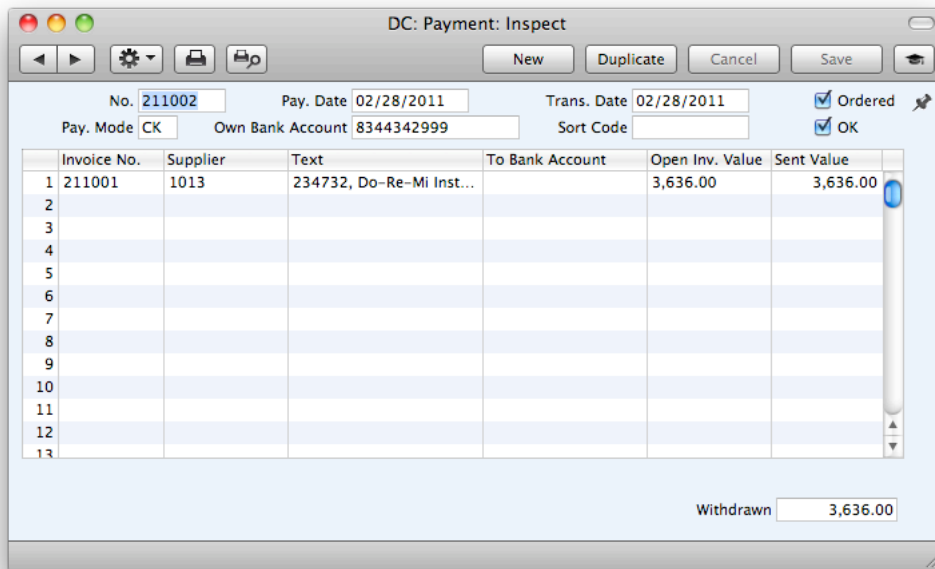
To enter a new Payment, click [New] in the Button Bar or use the CMD-N keyboard shortcut. Alternatively, select a Payment similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Payment: New' window is opened, empty if you clicked [New] or with a copy of the copied Payment. Complete the Payment record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The principle for entering a Payment is that you know the following:

1. How much has actually been withdrawn; and
2. any extra fees charged by the bank.

Standard Accounts by HansaWorld provides several shortcuts to simplify your work entering Payments. You can for example bring a date into a date field using the 'Paste Special' function (CMD-Enter). You can also use this function to simplify the entering of Supplier Numbers, Payment Modes etc.



DC: Payment: Inspect

No.
 Pay. Date
 Trans. Date
 Ordered

Pay. Mode
 Own Bank Account
 Sort Code
 OK

	Invoice No.	Supplier	Text	To Bank Account	Open Inv. Value	Sent Value
1	211001	1013	234732, Do-Re-Mi Inst...		3,636.00	3,636.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Withdrawn

First, a run-through of the fields.

No.: The Serial Number of a new Payment is provided automatically by Standard Accounts by HansaWorld following on from the Number of the last Payment entered.

When you start using Standard Accounts by HansaWorld, the Payment Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Number of the first Payment: Standard Accounts by HansaWorld will then continue the sequence from there. You can then change the Number of any subsequent Payment if you want to use another number sequence. Note that you must change the Payment Number before you save the Payment: you cannot change it afterwards.

Pay Date: The date when you want the Payment to be executed.

After you have ordered a Payment, you can still change the Payment Date. After approval, however, no further changes are possible.

Tran Date: The date of the Nominal Ledger Transaction resulting from this Payment. This date is always the same as the Payment Date and cannot be changed independently.

Pay. Mode: The Payment Mode is the method of payment (e.g. check, credit card or cash). It determines the Nominal Ledger Account that will be credited by the Payment.

You can issue payments to different Suppliers against different Invoices using a single Payment record. However, you cannot enter payments with different Payment Modes.

The first record listed in the Payment Modes setting will be offered as a default.

Own Bank A/C: The number for the bank account from where you will issue the Payment. This information will be brought in from the Payment Mode record.

Sort code: Enter the Sort Code (branch number) of the company's bank here. If the company is a Supplier, their Sort Code will be transferred to any Purchase Invoices and Payments entered in the Supplier's name, facilitating payment by the transfer of funds between banks.

OK: You can approve a Payment by checking this box. When you click [Save] to save the Payment, a Nominal Ledger Transaction will be generated, crediting the Bank Account specified for the Payment Mode and debiting the Creditor Control Account of the Invoice being paid.

References in this manual to approved Payments are to Payments whose OK box has been switched on (i.e. an approved Payment is one that is no longer a Draft).

Use the grid area that takes up most of the screen to list the Purchase Invoices being paid by this Payment. You can issue payment for several Purchase Invoices in a single Payment record, but all payments must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. check, cash or credit card) but also the Bank Account credited. So, you can record every payment issued in a single day from a particular Bank Account using a single Payment record.

Each record in the Payment register results in one Nominal Ledger Transaction, with bank or other institution as credit Account (taken from the Payment Mode).

You can also bring Purchase Invoices into a Payment by opening the 'Purchase Invoices: Browse' window, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Invoice No field in the first empty Payment row. You can also copy a list of Invoice Numbers from a spreadsheet or word processor and paste them in the Invoice No field in the first empty row.

The Matrix

The grid contains below columns:

Inv No.: The number of the Purchase Invoice being paid.

Note that when you use 'Paste Special', only unpaid Purchase Invoices will appear in the selection list. Purchase Invoices against which you have issued an unapproved Payment are treated as paid and thus will not be listed. Sorting the 'Paste Special' selection by Supplier will allow you to find the Invoice that you are paying quickly and easily.

If the Payment is an On Account Payment to a Supplier with whom you have an account (marked using the On Account box on the 'Terms' Tile of the Contact record for the Supplier) for which an Invoice has not yet been received, leave this field blank. This is fully described in the 'On Account' section.

Supplier: Entered by Standard Accounts by HansaWorld when you enter an Invoice Number.

In the case of an On Account Payment, choose a Supplier using 'Paste Special'.

Text: The Supplier's Invoice Number and Name are entered by Standard Accounts by HansaWorld, from the Purchase Invoice. You may change this if you wish. It will appear in the Text field of the Nominal Ledger Transaction.

To Bank A/C: The number of the Supplier's bank account receiving the Payment is brought in from the Purchase Invoice or from the 'Account' Tile of the Contact record for the Supplier.

Open Inv. Value: The outstanding amount of the Invoice being paid. This field cannot be changed.

Sent Val: The amount paid against the Purchase Invoice. You can change the default figure, in the event of partial payments or overpayments.

Footer

Withdrawn: The sum of the Payment Amounts: the total for this Payment.

Reconciling and Approving Payments

When paying Purchase Invoices by check, there will be a delay between the ordering of the Payment and the clearing of the funds from your company's bank account.

In such a situation, when you issue the check, enter the Payment in the usual way and check the Ordered box but not the OK box. Then click the [Save] button in the Button Bar. This will ensure the Purchase Invoice(s) being paid will no longer be treated as open (due). You can order several Payments at once by highlighting them in the 'Payments: Browse' window and selecting 'Order' from the Operations menu.

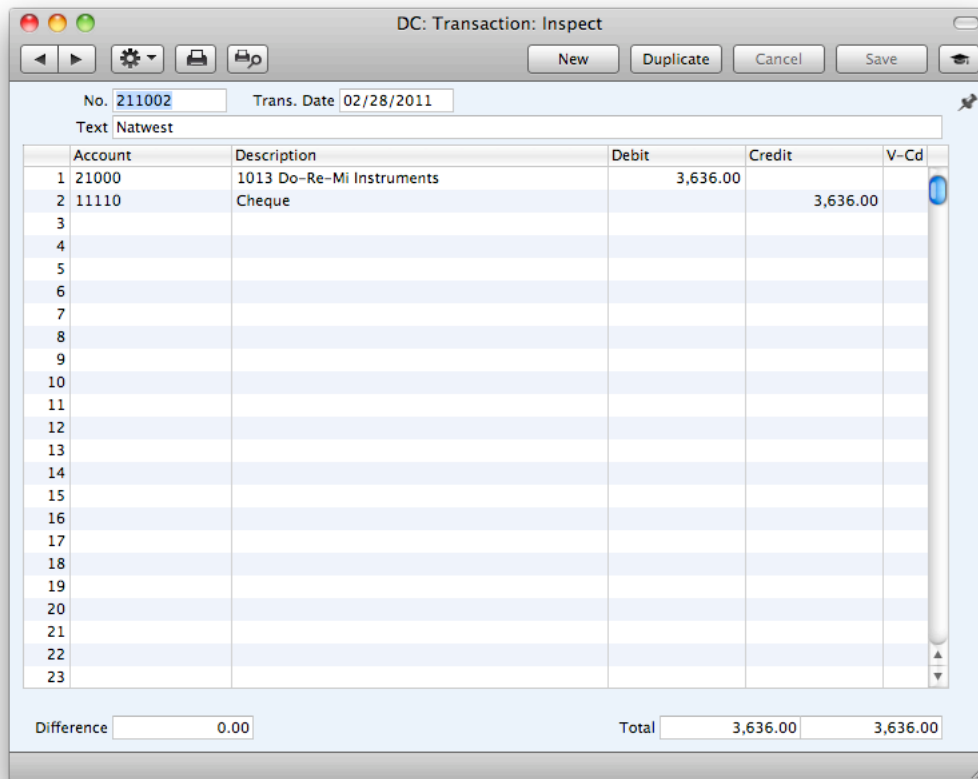
When you receive a statement from the bank, you can reconcile it with the ordered Payments. You should approve Payments that agree with your bank statement by clicking the OK check box and saving. Nominal Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank Account specified in the Payment Mode. You can approve several Payments at once by highlighting them in the 'Payments: Browse' window and selecting 'OK' from the Operations menu.

Note that after approving a Payment, you cannot change it.

If an Ordered Payment is not included on the statement (perhaps because the check bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line will be drawn through the row, re-opening the Purchase Invoice. When you approve the Payment, rows with red lines will not be included in the resulting Nominal Ledger Transaction.

Nominal Ledger Transactions from Payments

When you approve and save a Payment, a Nominal Ledger Transaction will be generated automatically.



The Creditor Control Account for the Invoice being paid will be transferred to the Payment.

The Bank or Cash Account posting will be determined from the Payment Modes setting. This is used to store different payment methods, such as check, cash, and credit card. Each payment method can be attached to a different Account, perhaps reflecting the usage of different bank accounts for each type of payment.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations drop-down menu.

Operations Menu



The Operations menus for Payments are shown above. On the left is the Operations menu for the 'Payments: Browse' window: highlight a Payment in the list before selecting the function. You can also apply the function to a group of Payments: highlight the first Payment in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Payment: New' and 'Payment: Inspect' windows.

Order: This command is available on the Operations menu only from the 'Payments: Browse' window. It allows you to order a Payment and is therefore the equivalent of checking the Ordered box in a Payment record. You can also select several Payments in the 'Payments: Browse' window (hold down the Shift key to select a range of Payments in the list) and order them all at once.

OK: This command is available on the Operations menu only from the 'Payments: Browse' window. It allows you to approve a Payment and is therefore the equivalent of checking the OK box in a Payment record. You can also select several Payments (hold down the Shift key to select a range of Payments in the list) and approve them all at once. Remember that this action causes Nominal Ledger Transactions to be created for each Payment in the selection and that therefore once it has been carried out you will no longer be able to modify those Payments.

New Fee: You should use this function when you need to pay bank charges. Start by entering the Purchase Invoice number in the left-hand column. Then select 'New Fee' from the Operations menu. A new row will be created, containing the phrase "Fee". Change the Sent Value in this new row to the value of the bank charge. When the Nominal Ledger Transaction is created, the Bank Fee Account specified in the Accounts Usage P/L setting will be credited. The Sent Value plus the Bank Fee will be credited to the Bank Account from the Payment Mode, while the Sent Value will be debited to the Creditor Account.

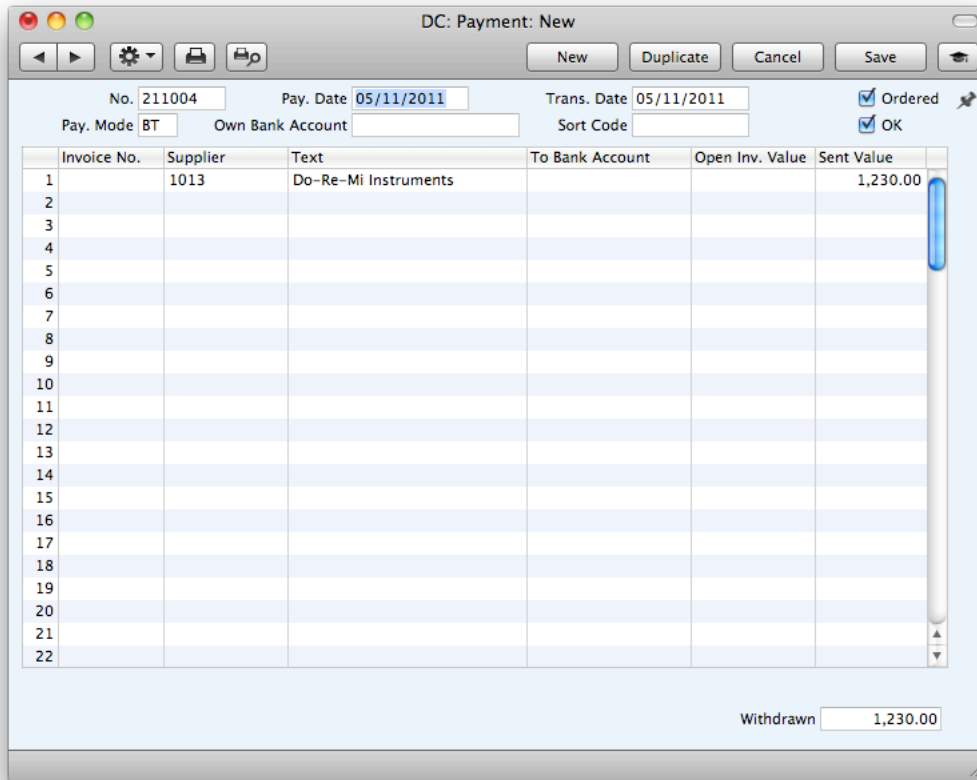
Open NL Transaction: When you approve and save a Payment, a Nominal Ledger Transaction will be created. This

function allows you to view that Transaction.

