

Standard Invoicing



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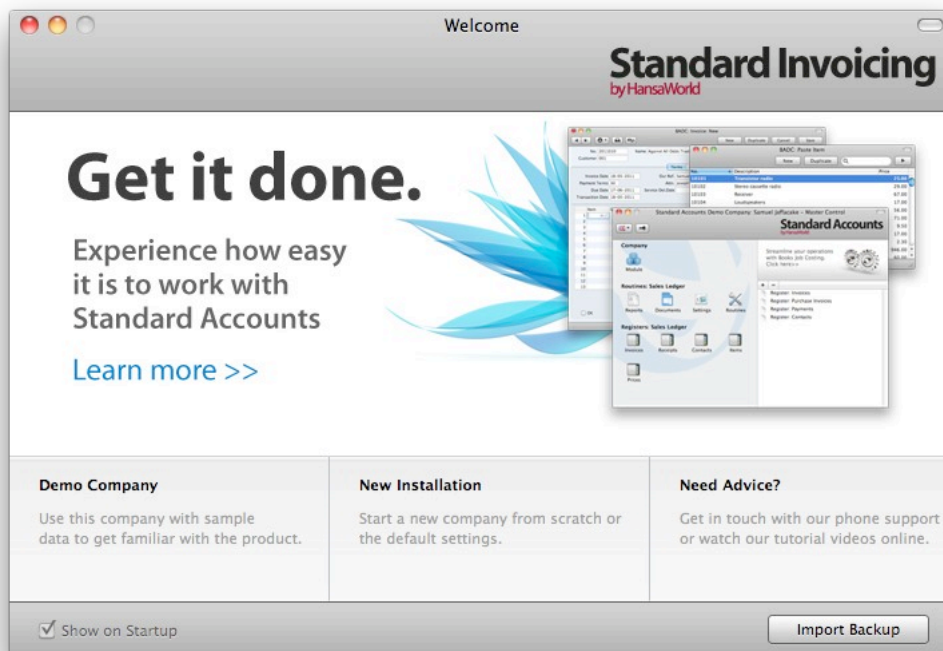
INTRODUCTION

Standard Invoicing is an easy application for handling of accounts receivable and all that is associated with the Invoices you send to your Customers.

Installation and Starting of Books Standard Invoicing

To install Standard Accounts, follow these steps:

1. Locate and purchase Standard Invoicing in the Mac App Store.
2. Standard Invoicing 6.3 UK 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:



Click one of the buttons as follows:

Demo Company

Click this button if you are new to Standard Invoicing and would like to explore the application to see how closely it will satisfy your requirements. Demonstration data will be imported, and you will be logged in to the demo installation automatically. You can exit demonstration data just by quitting the application.

New Installation

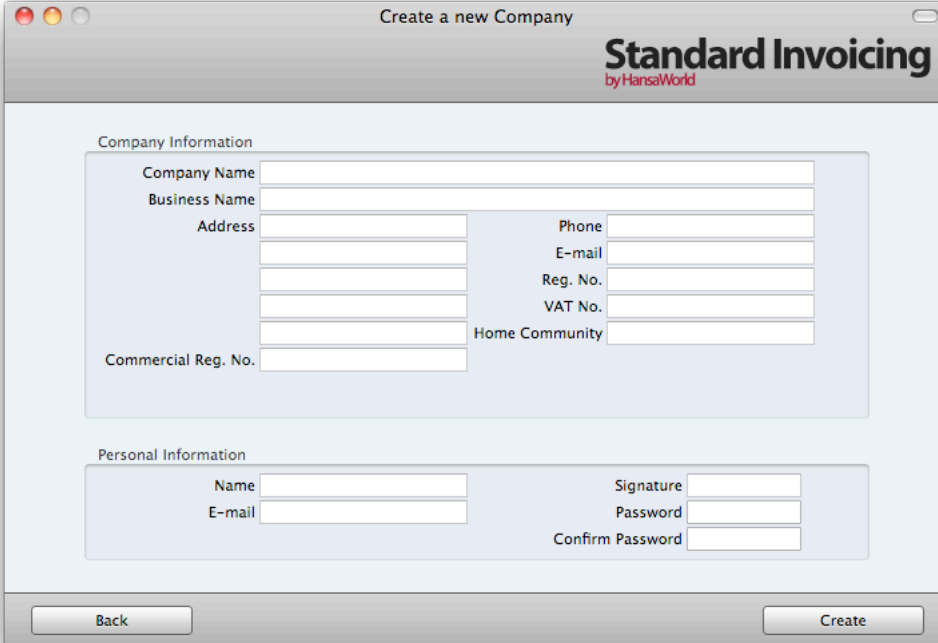
Click this button if you are starting Standard Invoicing for the first time and you want to create a new database for your own data. This is described below.