On selecting the function, the Transaction will be opened in a new window.

On Account Payments

You can use On Account Payments when you issue payments to Suppliers without reference to specific Invoices (usually before you have received the Invoices). You can enter these payments to the Payment register without specifying a Purchase Invoice Number.



The screenshot shows a software window titled "DC: Payment: New". At the top, there are navigation buttons (back, forward, settings, print, refresh) and action buttons (New, Duplicate, Cancel, Save, Home). Below these are input fields for "No." (211004), "Pay. Date" (05/11/2011), "Trans. Date" (05/11/2011), "Pay. Mode" (BT), "Own Bank Account", and "Sort Code". There are also checkboxes for "Ordered" and "OK".

Invoice No.	Supplier	Text	To Bank Account	Open Inv. Value	Sent Value
1	1013	Do-Re-Mi Instruments			1,230.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

At the bottom right of the window, there is a "Withdrawn" field with the value "1,230.00".

In the Contact record for each Supplier to whom you are likely to pay deposits, switch on the On Account check box on the 'Terms' tile. Then specify the separate control or suspense Account number in the Accounts Usage A/P setting, using the On Account A/C field. In the example illustration below, the specified Account acknowledges that issuing a deposit creates an asset. The Nominal Ledger Transaction generated when the Payment is approved and saved will debit the Sent Value to this Account. The Credit Account is taken from the Payment Mode as usual.

DC: Transaction: Inspect

No. Trans. Date

Text

	Account	Description	Debit	Credit	V-Cd
1	12200	Prepayments (to vendors)	1,230.00		
2	11110	Bank Transfer		1,230.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

You can then connect the On Account Payment to a subsequent Purchase Invoice, to remove it from your Accounts Payable and your Nominal Ledger. First enter and approve the Purchase Invoice as normal without reference to the On Account Payment. You must then register that the On Account Payment has paid the Purchase Invoice. You can do this in a Payment record as a two-step process.

DC: Payment: Inspect

No. Pay. Date Trans. Date Ordered OK

Pay. Mode Own Bank Account Sort Code

Invoice No.	Supplier	Text	To Bank Account	Open Inv. Value	Sent Value
1	211009	1013	234979, Do-Re-Mi Instruments	1,476.00	1,476.00
2		1013	Do-Re-Mi Instruments		-1,476.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Withdrawn

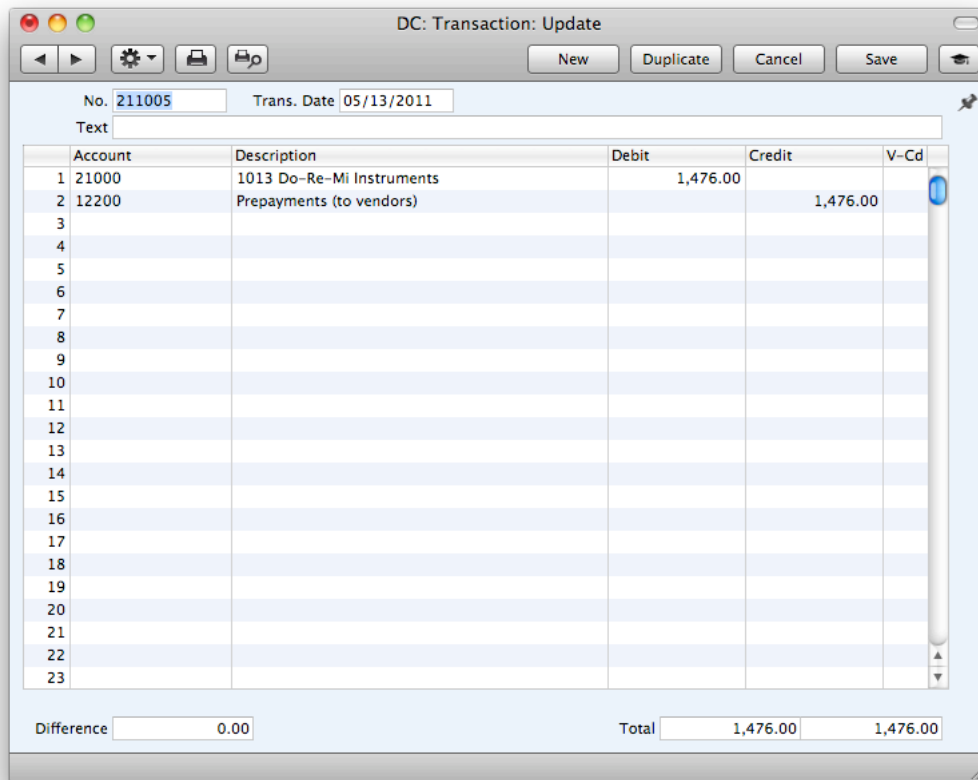
In order to update your Accounts Payable correctly, you must enter the payment information twice as shown above; first as a normal row, and then with a negative sign as an On Account Payment. The report example Periodic Supplier Statement below shows how the Purchase Invoice for 211009 has been paid by the earlier On Account Payment of 1,476.

DC: Periodic Supplier Statement

Periodic Supplier Statement Standard Accounts by HansaWorld, Print date: 06/09/2011 14:02
 Standard Demo Ltd Period 01/01/2011 : 12/31/2011
 Detailed Suppliers 1013
 All Contact Classifications
 Amounts in Currency

1013 Do-Re-Mi Instruments			Debit	Credit	Balance
Trans. Date	Type	No			
		Fwd balance			1,524.00
01/31/2011	PINV	211001.(234732)		3,636.00	5,160.00
01/31/2011	PAYM	211001.(210004)	1,524.00		3,636.00
02/28/2011	PAYM	211002.(211001)	3,636.00		0.00
04/30/2011	PINV	211009.(234979)		1,476.00	1,476.00
05/11/2011	On Acc.	211004	1,230.00		246.00
05/13/2011	On Acc.	211005	-1,476.00		1,722.00
05/13/2011	PAYM	211005.(211009)	1,476.00		246.00
		Total	6,390.00	5,112.00	
		Net Change	1,278.00		
		Balance			246.00
			Fwd Bal	Net Change	Balance
		Total	1,524.00	-1,278.00	246.00

In the Nominal Ledger, the Purchase Invoice is removed from the Creditor Account, and the balance of the On Account A/C is reduced by the value of the Purchase Invoice



DC: Transaction: Update

No. Trans. Date

Text

	Account	Description	Debit	Credit	V-Cd
1	21000	1013 Do-Re-Mi Instruments		1,476.00	
2	12200	Prepayments (to vendors)		1,476.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

Correcting Mistakes in Approved and Unapproved Payments

Even with the tightest quality control, it is probable that you will make the occasional mistake when entering Payments. Once you have approved a Payment, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure the Supplier's history remains correct.

1. In the 'Payments: Browse' window, highlight the Payment containing the error.
2. Click [Duplicate]. A new Payment record is created, containing the details of that copied.
3. Insert a minus sign in front of the Sent Value, ensuring the Sent Value figure itself remains unchanged.
4. Click the OK check box and save the Payment.
5. Enter a new, correct, Payment. Transactions (Journal Entries).

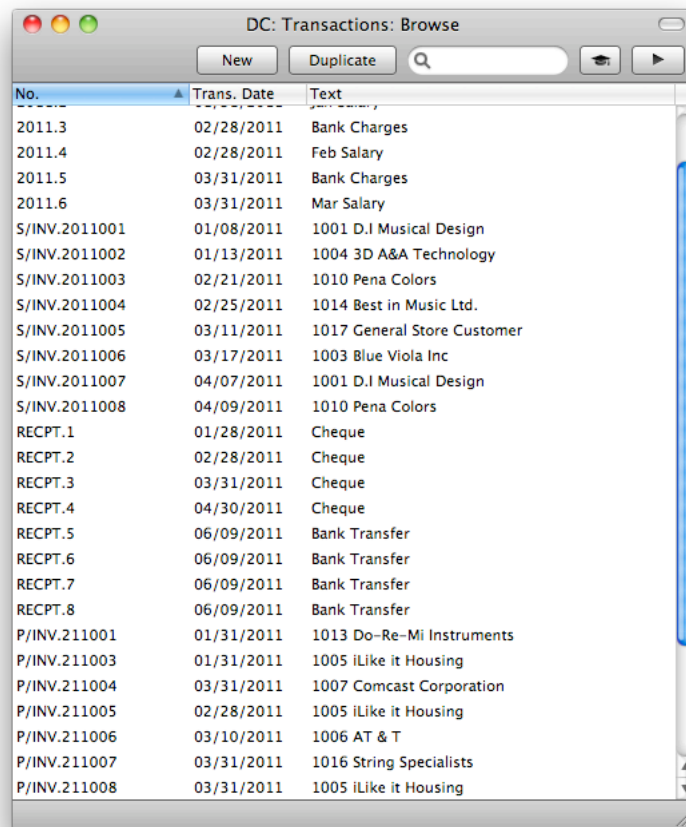
TRANSACTIONS

You should record every accounting event as a separate Transaction in the Transaction register. Depending on the nature of an individual Transaction, you can enter it directly to the Transaction register yourself, or it will be created remotely from the other transaction registers.

Typically, Transactions representing Sales and Purchase Invoices, Receipts and Payments will be generated remotely (these four registers are sometimes collectively described as the “Sub System” registers). You will enter other types of transactions directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

Before you start entering Transactions, you must ensure that you have defined the current financial (accounting) year, using the Fiscal Years setting.

To open the Transaction register, click the [Transactions] button in the Master Control panel or use the CMD-5 keyboard shortcut. The ‘Transactions: Browse’ window is opened, showing a list of Transactions already entered.



No.	Trans. Date	Text
2011.3	02/28/2011	Bank Charges
2011.4	02/28/2011	Feb Salary
2011.5	03/31/2011	Bank Charges
2011.6	03/31/2011	Mar Salary
S/INV.2011001	01/08/2011	1001 D.I Musical Design
S/INV.2011002	01/13/2011	1004 3D A&A Technology
S/INV.2011003	02/21/2011	1010 Pena Colors
S/INV.2011004	02/25/2011	1014 Best in Music Ltd.
S/INV.2011005	03/11/2011	1017 General Store Customer
S/INV.2011006	03/17/2011	1003 Blue Viola Inc
S/INV.2011007	04/07/2011	1001 D.I Musical Design
S/INV.2011008	04/09/2011	1010 Pena Colors
RECPT.1	01/28/2011	Cheque
RECPT.2	02/28/2011	Cheque
RECPT.3	03/31/2011	Cheque
RECPT.4	04/30/2011	Cheque
RECPT.5	06/09/2011	Bank Transfer
RECPT.6	06/09/2011	Bank Transfer
RECPT.7	06/09/2011	Bank Transfer
RECPT.8	06/09/2011	Bank Transfer
P/INV.211001	01/31/2011	1013 Do-Re-Mi Instruments
P/INV.211003	01/31/2011	1005 iLike it Housing
P/INV.211004	03/31/2011	1007 Comcast Corporation
P/INV.211005	02/28/2011	1005 iLike it Housing
P/INV.211006	03/10/2011	1006 AT & T
P/INV.211007	03/31/2011	1016 String Specialists
P/INV.211008	03/31/2011	1005 iLike it Housing

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the financial year: the Transactions numbered 2011.3 to 2011.4 in the illustration are examples of this. The characters representing the financial year are taken from the Fiscal Years setting. Transactions that have been created from a Sub System register are shown with their Transaction Numbers preceded by a code representing their Sub System. In their case, the Transaction Numbers themselves are determined in the Sub System in which they were created. For example, Transactions generated from Sales Invoices have a Transaction Number that is the same as their Invoice Number, and are shown in the browse window with a prefix of S/INV.

In the Text column you can see the short explanatory text that was entered for each Transaction. For those Transactions created from Sub Systems, the Text column usually shows details of the Customer or Supplier involved.

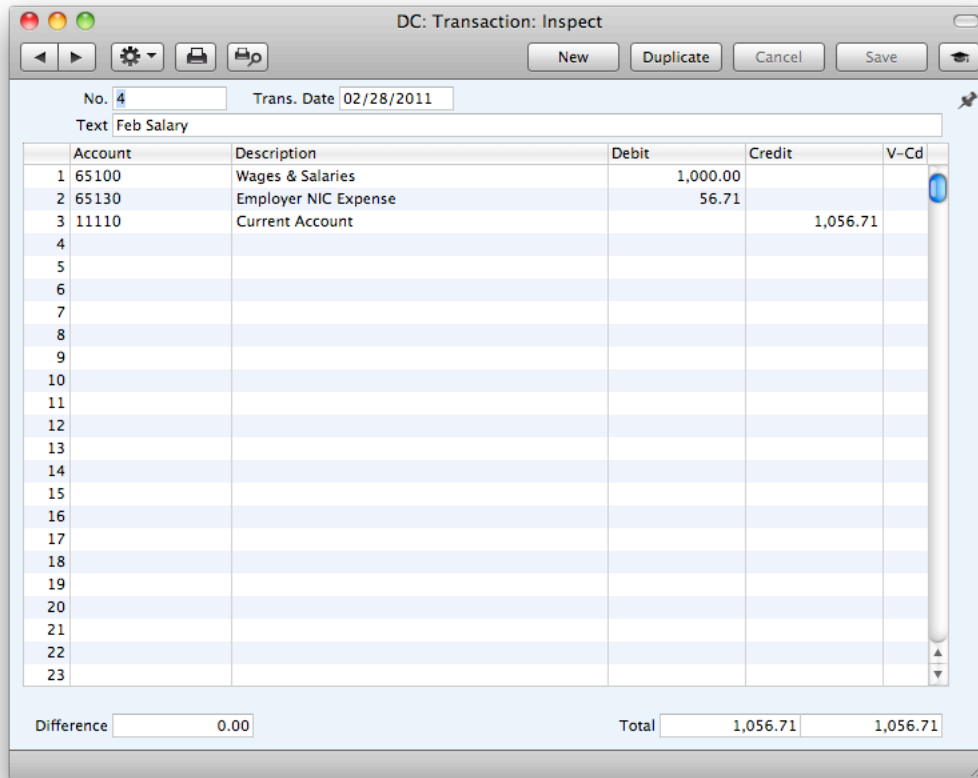
As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer. You can scroll the list with the scroll bars or using the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Accounts by HansaWorld will search for the first record matching the keyword in the same column as the selected sorting order. If you need to search for a particular Transaction Number, include the prefix in your keyword e.g. search for “2011.4” not “4” or for “S/INV.2011005” not “2011005”.