Import backup

Click this button if you have already been using Standard Invoicing and you need to import a back-up file to a new database.

To create new database click on [New Installation] button in the 'Welcome' window.

The 'Create a new Company' window will appear



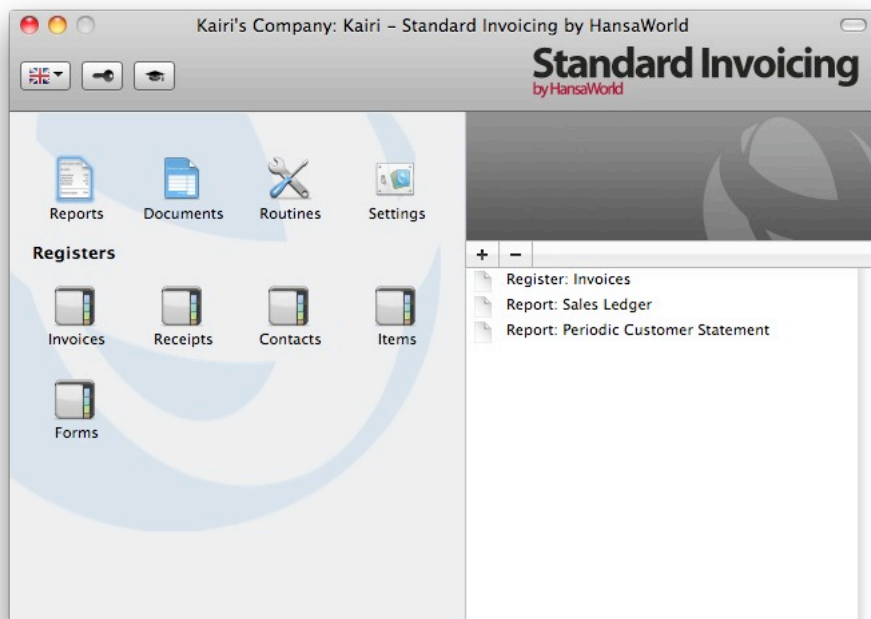
Enter your company details in the upper section.

The information in the lower section will be used to create a User Account for yourself. You must enter your Name and a Signature before you can progress to the next step, but the other information is optional. The Signature is the ID code that you will use to log in.

When the window is complete, click the [Create] button in the bottom right-hand corner of the window. The Master Control panel will appear.

Master Control Panel

The Master Control panel is your main tool palette. This is where you can open different registers, settings, documents and reports.



You can open the Master Control panel, or bring it to the front, at any time using the ⌘-M keyboard shortcut.