Entering a Transaction

To enter a Transaction, first open the Transaction register by clicking the [Transactions] button in the Master Control panel or using the CMD-5 keyboard shortcut.

Then, click [New] in the Button Bar or use the CMD-N keyboard shortcut. Alternatively, select a Transaction similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Transaction: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Transaction.



Account	Description	Debit	Credit	V-Cd
1 65100	Wages & Salaries	1,000.00		
2 65130	Employer NIC Expense		56.71	
3 11110	Current Account		1,056.71	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Difference: 0.00 Total: 1,056.71 1,056.71

In the following list you will find short descriptions of each of the fields in the above picture.

Header

No.: The Transaction Number of a new Transaction is provided automatically by Standard Accounts by HansaWorld following on from the Number of the last Transaction entered.

When you start using Standard Accounts by HansaWorld, the Transaction Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Number of the first Transaction: Standard Accounts by HansaWorld will then continue the sequence from there. You can then change the Number of any subsequent Transaction if you want to use another number sequence. Note that you must change the Transaction Number before you save the Transaction: you cannot change it afterwards.

If you are using the Warn on non-sequenced Transaction Number option in the Transaction Settings setting, you will be given a warning if you enter a new Transaction whose Transaction Number is not one greater than the previous Transaction Number used. You will still be able to save the Transaction (assuming the new Transaction Number has not already been used).

Tran. Date: The date of the Transaction does not have to coincide with the date when the Transaction was recorded. The last used Transaction Date is offered as a default.

Text: A short description of the Transaction.

Footer

Difference: Any difference between the sums of Debited and Credited amounts is shown here: the two sums must be the same before the Transaction can be saved. A balancing entry shows a zero difference in this field.

Total: These two fields show the sums of Debits and Credits for this Transaction.

The remainder of the screen contains the rows of the Transaction, where you should list the postings to the individual Accounts. These must balance (the debits must equal the credits) before the Transaction can be saved.

To add rows to a Transaction, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Account: Specify here the Account used by the Transaction row.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time.

Description: The Account Name will be entered here automatically when you specify the Account above. You can change it for this Transaction if necessary.

Debit, Credit: For each row, specify a debit or credit amount. The debits total must equal the credits total before the Transaction can be saved: each Transaction must therefore have at least two rows.

V-Cd: You can mark each row in a Transaction with a VAT Code. The VAT Code may be brought in automatically when you enter an Account number, or you can enter it yourself. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct VAT Code (if any), since it will affect the accuracy of the figures for Net Sales and Net Purchases in the VAT Report.

Correcting Transactions

In the program you can easily correct Transactions in a legal manner.

You may not alter an entry in your Ledger just any way you want to. A correction of a Transaction means that you create a new Transaction, which also cancels the old one. The altered Transaction should be marked that it has been cancelled.

When a Transaction is open for data entry, the Operations menu is available in the menu bar, allowing you to make several types of corrections after the Transaction has been entered.

Assume that you have entered the wrong VAT amount, and that you find out only after entering the Transaction.

1. Highlight the Transaction containing the error in the 'Transactions: Browse' window and click [Duplicate]. This creates a copy of the faulty Transaction. First you want to remove the error.
2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.
3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error. Note: do not save the Transaction before selecting 'Correction Mark'.

DC: Transaction: Inspect

No. 1003 Trans. Date 07/29/2011

Text July Salary

	Account	Description	Debit	Credit	V-Cd
1	65100	Wages & Salaries	1,000.00		
2	65130	Employer NIC Expense	56.71		
3	11110	Current Account		1,056.71	
4	Correction to Transaction 2011.1002				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

4. Enter the journal number of the transaction to be corrected, including the financial year prefix, and then on the following rows make new, correct, entries as in the illustration above. Click [Save] when you have finished.

The new Transaction is saved, and the old Transaction is marked as corrected, as shown in the following picture.

DC: Transaction: Inspect

No. 1003 Trans. Date 07/29/2011

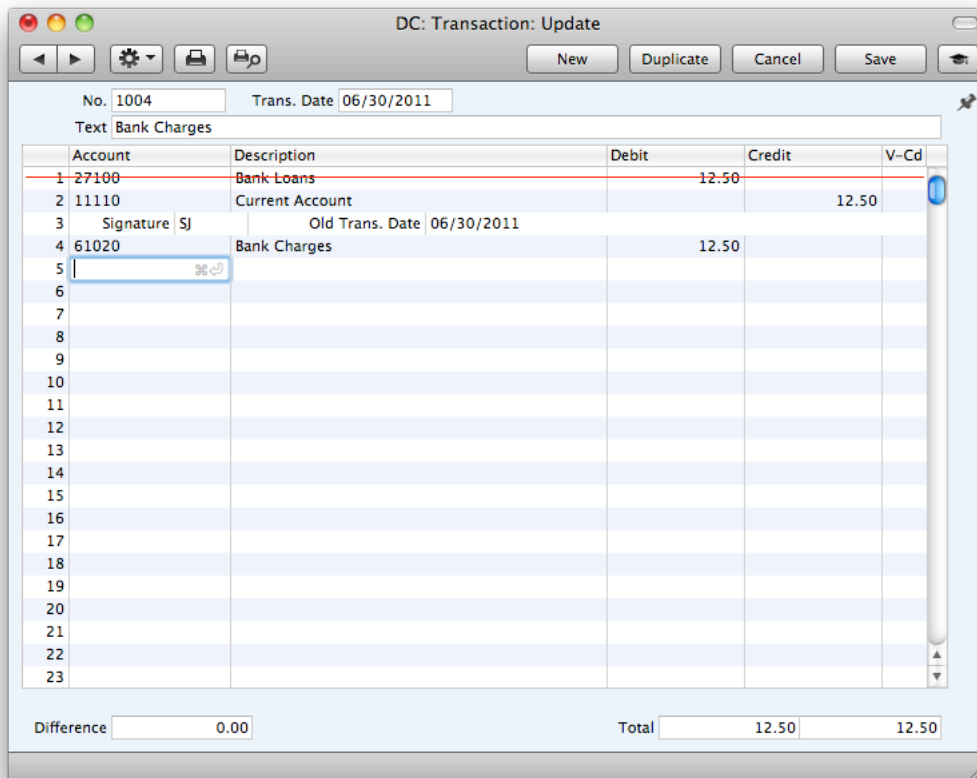
Text July Salary

	Account	Description	Debit	Credit	V-Cd
1	65100	Wages & Salaries	1,000.00		
2	65130	Employer NIC Expense	56.71		
3	11110	Current Account		1,056.71	
4	Correction to Transaction 2011.1002				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

A second method that you can use to correct mistakes emulates that used in manual ledgers, where errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. A note is made with the initials of the accountant, and a corrected entry is made with the next unused journal number.

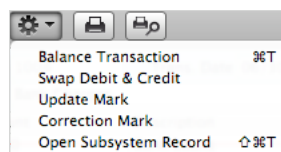
1. In the 'Transactions: Browse' window, find and double-click the old Transaction you want to change. Select 'Update Mark' from the Operations menu. A new line is added in the Transaction, showing your initials and the original date of the Transaction.
2. You will now want to cancel - draw a (red) line across - the faulty row. Highlight the row by clicking the number to the left of the row. Press the Backspace key to draw the correction line across the row. Then you can enter the correct information. Save in the normal way.



3. If the error is in the header area of the Transaction (i.e. the Transaction Date is wrong), you can again use the 'Update Mark' function to correct it. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text in the header or in any of the rows.

If you discover an error in a Transaction that falls within a closed month, you cannot correct it using 'Update Mark'. This is because 'Update Mark' modifies the Transaction and attempts to save it using the original Transaction Date. This falls in a period when modifications are not permitted. Therefore, the only way you can correct such Transactions is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month. Months are closed using the Locking setting.

Operations Menu



When a Transaction is open in a record window, the Operations menu is available. The menu has five commands.

Balance Transaction: If the insertion point is in one of the Transaction rows, selecting this command changes the Debit or Credit value in that row, so that the Transaction balances. This is particularly practical when you have made an error in the amount in just one line.

An alternative to selecting this function is to place the insertion point in the Credit field of the last row and press the Return or Enter key.

Swap Debit & Credit: This command swaps the entries of a Transaction, transferring all Debit values to the Credit column and all Credit values to the Debit column.

This is useful when you wish to cancel a Transaction with an opposing correction Transaction. To do this, find the erroneous Transaction in the 'Transactions: Browse' window, highlight it and click [Duplicate]. A copy of the Transaction is opened. Select this function and save by clicking [Run]. The erroneous Transaction is now cancelled.

Update Mark: In the case of a Transaction that contains an error, use this command to insert a special update mark allowing you to record a signature before entering the correct posting on the Transaction.

Correction Mark: When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction.

Open Subsystem Record: If the Transaction was created automatically when you approved and saved a Sub System record (i.e. an Invoice or Purchase Invoice, Receipt or Payment), you can use this function to open that Sub System record in a new window.

ACCOUNTS

This is where you define the Chart of Accounts. Each Account has a number and a name, and belongs to a class of Accounts.

Standard Account by HansaWorld does not have any hard-coded Accounts. You must define a Chart of Accounts, or import an existing one. The simplest method is to use the standard Chart of Accounts supplied with Standard Account by HansaWorld.

If you use your own Chart of Accounts, or modify the one supplied with Standard Account by HansaWorld, it is important to ensure that every Account used in the settings and report definitions is a valid Account that exists in your Chart of Accounts.

In Standard Account by HansaWorld you always have access to the Chart of Accounts through the 'Paste Special' feature, for example when you enter Transactions and cannot remember an Account Number.

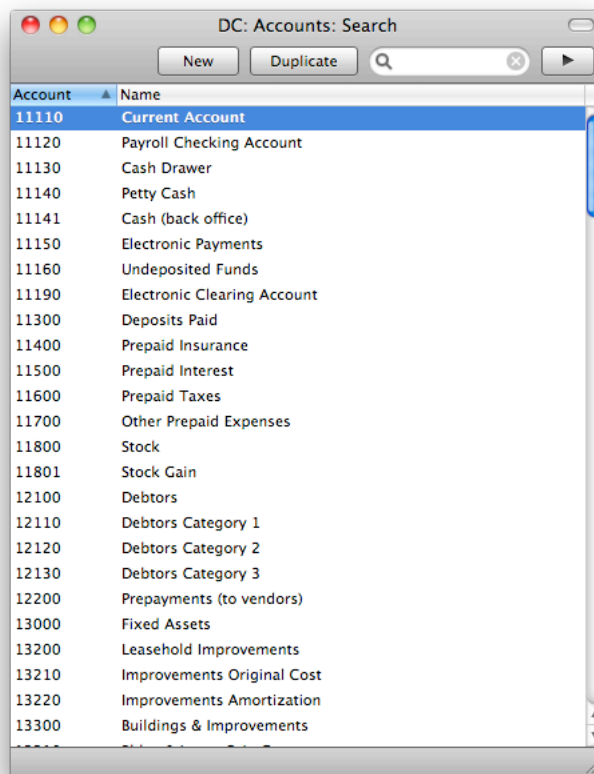
In the Accounts setting you can—

- Show all Accounts on screen
- Search for a certain Account
- Inspect or change a certain Account
- Create new Accounts
- Remove Accounts you don't need

Showing all Accounts on screen

To open the Accounts, double-click the register 'Accounts'. The 'Accounts: Browse' window is opened, showing Accounts that have already been entered.

The list contains two columns: Account Number and Account Name. The list is sorted by the column whose heading is coloured blue. Click on the other column heading if you want to change the sort order, and double-click on the column heading to reverse the sort order.

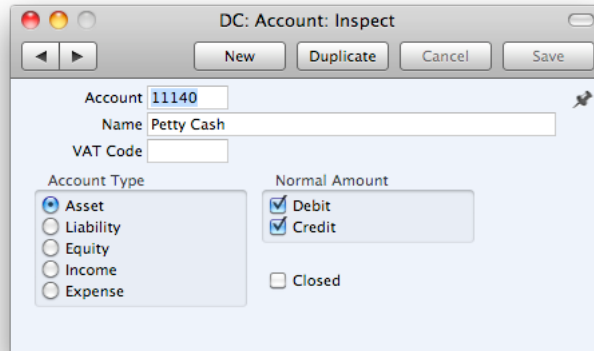


Searching for an Account

In the 'Accounts: Browse' window shown above, you can scroll up and down through the list of Accounts as usual. You can also search for a particular Account by entering the first few characters of its Number or Name in the Search field in the top right-hand corner of the window. Enter a Name if the list is sorted by Name, a Number otherwise. Standard Account by HansaWorld will find the first record that matches the text you have entered.

Inspecting or Changing an Account

If you want to look at the details of an Account, double-click their names in the 'Accounts: Browse' window to open the Account record.



The 'Account: Inspect' window contains the following information.

Account: The unique number of the Account. You can use up to ten characters, with a minimum of two. Once you saved the record, you cannot change the Account Number.

Name: The name or description of the Account.

VAT Code: You can assign a Tax Code to each Account. It will be used automatically every time you use the Account in a Purchase Invoice or General Ledger Transaction.

Account Type: An Account can belong to one of five types: Assets, Liabilities, Equity, Revenues or Expenses. This information is used to control how the balance of this Account will be stored, as a negative or a positive figure. Assets and costs are treated as positive values, while accounts for liabilities, equity, and incomes are treated as negative.

Normal Amount: Click one or both of the check boxes to indicate what type of posting is the usual for the Account. If you use this option, and try to debit an Account usually used for credit or vice versa, Standard Accounts by HansaWorld will alert you to the possible error.

Closed: Check this box if you want to close the Account for further Transactions. You will no longer be able to use it, and it will not appear in the 'Paste Special' selection window. If you want to open the Account again later, simply click in the box again to remove the check mark.

Entering an Account

There are two ways to add new Accounts to the Chart of Accounts: creating a new Account or duplicating and then editing an existing one.

In the 'Accounts: Browse' window, click [New] in the Button Bar, or highlight the Account to be copied and click [Duplicate] in the Button Bar. The 'Account: New' window appears. This is as described in the previous section.

Enter the new information or change the copied record as appropriate. Click [Save] to save the new record or [Cancel] to close without saving the record.

Deleting Accounts

You can delete an Account from the Chart of Accounts, as long as it has not been used in any Transactions.

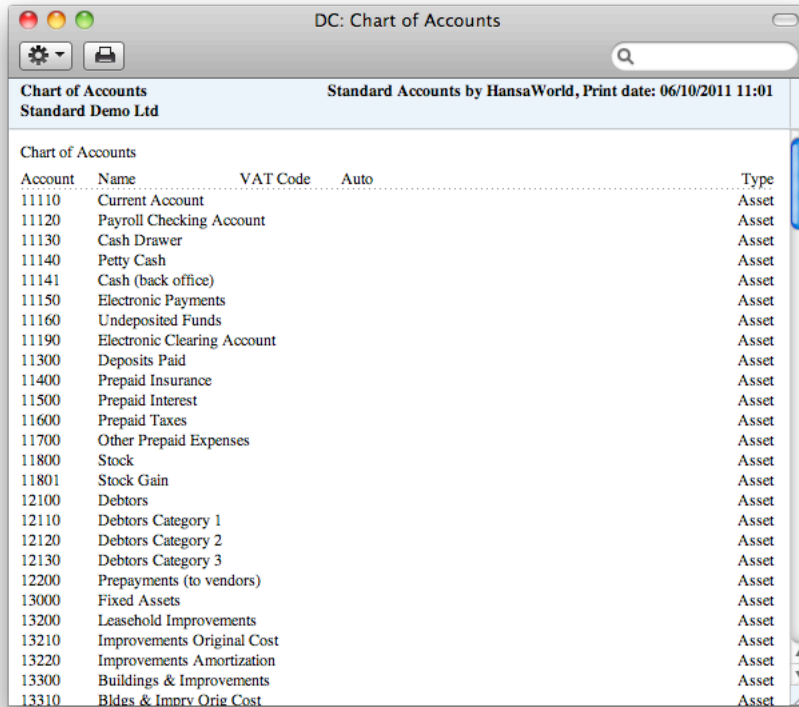
In the 'Accounts: Browse' window, double-click the Account you want to delete. This opens the 'Account: Inspect' window.

Select 'Delete' from the Record menu. The Account is deleted and the previous Account in the list is shown.

Note that you cannot undo the deletion of an Account. Used Accounts cannot be deleted.

Printing the Chart of Accounts

You can print the Chart of Accounts from the module Nominal Ledger. Open [Reports] and choose the report 'Chart of Accounts'.



Account	Name	VAT Code	Auto	Type
11110	Current Account			Asset
11120	Payroll Checking Account			Asset
11130	Cash Drawer			Asset
11140	Petty Cash			Asset
11141	Cash (back office)			Asset
11150	Electronic Payments			Asset
11160	Undeposited Funds			Asset
11190	Electronic Clearing Account			Asset
11300	Deposits Paid			Asset
11400	Prepaid Insurance			Asset
11500	Prepaid Interest			Asset
11600	Prepaid Taxes			Asset
11700	Other Prepaid Expenses			Asset
11800	Stock			Asset
11801	Stock Gain			Asset
12100	Debtors			Asset
12110	Debtors Category 1			Asset
12120	Debtors Category 2			Asset
12130	Debtors Category 3			Asset
12200	Prepayments (to vendors)			Asset
13000	Fixed Assets			Asset
13200	Leasehold Improvements			Asset
13210	Improvements Original Cost			Asset
13220	Improvements Amortization			Asset
13300	Buildings & Improvements			Asset
13310	Bldgs & Impry Orig Cost			Asset

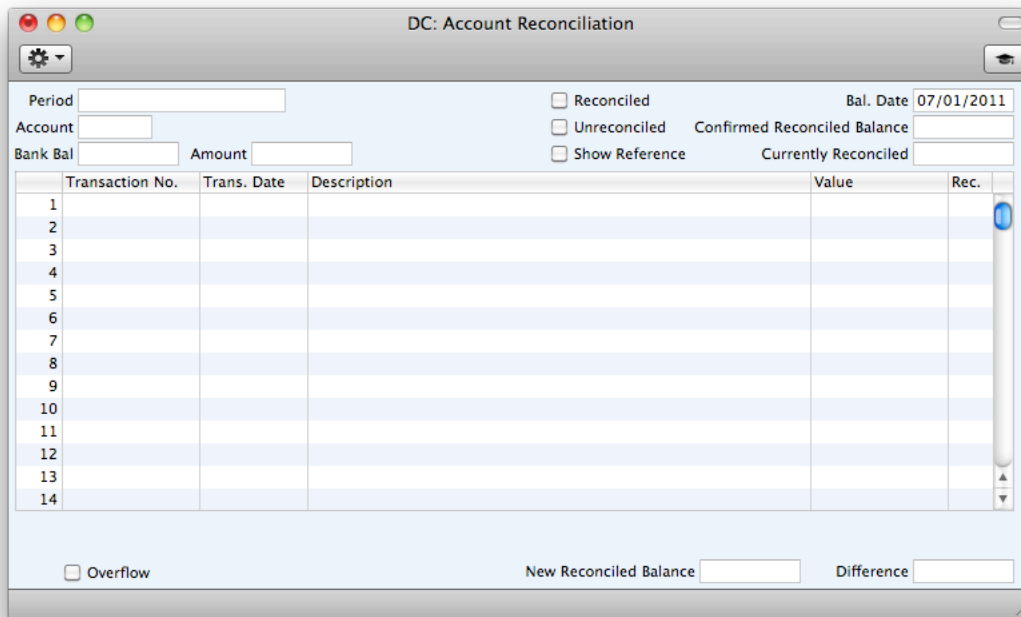
Account Reconciliation

You will most commonly use the Account reconciliation register to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in your database. To carry out this task, follow these steps:

1. Click the [Account Reconciliation] button in the Master Control panel. The 'Account Reconciliation' window is opened.
2. Enter a Period, using 'Paste Special' if necessary to access a list of reporting periods. The Period should be large enough to cover all likely journal postings (Transaction rows) to the Bank Account.
3. Enter the Account Number representing your bank account. If necessary, specify an Object as well.
4. Click the Unreconciled check box. All unreconciled postings with the specified Account/Object combination will be listed. The figure in the Recon. Bal field shows the balance previously reconciled and should equal the opening balance in the bank statement.

If you have entered a Company and/or a Transaction Type, only those postings for the specified Account with that Company/Transaction Type combination will be listed. If the number of unreconciled postings is greater than 300, the Overflow box at the bottom of the window will be marked automatically. If this happens, enter a shorter Period to reduce the number of postings in the list.

The list is in chronological order. Select 'Sort on amount' from the Operations menu to sort the list by amount (largest first).



The Description column shows both the Text from the Transaction header and the Description from the Transaction row representing the posting, separated by a comma. If you want it to show the Reference from the Transaction header instead, check the Show Reference box before checking the Unreconciled and/or Reconciled boxes. If you check the Show Reference box afterwards, the list will not be redrawn.

5. Compare the list of postings with the bank statement. Where a posting is correctly shown on the statement, enter an "R" to the Rec field. The posting value will be added to the Reconciled total, which shows the total reconciled in this session, and to the New Bal figure, which represents the closing balance for the Account. If the Account is a Currency Account, the Reconciled and New Bal figures will be in Currency.

If the list of unreconciled postings is long, use the 'Search' function on the Operations menu to help locate each posting. You can also use the 'Account Reconciliation' function on the same menu to print an Account Reconciliation report, if you prefer to work from paper.

If you know that you can reconcile every posting in the list, select 'Mark all rows as Reconciled' from the Operations menu. An "R" will be placed in the Rec field in every row and the Reconciled and New Bal figures will be updated appropriately.

You can enter the closing balance in the bank statement in the Bank Bal field in the bottom of the window. The Diff field will show the difference between the Bank Bal and the New Bal.

If you enter a Currency in the Currency field in the bottom of the window, the Recon. Bal, the New Bal and the Diff will be calculated from postings made to the specified Account in the specified Currency only.

6. If a posting appears in the bank statement but not in the list of unreconciled postings, you should add the posting to the Transaction register. Examples of such postings might be payments into or out of your account by standing order, or bank charges.

You can do this without closing the 'Account Reconciliation' window by selecting 'Create N/L Transaction' from the Operations menu. Enter the Transaction following the usual procedure described here. When you have saved it, return to the 'Account Reconciliation' window and select 'Update' from the Operations menu. Any postings to the specified Account in the new Transaction will be added to the list of unreconciled postings.

7. If the value of a posting shown in the 'Account Reconciliation' list differs from that shown in the bank statement, you should use the 'Create N/L Transaction' function to enter a correcting Transaction to the Transaction register. Alternatively, place the cursor in the Account Reconciliation row containing the erroneous posting, select 'Open N/L Transaction' from the Operations menu to open and update the Transaction. Refer to the [Correcting Transactions section](#) for full details of correcting and updating Transactions. When you have done this, return to the 'Account Reconciliation' window, select 'Update' from the Operations menu and mark both the original posting and the correction as reconciled.
8. You can assign an arbitrary code to the postings reconciled on a particular day or from a particular statement so that you can identify them later. Enter the code in the Recon. Field.
9. If you enter a Recon. Code in the Recon. field in the header before checking the Unreconciled box, the Code will be applied to all postings automatically (it will only be saved for postings that you go on to reconcile). If you enter a Recon. Code in the Recon. field in the header before checking the Reconciled box, only those postings with the Recon. Code will be included in the list.

If the list includes Reconciled Transactions, you can sort it by Recon. Code by selecting 'Sort on Recon. Code' from the Operations menu. The sort order will be descending, so Transactions without Recon. Codes will be at the end of the list.

You can use the Reconciliation Descriptions setting to attach longer descriptions to your Recon. Codes. If you are using this setting, you can use 'Paste Special' from the header and from flip D to choose the correct Recon. Code. You can have these longer descriptions printed in the.

10. When you have checked the postings in the list agree with the bank statement and marked them with 'R' in the Rec field, the figure in the New Bal field should be the same as the closing balance in the bank statement. If you entered the closing balance in the bank statement in the Bank Bal field, the Diff field should contain zero.

Note that you have not saved anything yet and closing the window now will cause you to lose the reconciliation information you have entered in this session. To save this information, select 'Confirm Reconciliation' from the Operations menu before closing the 'Account Reconciliation' window by clicking the close box.

11. The Nominal Ledger contains one report that you can use to help with the task of reconciling the bank statement.

The Account Reconciliation report is essentially a print-out of the postings listed in the 'Account Reconciliation' window. You can use this report if you prefer to compare a paper print-out with the bank statement.

In order to ease the task of bank reconciliation, it is recommended that, in the Purchase Ledger, you enter separate Payment records to represent each cheque issued and, in the Sales Ledger, you enter a single Receipt record recording every cheque paid into the bank on a single paying-in slip. This will ensure that single Transactions will match single lines on the bank statement.

SETTING UP OF BALANCE SHEET AND PROFIT & LOSS REPORT

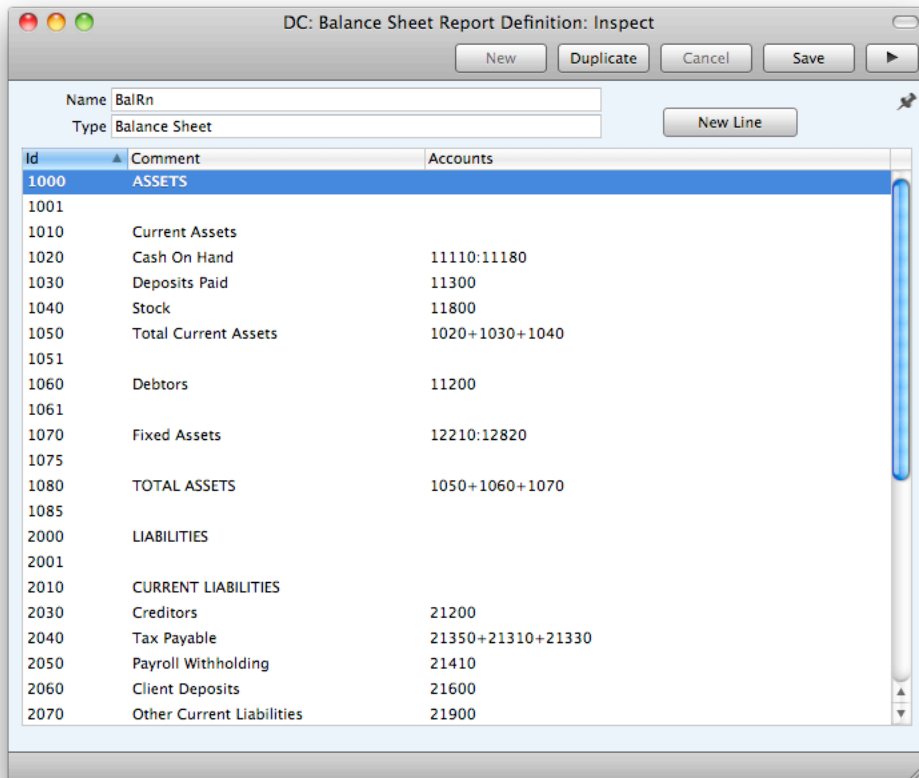
Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with Standard Accounts by HansaWorld, or you can define your own, possibly editing the standard definition to suit your needs.

Defining the Balance Sheet

You can define the structure of the Balance Sheet to suit your requirements. The following example illustrates the set-up process.