WORKING WITH RECORDS

Registers

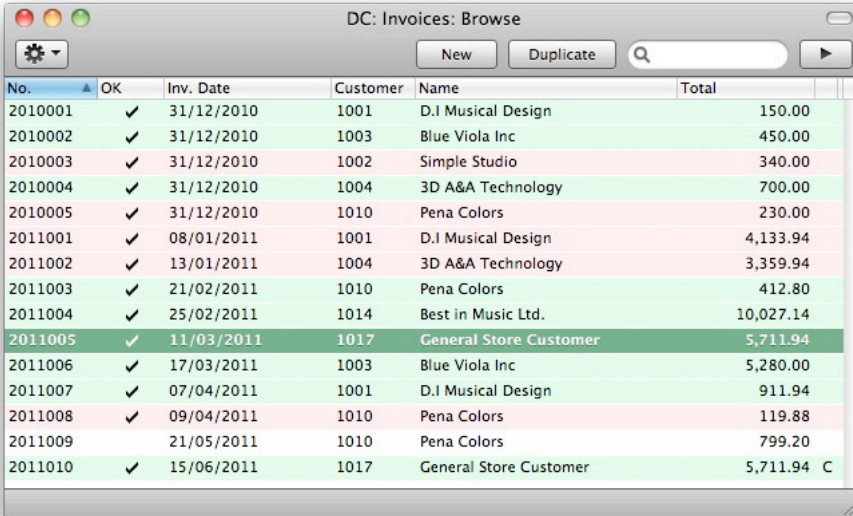
Standard Invoicing contains a number of registers in which information of a particular type is stored. For example, information about Customers is stored in the Contact register, while information about Items is stored in the Item register.

You can open the registers by using the buttons in the Master Control panel.

Browse Windows

When you open a register, a browse window will open, listing all the existing records in the register.

For example, if you click the [Invoices] button in the Master Control panel, the window that opens is a browse window, entitled 'Invoices: Browse'. This window lists all the Invoices in the register:

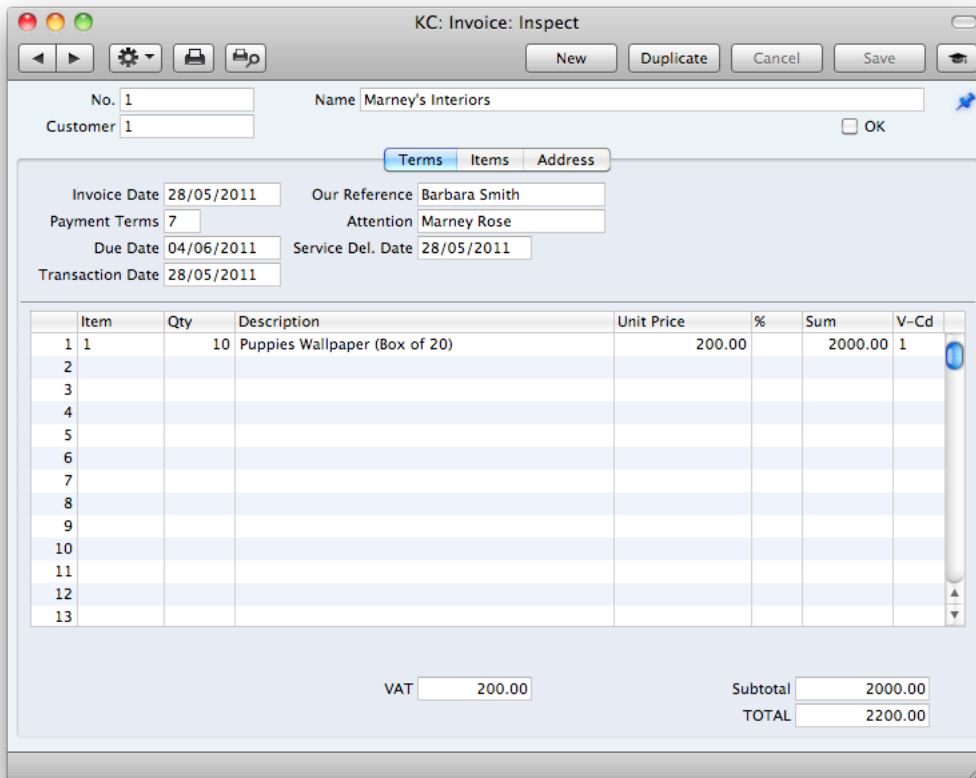


No.	OK	Inv. Date	Customer	Name	Total
2010001	✓	31/12/2010	1001	D.I Musical Design	150.00
2010002	✓	31/12/2010	1003	Blue Viola Inc	450.00
2010003	✓	31/12/2010	1002	Simple Studio	340.00
2010004	✓	31/12/2010	1004	3D A&A Technology	700.00
2010005	✓	31/12/2010	1010	Pena Colors	230.00
2011001	✓	08/01/2011	1001	D.I Musical Design	4,133.94
2011002	✓	13/01/2011	1004	3D A&A Technology	3,359.94
2011003	✓	21/02/2011	1010	Pena Colors	412.80
2011004	✓	25/02/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓	11/03/2011	1017	General Store Customer	5,711.94
2011006	✓	17/03/2011	1003	Blue Viola Inc	5,280.00
2011007	✓	07/04/2011	1001	D.I Musical Design	911.94
2011008	✓	09/04/2011	1010	Pena Colors	119.88
2011009		21/05/2011	1010	Pena Colors	799.20
2011010	✓	15/06/2011	1017	General Store Customer	5,711.94 C

In all browse windows you may sort the transactions in each column by clicking on the headings. To reverse any sort, simply click once again on the column heading. You can also scroll down the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Books will search for the first record matching the keyword in the highlighted column.

Record Windows

You will use record windows to enter, view and edit individual records. All data entry will be made in windows of this type. Shown below is an Invoice in a record window:



The screenshot shows a software window titled "KC: Invoice: Inspect". At the top, there are navigation buttons: "New", "Duplicate", "Cancel", "Save", and a help icon. Below these are input fields for "No. 1", "Name Marney's Interiors", and "Customer 1". A "Terms" tab is selected, showing fields for "Invoice Date 28/05/2011", "Our Reference Barbara Smith", "Payment Terms 7", "Attention Marney Rose", "Due Date 04/06/2011", "Service Del. Date 28/05/2011", and "Transaction Date 28/05/2011". A table below contains one item: "Puppies Wallpaper (Box of 20)" with a quantity of 10, unit price of 200.00, and a sum of 2000.00. At the bottom, there are summary fields: "VAT 200.00", "Subtotal 2000.00", and "TOTAL 2200.00".

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1	10	Puppies Wallpaper (Box of 20)	200.00		2000.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

All record windows feature the following buttons:

[New] Keyboard shortcut: ⌘-N

Click this button to save the current record and to close it. A new blank record will then be opened for data entry.

[Duplicate] Keyboard shortcut: ⌘-Y

Click this button to save the current record and to create a copy of it. The original record will be closed and the new copy opened. In many cases, the new record will contain the current date, not the date of the copied record.

[Cancel]

If you have not saved the current record (i.e. the window title is 'New'), click this button to cancel the data entry process and to close the record window. The record will not be saved. If you have previously saved the current record (i.e. the window title is 'Update'), click this button to discard all changes made since it was last saved. In this case, the record window will not be closed.