To change the report definition of the Balance Sheet, first click the [Settings] button in the Master Control panel, and then double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Balance Sheet Report Definition: Browse' window is opened.



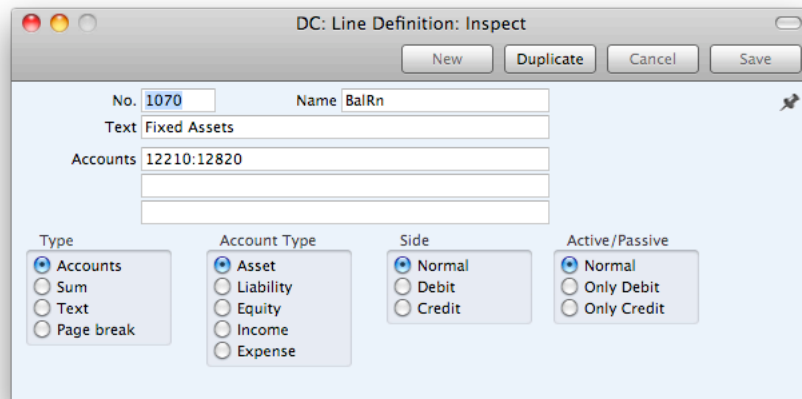
Id	Comment	Accounts
1000	ASSETS	
1001		
1010	Current Assets	
1020	Cash On Hand	11110:11180
1030	Deposits Paid	11300
1040	Stock	11800
1050	Total Current Assets	1020+1030+1040
1051		
1060	Debtors	11200
1061		
1070	Fixed Assets	12210:12820
1075		
1080	TOTAL ASSETS	1050+1060+1070
1085		
2000	LIABILITIES	
2001		
2010	CURRENT LIABILITIES	
2030	Creditors	21200
2040	Tax Payable	21350+21310+21330
2050	Payroll Withholding	21410
2060	Client Deposits	21600
2070	Other Current Liabilities	21900

The window shows the Balance Sheet row by row, as it has been presented up to now. The rows are numbered 1010, 1020, 1030, 1040 etc., so there is room to insert new rows in between. These numbers determine the order in which the rows will be printed in the report. You can insert new rows using the [New Line] button.

Double-click the row, "1070: Fixed Assets".

The 'Line Definition: Inspect' window is opened, showing the current definition of the row.

The number identifies the row in the Balance Sheet, and the text "Fixed Assets" is printed in the report as a heading for a group of Accounts.



The Accounts field contains an Account Number, so this Account will be printed in the Balance Sheet, under the heading specified in the Text field. You can also enter a range of Account Numbers in this field, separated by a colon (:), for example 12210:12820. If so, every Account in this range will be printed, under the heading from the Text field an alpha sort is used. So, the example effectively means that all Accounts who's first two digits are "12" will be printed in the report.

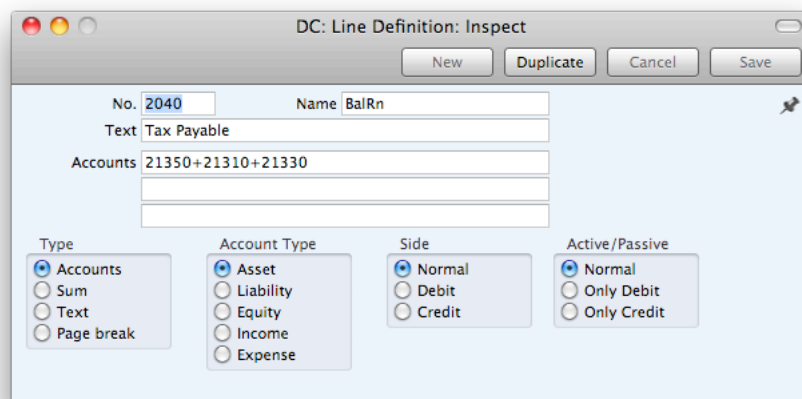
Of the four Type options, "Accounts" has been selected, which means that each of the Accounts in the range will be printed individually in the report. After the last Account in the group, a total for the group will be printed.

The Account Type is "Asset". The Account Type concept is explained in appropriate section.

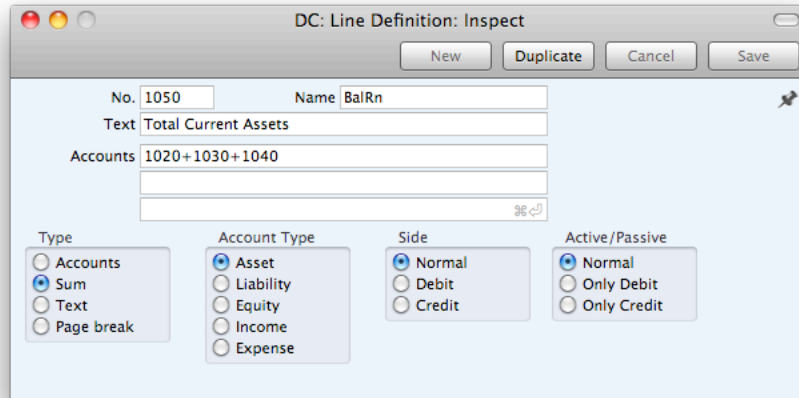
The Accounts field consists of three rows, with room for a definition 300 characters long. As alternatives to specifying a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If you enter a range of Accounts with the highest number first, the Accounts in that range will be presented in reverse order. This sequence will appear as follows in the printed report.

If you don't want to save changes made, you must use the close box, or click [Cancel].

Below illustrates that you can separate individual Accounts using + as an alternative to the comma.



Go to row 1050, "Total Current Assets". The Type of this row is "Sum", which means that the total values from rows 1020, 1030 and 1040 will be added together. The result will be shown on line 105 under the heading "Total Current Assets". The Account Type is still "Asset".



DC: Line Definition: Inspect

No. 1050 Name BalRn

Text Total Current Assets

Accounts 1020+1030+1040

Type: Accounts, Sum, Text, Page break

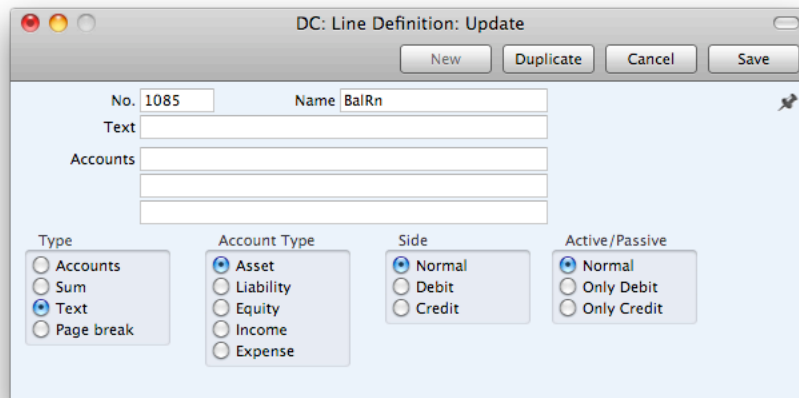
Account Type: Asset, Liability, Equity, Income, Expense

Side: Normal, Debit, Credit

Active/Passive: Normal, Only Debit, Only Credit

Since the Type is “Sum”, the Accounts field contains previously defined row numbers (1020+1030+1040), not Account Numbers. Do not enter Account Numbers in the three Accounts fields if the Type is “Sum”.

Go to row 1085, illustrated below.



DC: Line Definition: Update

No. 1085 Name BalRn

Text

Accounts

Type: Accounts, Sum, Text, Page break

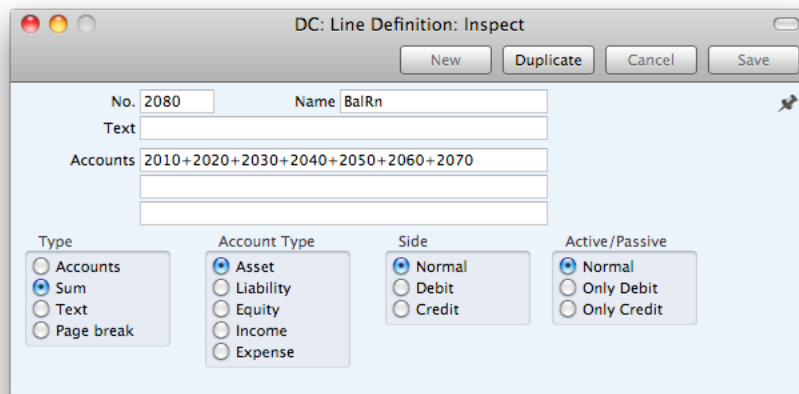
Account Type: Asset, Liability, Equity, Income, Expense

Side: Normal, Debit, Credit

Active/Passive: Normal, Only Debit, Only Credit

This row has no Text, which means that it will not be printed in the report. Its purpose is to add some white space between other rows, to make the report more readable.

You can also use a row without text if you want to print the total balance of a group of Accounts in the report, but you don't want to list the Accounts individually. Create a row without text, as shown in the example below



DC: Line Definition: Inspect

No. 2080 Name BalRn

Text

Accounts 2010+2020+2030+2040+2050+2060+2070

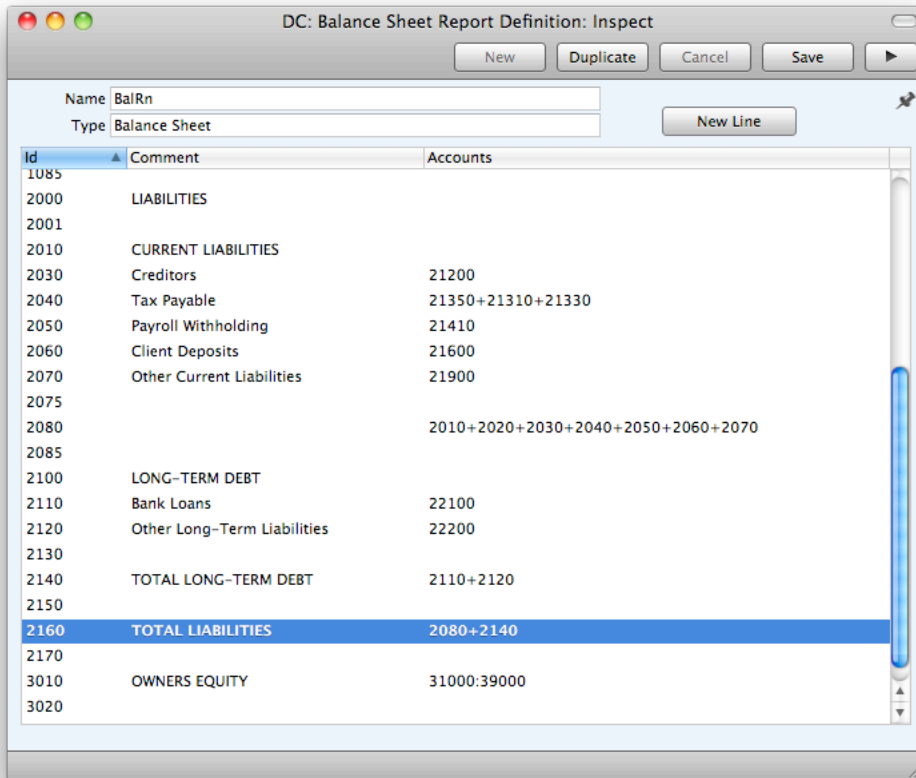
Type: Accounts, Sum, Text, Page break

Account Type: Asset, Liability, Equity, Income, Expense

Side: Normal, Debit, Credit

Active/Passive: Normal, Only Debit, Only Credit

As this row has no Text, it will not be printed in the report. If this row had some Text, it would sum up the balances of the specified Accounts and list it in the reports. As there is no Text, the processing will still take place (i.e. the total sum for those Accounts will still be calculated), but this processing will effectively be hidden, as nothing will be printed. The total balance of all liabilities can then be seen in row 2160.



Id	Comment	Accounts
1085		
2000	LIABILITIES	
2001		
2010	CURRENT LIABILITIES	
2030	Creditors	21200
2040	Tax Payable	21350+21310+21330
2050	Payroll Withholding	21410
2060	Client Deposits	21600
2070	Other Current Liabilities	21900
2075		
2080		2010+2020+2030+2040+2050+2060+2070
2085		
2100	LONG-TERM DEBT	
2110	Bank Loans	22100
2120	Other Long-Term Liabilities	22200
2130		
2140	TOTAL LONG-TERM DEBT	2110+2120
2150		
2160	TOTAL LIABILITIES	2080+2140
2170		
3010	OWNERS EQUITY	31000:39000
3020		

When you have finished with the last row, if you want to save your changes, click [Save], or else close the window with the close box. Then, close the list of definitions using the close box once again.

The new Balance Sheet report is now ready to print.

Standard Accounts by HansaWorld is supplied with a standard Chart of Accounts and a set of Report Definitions. This is a well-structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by you or your financial adviser.

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

Deleting a row from the Balance Sheet

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

The 'Balance Sheet Report Definition: Browse' window is opened.

2. Double-click the row you want to remove, to show its definition window.
3. Select 'Delete' from the Record menu.

The row is deleted from the Balance Sheet and the definition for the following row is shown in its place.

4. Close the window.

You will be returned to the 'Balance Sheet Report Definition: Browse' window.

Note that you cannot undo the deletion of a row in the Balance Sheet.

Printing a Balance Sheet

Click the [Reports] button in the Master Control panel and then double-click 'Balance Sheet' in the 'Reports' list. The 'Specify Balance Sheet' window is opened.

Period Enter the period for the Balance Sheet you want to print. The first period in the Reporting Periods setting will be offered as a default.

Accounts: Select how you want the Accounts printed in the report.

All: This option will show all Accounts that have been included in the Balance Sheet definitions.

Used Only: This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period, and Accounts with no opening balances that have been used during the period in such a way that they also have no closing balances.

Groups Only: This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Balance Sheet definitions.

Used Groups Only: This option only shows balances for rows as entered in the Balance Sheet definitions that have been used.

Comparison: Choose to compare with Net Change or the same period the previous Year.

List Transaction No's: With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

When you click [Run], the Balance Sheet is printed as you have specified it.

When printed to screen, the Balance Sheet has the Standard Accounts by HansaWorld Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Profit & Loss Report

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

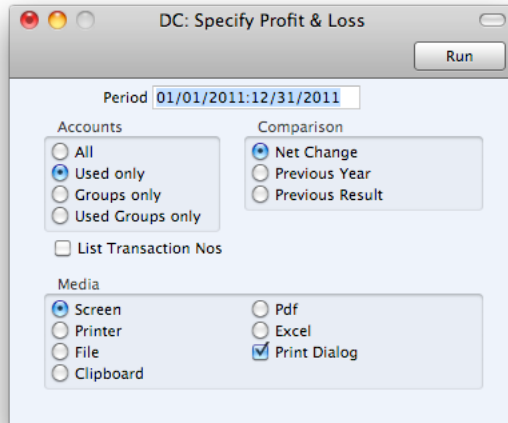
When printed to screen, the Profit & Loss report has the Standard Accounts by HansaWorld Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Definition

The content of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above for full details.

Printing a Profit & Loss Report

Click the [Reports] button in the Master Control panel and then double-click 'Profit & Loss' in the 'Reports' list. The 'Specify Profit & Loss Report' window is opened.



DC: Specify Profit & Loss

Run

Period 01/01/2011:12/31/2011

Accounts

All

Used only

Groups only

Used Groups only

List Transaction Nos

Comparison

Net Change

Previous Year

Previous Result

Media

Screen

Printer

File

Clipboard

Pdf

Excel

Print Dialog

Period: The report period: enter the first and last date separated by a colon. The first period in the Reporting Periods setting is the default.

Account: Select how you want the Accounts printed in the report. Select from below options:

All: This option will show all Accounts that have been included in the Profit & Loss report definitions.

Used Only: When you use this option the report will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period, and Accounts that have been used in the period in such a way that they have no closing balances.

When you use this option together with the Previous Year or Previous Result Comparisons, the report will show Accounts that have a closing balance either in the report period or in the same period last year.

Groups Only: This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Profit & Loss report definitions.

Used Groups Only: This option only shows balances for rows as entered in the Profit & Loss report definitions that have been used.

Comparison: Select one option for the comparison column in the report. Choose from below options:

Net Change: This option compares the report period with the Year To Date.

Previous Year: This compares the report period with the same period last year, showing the difference between the two periods as a percentage.

Previous Result: This compares the report period with the same period last year, but does not show the difference between the two periods.

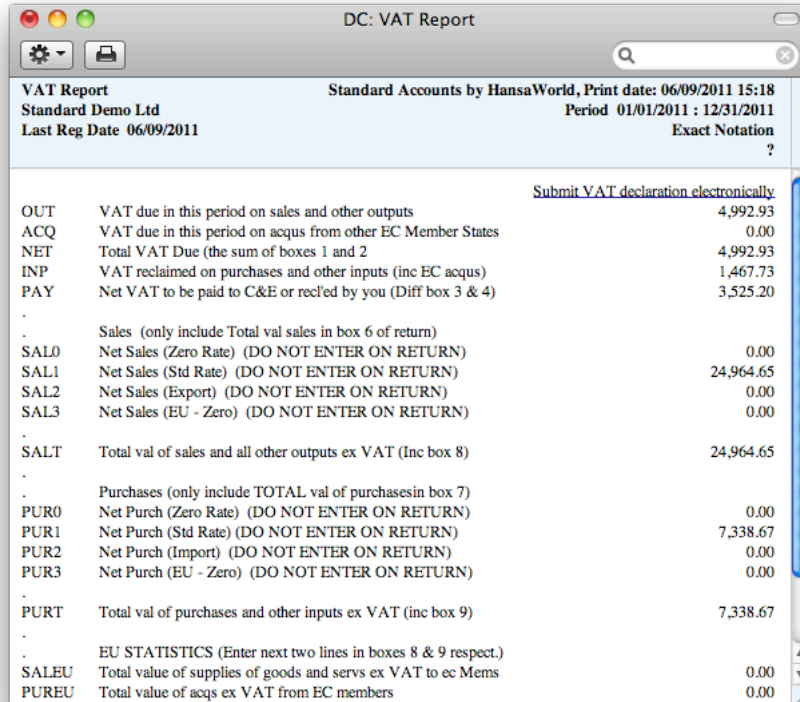
List Trans Nos: With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

THE END OF A FINANCIAL YEAR

At the end of the financial year, the books are closed and a new year is started. The final accounts are produced, the auditors will produce their report, and management will produce their report to the owners' annual meeting. After approval, in the case of limited companies, the annual report is filed with the registrar of companies.

To end a financial year and start a new one in Standard Accounts by HansaWorld, follow these steps. Companies will have their own methods for recording profit/loss at the end of a financial year. A typical method is described in steps 4-9 below: this method may not be suitable for every company in every country. Please refer to your financial adviser for more advice on this subject.

1. If you are registered for VAT, the first step should be to print a VAT Report for the final quarter of the year (and separately for earlier quarters if this has not already been done).



VAT Report		Standard Accounts by HansaWorld, Print date: 06/09/2011 15:18	
Standard Demo Ltd		Period 01/01/2011 : 12/31/2011	
Last Reg Date 06/09/2011		Exact Notation ?	
Submit VAT declaration electronically.			
OUT	VAT due in this period on sales and other outputs		4,992.93
ACQ	VAT due in this period on acqus from other EC Member States		0.00
NET	Total VAT Due (the sum of boxes 1 and 2)		4,992.93
INP	VAT reclaimed on purchases and other inputs (inc EC acqus)		1,467.73
PAY	Net VAT to be paid to C&E or rec'd by you (Diff box 3 & 4)		3,525.20
.	Sales (only include Total val sales in box 6 of return)		
SAL0	Net Sales (Zero Rate) (DO NOT ENTER ON RETURN)		0.00
SAL1	Net Sales (Std Rate) (DO NOT ENTER ON RETURN)		24,964.65
SAL2	Net Sales (Export) (DO NOT ENTER ON RETURN)		0.00
SAL3	Net Sales (EU - Zero) (DO NOT ENTER ON RETURN)		0.00
.			
SALT	Total val of sales and all other outputs ex VAT (Inc box 8)		24,964.65
.	Purchases (only include TOTAL val of purchases in box 7)		
PUR0	Net Purch (Zero Rate) (DO NOT ENTER ON RETURN)		0.00
PUR1	Net Purch (Std Rate) (DO NOT ENTER ON RETURN)		7,338.67
PUR2	Net Purch (Import) (DO NOT ENTER ON RETURN)		0.00
PUR3	Net Purch (EU - Zero) (DO NOT ENTER ON RETURN)		0.00
.			
PURT	Total val of purchases and other inputs ex VAT (inc box 9)		7,338.67
.	EU STATISTICS (Enter next two lines in boxes 8 & 9 respect.)		
SALEU	Total value of supplies of goods and servs ex VAT to ec Mems		0.00
PUREU	Total value of acqus ex VAT from EC members		0.00

2. For each quarter, you should then enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account. This Transaction would debit the VAT Outputs Payable Account and credit the VAT Inputs Receivable Account, with a balancing posting to the VAT Payments Account. You must enter this Transaction in the quarter to which it belongs, preferably as the last Transaction of the period.

DC: Transaction: New

No. 1005 Trans. Date 06/30/2011

Text VAT Q4 2010

	Account	Description	Debit	Credit	V-Cd
1	23000	VAT Payable	3,657.00		
2	23300	VAT Receivable		1,982.00	
3	23320	Net VAT Due		1,675.00	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 3,657.00 3,657.00

You can transfer the amount payable/receivable from/to your bank account using a further Transaction when payment is made/received.

- Print out the following reports, using the whole year as the report period in each case. These will provide both a hard copy record of the year's business and the basis for the end-of-year work that will now be carried out by your auditors.

Nominal Ledger: The Nominal Ledger Report is an important part of the final accounts of a business. It is a list of every Transaction, classified by Account and listed in the order in which they were entered.

Transaction Journal: The Transaction Journal is a list of every Transaction in the accounts, in Transaction Number order.

Profit & Loss: The Profit and Loss report summarises the income and expenditure (and therefore the operating profit or loss) of the business during the fiscal year. The result shown on the Profit & Loss report should agree with ('balance') the result on the Balance Sheet.

Balance Sheet: The Balance Sheet shows the financial status - at a particular point in time - of the company showing Assets, Liabilities and Equity capital.

- Ensure your Chart of Accounts (i.e. Accounts setting) includes the following Accounts:

Result of Current Fiscal Year

Retained Earnings

Special Account for Y/E Profit Posting

- The Accounts defined in step 4 above should not appear in the Definitions for your Profit & Loss report, but should be part of the profit calculation in the Balance Sheet. In the sample Chart of Accounts supplied with Standard Accounts by HansaWorld, these are already specified in the Balance Sheet Definition. To check this, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

Double-click in turn on lines representing above accounts and ensure they are defined.

DC: Balance Sheet Report Definition: Inspect

Name BalRn
Type Balance Sheet

New Duplicate Cancel Save ▶

New Line

Id	Comment	Accounts
2070	Other Current Liabilities	21900
2075		
2080	TOTAL CURRENT LIABILITIES	2010+2020+2030+2040+2050+2060+2070
2085		
2100	LONG-TERM DEBT	
2110	Bank Loans	22100
2120	Other Long-Term Liabilities	22200
2130		
2140	TOTAL LONG-TERM DEBT	2110+2120
2150		
2160	TOTAL LIABILITIES	2080+2140
2170		
3010	OWNERS EQUITY	31000:39000
3020		
4000	TOTAL LIABILITY & EQUITY	2160+3010

Line 3010 in the sample Balance Sheet Definition is the Owners equity calculation, it causes the balances of all Accounts between 31000 and 39000 to be shown in the Balance Sheet. Below this, you find Total Equity & Liability

6. Once your auditors have concluded their work and any consequent Transactions have been entered, refer to step 3 above and print out the reports again, as final records of the year just ended. These will be the basis for the end-of-year accounts presented to the owners or directors. The Net Profit in the Profit & Loss Report should be the same as the Profit/Loss this YTD shown in the Balance Sheet.
7. You should now post the profit or loss for the year just ended to the Result of Current Fiscal Year Account. Do this by entering a new record to the Transaction register dated the last day of the year just ended. If your company made a profit, this Transaction should debit the Special Account for Y/E profit Postings and credit the Result of Current Fiscal Year Account with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.
8. Save the Transaction and print the Balance Sheet and Trial Balance to screen. You should now find that the YTD Profit figure on the Balance Sheet is zero, and the Balance Sheet should balance. Finally, check that your Trial Balance report for the last year still balances.
9. You should now bring the profit/loss figure forward to the next year. Do this by entering a new record to the Transaction register dated the first day of the new year (you will need to update the Fiscal Years setting as described in step 10 below before you can do this). If your company made a profit, this Transaction should debit the Result of Current Fiscal Year Account (39000 in illustration) and credit the Retained Earnings Account (Account 38000 in illustration) with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.

DC: Transaction: New

No. Trans. Date 01/01/2012

Text 2011 Brought forward |

	Account	Description	Debit	Credit	V-Cd
1	39000	Current Year Earnings	100,398.00		
2	38000	Retained Earnings		100,398.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

The result of the two Transactions in steps 7 and 9 is that the forward balance for Previous Years Result Account will show as the result of the previous year in the Balance Sheet for the next year. The final balance for this Account will be the accumulated results of all previous years in the Balance Sheet for the next year.

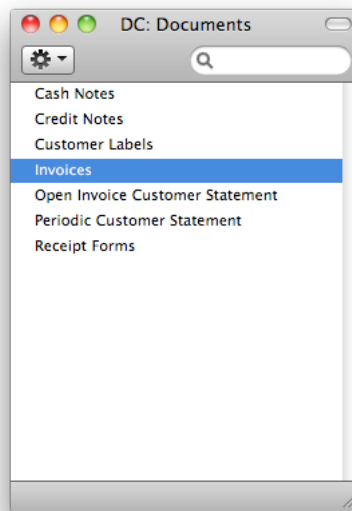
10. Finally, you should ensure you are ready for the new year. Using Fiscal Years setting, register the new financial year on the first blank line. Do not insert the new year at the top of the list because Fiscal Years have to be listed in chronological order. Do not remove past Fiscal Years. Click [Save] to save

DOCUMENTS

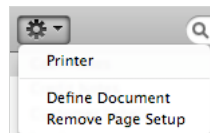
Form definition

The Form (i.e. the stationery) to be used needs to be defined as follows:

1. Using the Forms setting, design a form and name it (e.g. "INVOICE").
2. Use the 'Properties' function on the Operations menu to assign a Document Type of "Invoice". A sample Invoice Form is supplied with Standard Accounts by HansaWorld: this can be modified to suit your requirements.
3. Click the [Documents] button in the Master Control panel or use the CMD-D keyboard shortcut. The 'Documents' list window is opened: highlight 'Invoices'.



4. Select 'Define Document' from the Operations drop-down menu



5. In the subsequent window, enter "INVOICE" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Invoice Form definition. From now on, the invoice form that you have designed will be used from the 'Documents' function and from the Printer icon,

Printing Records and Documents

When you need to print an individual record, you will do so by printing a document. Documents are formal printouts, such as invoices or delivery notes, often printed for sending to third parties (e.g. Customers or Suppliers). You can use up to three methods to print documents. These are:

1. Open the record that you want to print and click the Printer icon.
If you want to print to screen, click the Preview icon.
2. Open the register containing the record that you want to print, highlight it in the list and select 'Print' from the File menu. You can select a number of records by shift-clicking to print them all.
3. Use the [Documents] button in the Master Control panel or the CMD-D keyboard shortcut to open the list of documents. Double-click the document that you want to print. A dialog box (also known as a "specification window") will open, where you should specify the records that you want to print.

Specify the record or records that you want to be printed. If you want to print a range, separate the first and last records in the range using a colon as shown in the illustration. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options to choose the destination of the printout. When printing documents, the only options you can use are Screen, Printer and Pdf, and if your database is in restricted mode, you can only use the Screen option.

Finally, click the [Run] button.

Each document will be printed using a different Form (i.e. Stationery).