[Save] Keyboard shortcut: Shift-Enter

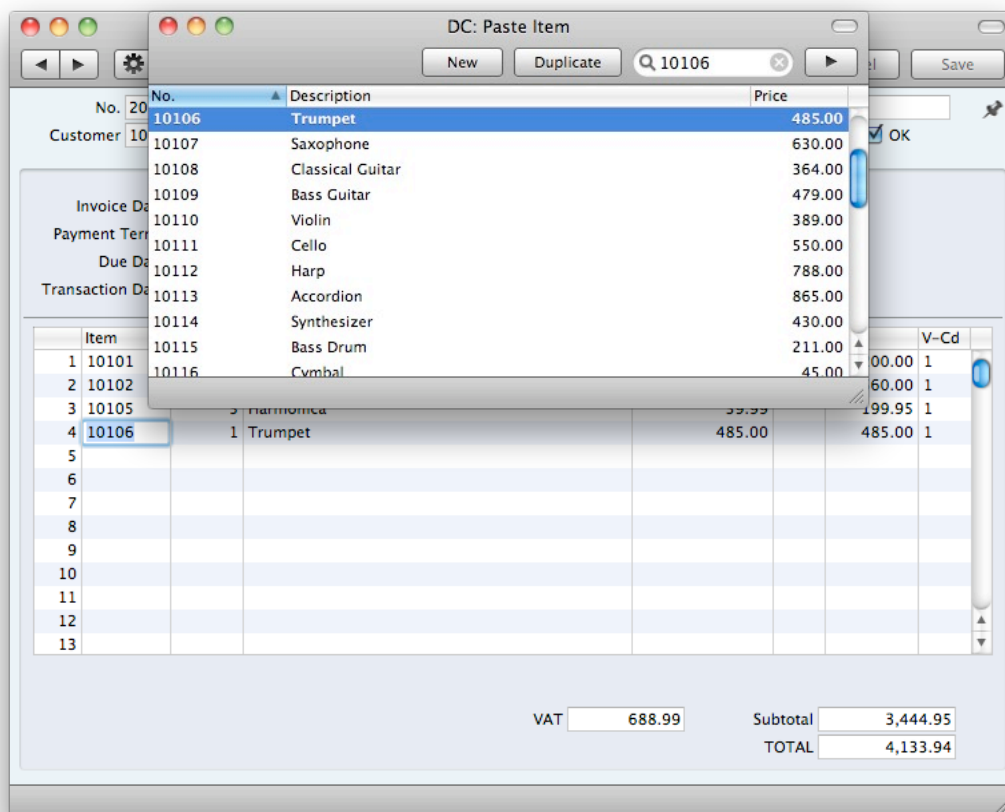
This button saves all changes to the current record but does not close it.



Click this button to connect to our website, where you can see a short tutorial demonstrating how to use the register you are looking at.

Record Windows – Paste Special

You can use the 'Paste Special' feature in many fields to bring information into a record from another register or setting. For example, when you enter an Invoice, you can use 'Paste Special' to choose a Customer or Payment Term. The following example shows how this feature works, pasting a Customer Number into an Invoice:



Deleting Records

To delete a record, open it in a record window and select 'Delete' from the Record menu.

You cannot delete a record that is used by other transactions, such as an Item.

ATTACHMENTS AND PERSONAL DESKTOP

Attachments

You can connect files, notes or other records to any record in Books Standard Invoicing. These connected objects are known as "Attachments".

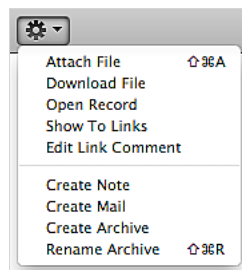
All record windows contain an [Attachments] button in the top right-hand corner:



If a record has at least one Attachment, the button has a different icon:



Click this button to work with Attachments. 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' dialog 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/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.