For more information about designing or editing your Forms, please go to www.hansamanuals.com or contact your local HansaWorld representative]

REPORTS

Printouts

You can print any report to paper by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

Searching in Reports

A useful function built in to every report in Standard Accounts by HansaWorld when you print to screen is the ability to search for a text string in a report. The search string may contain any combination of letters and digits occurring in the report

Updating Reports

While a report is on screen, it may be that you change one or more of the records that contribute to the calculations. If so, there is no need to close and recreate the report. Simply select 'Recalculate' from the Operations drop-down menu (or use the CMD-Shift-R keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose 'Reopen Report Specification' instead.

Drill-down

Many reports include a drill-down feature when you print them to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any of the Account numbers in the report. Subject to you having the necessary access rights, the General Ledger report for the same Account and period is then opened in a separate window, listing the Transactions that contribute to the account balance on the P&L statement. If you then click on one of the Transaction Numbers in the General Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below.

Text with the drill-down feature is shown underlined in a screen report.

Definition of Reports

The appearance and format of some reports can be changed to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, the Profit & Loss Report and the Tax Report.

To change a report definition, first click the [Settings] button in the Master Control panel, and then double-click 'Report Settings' in the subsequent list. Then, highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions windows are described in the sections covering the particular reports below.

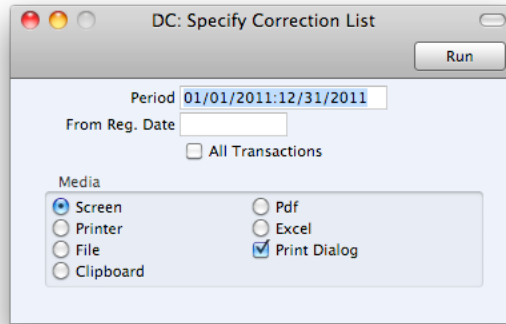
Reports in the system

Correction List

The Correction List is a list of the corrections and updates made to Transactions from a specified period. You can make corrections to Transactions using the 'Correction Mark' function on the Operations menu of the Transaction window, while you can make updates using the 'Update Mark' function on the same menu. You cannot change the definition of this report.

When printed to screen, the Correction List has the Standard Accounts by HansaWorld Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

Double-clicking 'Correction List' in the 'Reports' list opens the following window:



Period: Enter the report period in the format 1/1/09:12/31/09. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value.

The report will list corrections and updates made to Transactions who's Transaction Date falls in the period specified here. It can therefore include corrections and updates made later than this period.

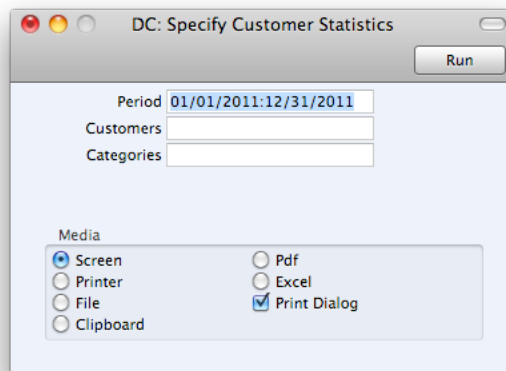
From Reg. Date: Enter a date to list updates and corrections made on or after that date.

All Transactions: By default, this report only lists corrections or updates made to Transactions. It shows the Transaction Number, the Transaction Date, the action (i.e. correction or update) and date of the action. If you check this box, the report will also show the registration dates of every Transaction, including those that have not been updated or corrected. You might use this option to gain an impression of the proportion of Transactions that have been changed, or to get an idea of how long it takes for updates and corrections to be made.

Click [Run] to print the Correction List.

Customer/Item Statistics

These report displays statistics for each Customer/Item.



Leave all the fields blank if the report is to cover all the Customers/Item in their respective register. If you need to restrict the coverage of the report, use the fields as described below.

The Customer/Item Statistics report has the HansaWorld Drill-down feature. Click on any Customer Number in the report to open the Contact record for an individual Customer.

Customer/Item: Use this field to limit the report to a single Customer or Item, or range of Customers/item. Customers/Items in the range that have not purchased anything during the report period will not be shown in the report.

Categories: To restrict the report to Customers of a single Category, enter a Category Code here.

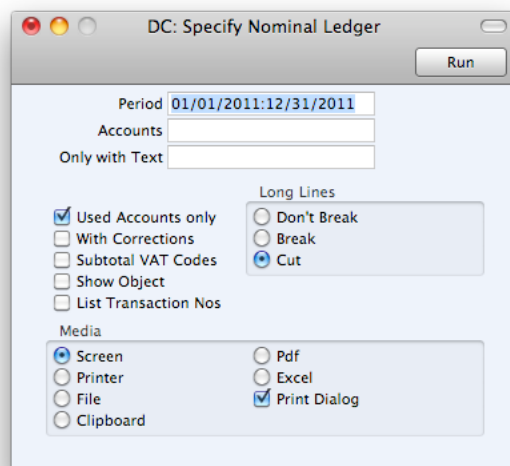
Period: Enter the start and end dates of the reporting period, separated by a colon.

Nominal Ledger

The Nominal Ledger report is a list of the Transaction rows entered during the report period (i.e. it is a list of the amounts posted to each Account in that period).

When printed to screen, the Nominal Ledger report has the HansaWorld Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking 'Nominal Ledger' in the 'Reports' list opens the following window:



Period: Specify a report period, in the format "1/1/09:12/31/09". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Accounts: Limit the report to a single or range of Accounts.

Only with Text: Enter a search string in this field to list Transaction rows with certain descriptions (shown in the Text field). Thus, assuming you have used the default entries in the Text field of each Transaction row, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: "Sales" finds "Sales Type 1", "Sales Type 2", etc.

Used Accounts Only: Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.

With Corrections: Check this box if you want all corrections in the Transactions to be shown.

Subtotal VAT Codes: Check this box if you want the total debit and credit amounts for each Tax Code to be shown at the bottom of the report.

List Transaction No's: With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Don't Break: The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line.

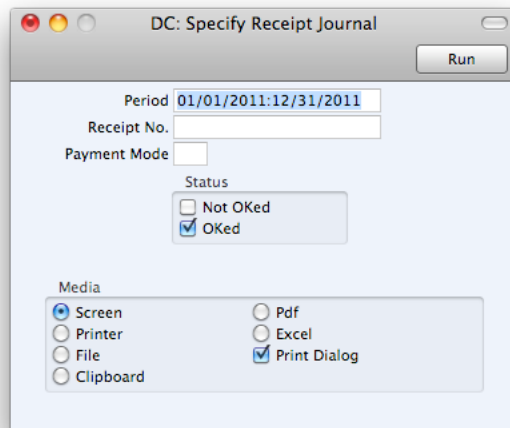
Break: The full length of the description is printed, spread over several lines if necessary.

Cut: The final characters of the description are not printed, so that it fits onto one line in the allocated column.

Click [Run] to print the Nominal Ledger report as you have specified it.

Journals

This report is a chronological listing of the records entered to any or all of the Sub System registers during the specified period (i.e. Invoices, Receipts, Purchase Invoices and Payments).



No: If necessary, enter here the transaction number (or range of transaction numbers) of the transactions that you wish to include in the report. This selection will apply to all Journals chosen.

Period: Enter the start and end date of the reporting period, separated by a colon (:). The first period in the Reporting Periods setting is the default.

Function: These options are used to control the level of detail shown in the report. They are only applicable when reporting on Invoices and Purchase Invoices.

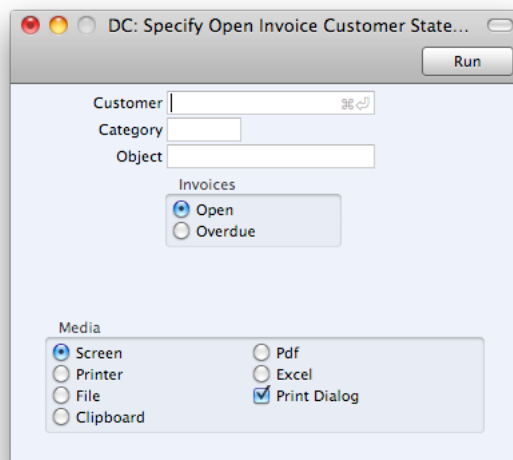
Overview: This choice gives a summary report with one row per Invoice, showing the Invoice Number, Date, Customer or Supplier and the Total including Tax. For Customer Invoices, the Invoice Type (e.g. Invoice, Credit Note or Cash Note) and the Total excluding Tax are also shown, while for Purchase Invoices the Supplier Invoice Number is shown.

Detailed: In addition to the information shown in the Overview, this option shows, for Customer Invoices, the Invoice Address, Due Date and Contact. For both Customer and Supplier Invoices, each row of each Invoice is listed with row totals. You can use this report as an archive file instead of a copy of each Invoice.

Status: By default, only approved transactions (i.e. those whose OK box has been checked and which have therefore been posted to the General Ledger) will be included in the report. If you want to include unapproved transactions as well, also check 'Not OKed'.

Open Invoice Customer Statement

This report summarises the outstanding Invoices of each Customer and thus will be used for debt-chasing purposes. For each Invoice is shown the Invoice Number, the Due Date, the Reminder Level, the outstanding amount and the number of days by which it is overdue. Note that, in all Standard Accounts reports, the number of overdue days is shown as a negative figure.



Customer: If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category: If you want to restrict the report to Customers of a particular Category, specify that Category here.

Object: Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows. Unlike most reports, you can only enter a single Object here: if you enter a number of Objects separated by commas, the report will be empty.

Invoices: Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) Invoices are to be included in the report.

Payments/ Receipt Forecast

These reports together will be very useful for cash flow prediction purposes.

The payment Forecast provides information about outstanding credits (i.e. unpaid approved Purchase Invoices), sorted by Due Date. This shows how much it is expected the company will have to pay out in the near future.

The Receipts Forecast provides information about incoming payments (i.e. unpaid approved Invoices), sorted by due date.

Periodic Customer & Supplier Statement

The Periodic Statements contains information about the current balance for each Customer or Supplier showing open (unpaid) Invoices, paid Invoices and Receipts/Payments. You can therefore use it to produce a full Accounts Receivable/Payable transaction history for a specified Customer/Supplier and period.

When printed to screen, the Periodic Statements has the HansaWorld Drill-down feature. Click on any Invoice or Receipt/Payment Number to open an individual record.

Customer/Supplier: If necessary, enter here the Customer/Supplier Number (or range of Customers/Supplier) you wish to include in the report.

Category: If you want to restrict the report to Customers/ Supplier of a particular Category, specify that Category here.

Period: Enter the report period. The first row of the Reporting Periods setting is used as the default.

Customers/Suppliers with Balance Only

Check this box to exclude Customers/Suppliers with no current balance.

Function: Specify here the level of detail required in the report. Choose between below options:

Overview: This option produces a single line summary of each Customer's/ Supplier's situation.

Detailed: This option shows each Accounts Receivable/Payable transaction in the selected period.

Purchase Ledger

The Purchase Ledger report is a summary of your account position with each Supplier. Together with the Periodic Supplier Statement report, it is a very useful tool for payment scheduling purposes. You can limit the selection to a specified period or to a certain Supplier. The type of Purchase Invoice shown can also be specified.

In its basic form, the report shows Supplier Name and Telephone Number and, for each Purchase Invoice, the amount outstanding, the Due Date or Discount Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want, as described below. Invoices who's Hold box has been checked are marked with an asterisk (*).

When printed to screen, the Overview option of this report has HansaWorld's Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record.

DC: Purchase Ledger

Purchase Ledger Standard Accounts by HansaWorld, Print date: 06/09/2011 17:52
 Standard Demo Ltd All suppliers
 All Open Invoices N/L Base Currency
 Overview Sorted by Number

Supplier No	Name, tel	Inv Date	Due Date	Days	Sum
1001	D.I Musical Design On Acc.			020-7060-0008	-828.03
				Balance	-828.03
1005	iLike it Housing			0130-299-377	
211008.(MAR)		03/31/2011	30 04/30/2011	-40	1,198.80
				Balance	1,198.80
				Due	1,198.80
1006	AT & T			020-3499-8849	
211006.(023423423)		03/10/2011	30 04/09/2011	-61	18.00
				Balance	18.00
				Due	18.00
1007	Comcast Corporation			01536-883-789	
211004.(234977)		03/31/2011	30 04/30/2011	-40	20.00
				Balance	20.00
				Due	20.00
1013	Do-Re-Mi Instruments On Acc.			0121 440 1677	
				Balance	246.00
				Due	246.00
1016	String Specialists			0113-222-5777??_	
211007.(P2342342)		03/31/2011	14 04/14/2011	-56	60.00
				Balance	60.00
				Due	60.00

In specification window, you have the following options:

- Supplier:** To limit the report to a single Supplier (or range of Suppliers), enter the Supplier Number here.
- Category:** If you want to restrict the report to Suppliers of a particular Category, specify that Category here.
- Date:** Enter a date to show the status of the Purchase Ledger on that date. If the field is left blank, the current date will be used.
- Function:** Use these options to control the level of detail shown in the report.
 - Detailed:** This option produces a report listing for each open Invoice any Payments, Credits and Payments on account.
 - Overview:** This option is a summary showing an outstanding balance, due date and age for each open Purchase Invoice.
- Balance:** This option simply prints the total balance payable to each Supplier.
- Status:** Use these options to determine which Purchase Invoices are included in the report.
 - Open:** When this option is selected the report will contain all unpaid Purchase Invoices.
 - Due:** When this option is selected the report is limited to those Invoices that are due for payment.
- Sorting:** The report can be sorted by Supplier Number or Name.

Price List

This report, available from the Sales Ledger, prints a Price List. It is a report that perhaps might be sent to a text file so that it can be incorporated in your publicity material. To do this, decide upon the contents of the report using the screen illustrated below in the usual fashion. Then, choose 'File' from the Media options at the bottom of the window. When you click [Run], you will be asked to name the text file and to specify where it is to be saved.

In the report's specification window, leave all the fields blank if the report is to cover all Price Lists. If it is necessary to restrict the coverage of the report, use the fields as described below.

- Item:** To limit the report to a single Item, enter an Item Number here.
 - Item Group:** To limit the report to a single Item Group, enter an Item Group Code here.
- If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups

Price List: Specify which Price List is to be printed here.

By default, all Items or, if you have also specified a range of Items and/or a range of Item Groups, all Items in the range, will be printed irrespective of whether or not they have been included in the Price List. The Price shown will be taken from the appropriate Price record or, if there isn't one, from the Price of the Item record.

If you only want to print those Items which fall within the range and which have been included in the Price List, use the Only Items from this Price List option.

Function: These options control the format of the report.

External: Select this option to print sales prices (including and excluding VAT) together with the Item Code and Description.

Internal: This option prints sales prices excluding VAT, cost prices, gross profit and gross margin.

Sorting: The report can be sorted by Item Number, Item Group or Description.

Items with Balance only: Select this option if you only want Items of which you have stock to appear in the Price List.

Prices Incl. VAT: Check this box to print prices including VAT in the report. This option applies to the External Price List only.

Prices Excl. VAT: Check this box to print prices excluding VAT in the report. By checking this box and the one above, both inclusive and exclusive prices can be shown in the same report. This option applies to the External Price List only.

Only Items from this Price List: By default, the report will list all Items in the selected range, irrespective of whether they have been included in the Price List. The Price shown will be taken from the appropriate Price record or, if there isn't one, from the Price of the Item record.

If you only want to show those Items which fall within the range and which have been included in the Price List, check this box

Sales Ledger

The Sales Ledger report is a summary of the position on each Customer's account. Together with the Open Invoice Customer Statement and Periodic Customer Statement reports, it is a very useful tool for debt-chasing purposes.

In its basic form, it shows Customer Name and Telephone Number and, for each Invoice, the amount outstanding, the Reminder Level, the Due Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want.

When printed to screen, the History and Overview options of this report have HansaWorld's [Drill-down](#) feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record. Click on the age of an Invoice to activate the 'Transfer to Bad Debtors' Maintenance function for the Invoice in question.

Customer: If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category: If you want to restrict the report to Customers of a particular Category, specify that Category here.

Date: If necessary, you can print a report showing the debtor situation as it was on a particular date. To do this, enter that date here. If you don't need to use this feature, leave the field blank.

Function: Use these options to control the level of detail shown in the report.

History: With this option selected, the report lists for each Invoice any Receipts, partial payments and Credit Notes.

Overview: This option is a summary showing an outstanding balance, due date and age for each unpaid Invoice.

Balance: This choice simply prints the total outstanding balance for each Customer.

Status: Use these options to determine which Invoices are included in the report.

Open: Select this alternative to include all unpaid Invoices.

Due: Include only those Invoices that are due for payment (i.e. those whose Payment Terms have expired).

Sorting: The report can be sorted by Customer Number or Name.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of all entries made in the ledger.

You cannot change the definition of this report.

Reporting in HansaWorld Enterprise is non-destructive. That means you can make and print a report as many times as you wish. Some accounting programs are designed in such a way as to allow journal printing only directly in connection with the data entry. HansaWorld Enterprise does not have this limitation.

Open the 'Reports' list window and double-click 'Transaction Journal'. The 'Specify Transaction Journal' window is opened.

Period: Enter the period to be covered by the report.

Transaction no: If you only want to print a certain range of Transactions, e.g. those entered today, you can select this range using the Transactions field. Enter the first and the last Transaction Number, separated by a colon (:). If you leave the field blank, all records in the Transaction register from the selected period will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2007.3" or, for a range, "2007.3:2007.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.070003" or "S/INV.070003:S/INV.070010" for a range.

Only VAT Code: You may limit the report to Transactions that include postings with a particular VAT Code.

Report Header: Specify the report title here. If you do not specify a title, 'Transaction Journal' will be used.

Fwd Turnover: If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.

List Transactions: With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Transactions included in the report will be listed.

List Accounts: With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Accounts affected by the Transactions shown will be listed.

List VAT Codes: With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Don't print Transaction Prefix: Numbers are usually printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are printed as "2007.3" while those created from a Sub System are printed as, for example, "S/INV.070003". If you do not want these prefixes to be printed in the report (i.e. in the examples, to omit "2007." and "S/INV."), check this box.

If you use the ['Lock N/L'](#) Maintenance function to close an accounting period, a Document Number will be assigned permanently to every Transaction in the newly closed period. If you print the report using this option, these Document Numbers will be printed in place of the usual Transaction Numbers. The usual Transaction Number (without prefix) will be printed if there is no Document Number (i.e. when a Transaction belongs to a period that has not been closed yet).

If you check this box and enter a Legal Ser. No. above, each Transaction will be printed with a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number or Document Number.

Sorting: The report can be sorted by Transaction Number or Transaction Date.

If you sort by Transaction Number, all Transactions of a similar type will be grouped together. For example, Transactions resulting from Sales Invoices will be grouped together, Transactions resulting from Purchase Invoices will be grouped together, and so on. This allows the report to provide debit and credit turnover figures for each type. If you have used different Number Series, then debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series. For example, if you have created Invoices using three Number Series, the resulting Transactions in this report will be divided into three sections, with debit and credit turnover figures provided for each one.

If you sort by Transaction Date, all Transactions of a similar type from a particular month will be grouped together. For example, Transactions resulting from Sales Invoices in January will be grouped together, Transactions resulting from Purchase Invoices from January will then be grouped together, to be followed by other Transactions from January, then the pattern will be repeated for February, and so on. This allows the report to provide monthly debit and credit turnover figures for each type. If you have used different Number Series, then monthly debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series.

VAT Listing

This report lists the transactions used in calculating the VAT Return (produced using the VAT Report). For each

transaction, the total including and excluding VAT, the VAT total and the overall VAT percentage are shown.

Period: Enter the period for which you want to print the report in the format 01/02/05:28/02/05. If you are using four-digit years, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value and is the period that will be used if you leave the field blank.

Specify: You can choose to have Sales Invoices, Purchase Invoices and/or Nominal Ledger Transactions listed in the report. At least one section must be chosen or the report will be blank. For each section, the list of transactions will be followed by a list of VAT Codes used by those transactions, together with totals.

Select: The report can show all Transactions or just those without VAT.

VAT Report

Whenever a VAT Return is due you have to print a VAT Report. The report is used both as a transaction document for the ledger and as the basis for payment.

The report summarises the Input and Output VAT Accounts for the specified period, and also shows the total Inputs (purchases) and Outputs (sales). A positive total indicates that you are liable for VAT, a negative one signifies that you are owed money by the VAT authority.

Once a VAT Return has been printed for a given period, it is recommended that you enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account. This Transaction would debit the VAT Outputs Payable Account and credit the VAT Inputs Receivable Account, with a balancing posting to the VAT Payments Account. This Transaction must be entered within the period it concerns, preferably as the last Transaction of the period. The amount payable/receivable can then be transferred to your bank account with a further Transaction when payment is made/received.

SHUTTING DOWN AND BACKING UP AND IMPORTING

Remember to make a back-up before shutting down Standard Accounts by HansaWorld.

To shut down Standard Accounts by HansaWorld, select 'Quit' from the Standard Accounts menu. You can also use the CMD-Q keyboard shortcut. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Standard Accounts by HansaWorld is done, we advise you to make a back-up. It is a good idea to save a copy of the file on a diskette and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Standard Accounts by HansaWorld database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all invoices, receipts, reports etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

Standard Accounts by HansaWorld's method of back-up is fast and economical. The data is saved as a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This is known as the "text back-up" method of backing up.

You can also copy the database file (named "Standard Accounts.hdf") as it appears on your hard disk (in the "Documents" folder). While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Standard Accounts by HansaWorld application since making the back-up.

You must also carry out regular checks to make sure you can restore your database from the resulting back-up files or database copies.

To create a back-up, follow these steps:

1. Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the CMD-E keyboard shortcut. The Exports window is opened.
2. Double-click 'Company Text Backup' (if you wish to back up the data in the database relating to the single Company currently selected) or 'Database Text Backup' (if you wish to back up the whole database).

Usually you should use the 'Database Text Back-up' option, as this is the only choice that backs up the entire database. You must use it regularly for your safety and peace of mind. Some registers and settings (e.g. the Configuration setting) are stored at database level, not Company level. These will not be exported by the 'Company Text Back-up' option, even if your database only contains a single Company. Attachment links also will not be exported by the 'Company Text Back-up' option. This option is intended for use in the situation where you need to move all the information relating to a specific Company from one database to another.

3. The 'Specify Text Backup' window appears. This offers you 40 characters with which to describe the back-up file that you are about to create. If it becomes necessary to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.

Enter an appropriate description and click [Run].

4. A dialogue box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you do not include spaces or other non-alphabetic characters in the name of your back-up file, and that you give it a .txt extension. Then, click [Save].

A message window informs you about the progress of the export.

When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.

Note that under no circumstances should you edit or change a back-up file with another program.

Restoring from a Back-up

To restore from a back-up, you must first create a new database. Then import the back-up file using the 'Imports' function on the File menu.

The replacement of a safety back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Restoring from a back-up is done in the following way:

1. Locate the "Standard Accounts.hdf" file on your hard disk (it will be in your "Documents" folder).
2. Click once on the "Standard Accounts.hdf" file while holding down the ctrl key on your keyboard, and choose 'Show Package Contents' from the subsequent menu.
3. Move the old database (named "110518Standard Accounts.HDB") to another folder/directory or to a diskette, to avoid mixing things up. Rename it so that you know what it contains.

Place your text back-up file (the back-up to which you wish to revert) in the "Backup" folder in the package.

4. Delete the database file "110518Standard Accounts.HDB" from the package. Double-clicking the Standard Account by HansaWorld application now will force it to create a new database .

Note that it is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.

5. When the 'Welcome to Standard Accounts' window appears, click the [Import Textbackup] button.
6. The 'Import files available' window opens. This is a list of text back-up files. To be included in this list, a back-up file must be stored in the "Standard Account.hdf" file or in the "Backup" or "Setup" folders, inside that file.

In the list, the filename of each back-up file is shown together with the date it was saved and any comment added when it was created.

7. Highlight the file you want to import (the back-up to which you wish to revert) and click [OK] (or double-click on the name of the file). The back-up data will be imported.

If your back-up file is not shown in the list of available files because it is not stored in the "Standard Account .hdf" file or in the "Backup" or "Setup" folders therein, (or because its name does not have a .txt extension), continue with these steps

8. If it is still open, close the list of available import files using the close box.
9. The 'Select Company' window is shown: double-click the top line in the list (marked "1"), or press the Return or Enter key.
10. When the Master Control panel opens, use the Ctrl-Shift-I/CMD-Shift-I keyboard shortcut to open the 'Imports' window.
11. Select 'Automatic, manual file search' and press the Enter key (or double-click on 'Automatic, manual file search').

When the 'Open File' dialog box opens, locate and open the back-up file in the normal way.

The back-up data will be imported.

Imports

The 'Imports' function allows you to import information from tab-delimited text files exported by other Standard Invoicing databases or from other applications such as spreadsheets.

You can use this function when you need to restore from a back-up, or to import set-up information and base register data such as Customers and Vendors. You can also use this function to import data exported from other systems, after appropriate formatting.

To import a file you, click the [Routines] button in the Master Control panel. Then click the [Imports] button in the subsequent window. Alternatively, use the ⌘-Shift-I keyboard shortcut. An 'Imports' list window appears. There are two import options: double-click one to activate it.

Automatic

If you choose this import function, you will get a list of available text files for import (files with the extension .txt). These files are located inside the application's package.

The left-hand column contains any Backup Comment that you may have inserted in a file if you created it by exporting from another database.

Double-click an item in the list to import it. The file will be imported automatically. A message window informs you about the progress of the import.

When the import is finished, repeat the process if you need to import another file. Note: it is not recommended to import a text backup twice since information will be overwritten. We can also recommend doing a database text backup after every import.

Automatic, Manual file search

This function is similar to the Automatic import. The only difference is:

It allows you to import files from anywhere on your hard disk or on your network, while files imported by the 'Automatic' function have to be located inside the application's package.

It allows you to import files with any filename. The 'Automatic' function is restricted to files whose names do not contain any spaces or other non-alphabetic characters and have .txt extensions.

Comments inserted in the back-up files are not visible when you use the 'Manual file search' function, so be certain that you are selecting the correct file to be imported. You can read these comments when you use the 'Automatic' import.

When you select this function from the 'Imports' list window, a standard 'Open File' system dialogue will open, allowing you to locate the file that you want to import.

APPENDIX

Terminology between different versions of English language

The language used in this material is British English. There can be slight differences between other versions of the English language, which can lead to confusions. This table should help to clear these up. Sorted alphabetically

British	USA	Canada	Australia + New Zealand	Singapore
Cheque	Check	Cheque	Cheque	Cheque
Colour/coloured	Color/colored	Colour/coloured	Colour/coloured	Colour/coloured
Credit Note(CN)	Credit Memo (CN)	Credit Memo (CM)	Credit Note (CN)	Credit Note (CN)
Dialogue	Dialog			
Instalment	Installment			
Jewellery	Jewelry	Jewellery	Jewellery	Jewellery
Licence (noun)	License	Licence	Licence	Licence
Mileage Claim	Miles	Way Lists	Mileage Claim	Mileage Claim
Miles	Miles	KM	KM	KM
Mobile	Cell	Mobile	Mobile	Mobile
Nominal Ledger (NL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)
Post Code	ZIP Code	Post Code	Post Code	Post Code
Purchase Ledger	Payable (PL = AP)	Payable (PL = AP)	Purchase Ledger	Purchase Ledger
Sales Ledger	Receivable (SL=AR)	Receivable (SL=AR)	Sales Ledger	Sales Ledger
Salesman	Salesperson	Salesperson	Salesman	Salesperson
Stock	Inventory	Inventory	Stock	Inventory
Stocktake	Inventory Count	Inventory Count	Stocktake	Inventory Count
Stock Depreciation	Inventory Adjustment	Inventory Adjustment	Stock Depreciation	Inventory Adjustment
Supplier	Vendor	Vendor	Supplier	Vendor
VAT	Sales Tax or Tax	Tax (ideally GST/PST)	GST	GST/SST/HST