To open or read an Attachment, double-click it in the list of Attachments or

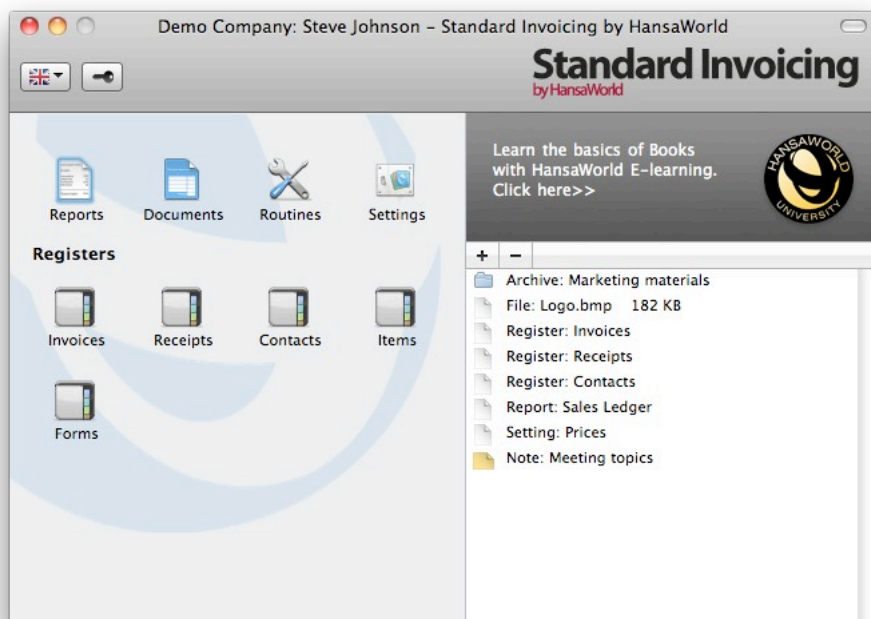


select 'Open Record' from the Operations menu. If the Attachment is a file, double-click it or choose Operations menu function 'Download File' to save it to your hard disk or use 'Open Record' to open it in the relevant application.

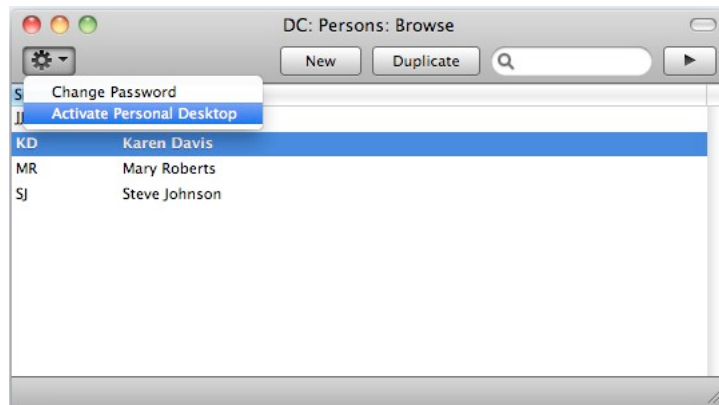
To remove an Attachment of any kind from a record, highlight it in the list of Attachments and select 'Clear' from the Edit menu.

Personal Desktop

As well as being able to connect files, notes or records to any record (as described above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the "Personal Desktop". You can also place important reports, documents, settings and registers in the Personal Desktop. You can therefore configure your Personal Desktop so that it gives you immediate access to the areas that are most important to you. The Personal Desktop is therefore similar to a list of Bookmarks in a browser.



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.



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 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' dialog window will open, allowing you to locate the file that you need.

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 specify a name for the link and the URL (web address). You should also choose "Inline" or "External" in the Open field, using 'Paste Special' (⌘-Enter). If you choose "Inline", the web page will be opened in a new window inside Standard Invoicing when you double-click the web link. If you enter "External", the web page will be opened in your default browser.

Organising Items in your Personal Desktop - Archives

When you have many items in your Personal Desktop, you can organise them into Archives. An Archive is a folder that can contain Attachments of all kinds, including other Archives.

To create an Archive, 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 towards the top of the Personal Desktop.

To move the relevant items into the Archive, double-click on the Archive and drag and drop the item in the Archive window.

If you want to work with an item that is in an Archive, double-click the Archive. A new window will open, listing the items that are in the Archive.

If you want to rename the Archive, first open it as described above and then select 'Rename Archive' from the Operations menu.

You can remove an item from an Archive in one of two ways. First, you can drag it to the Personal Desktop or to another Archive. Otherwise, to remove the item altogether, click on it and select 'Clear' from the Edit menu.

To remove an Archive, click on it in the Personal Desktop and select 'Clear' from the Edit menu. You can only remove empty Archives. To empty an Archive, you must remove its contents item by item as described above.

Settings to Consider on Initial Setup

Company Info

Enter your company address and other information as appropriate:



The screenshot shows a window titled "DC: Company Info: Inspect" with a "Save" button in the top right corner. The form contains the following fields:

- Company: Standard Demo Ltd
- Address: Abbey Business Centre, 111 Buckingham Palace Road, Victoria, London, United Kingdom, SW1W 0SR
- Telephone: +44 (0)845 123 2732
- Fax: +44 (0)845 123 2739

There are also buttons for "Address" and "Reg" located above the address field.

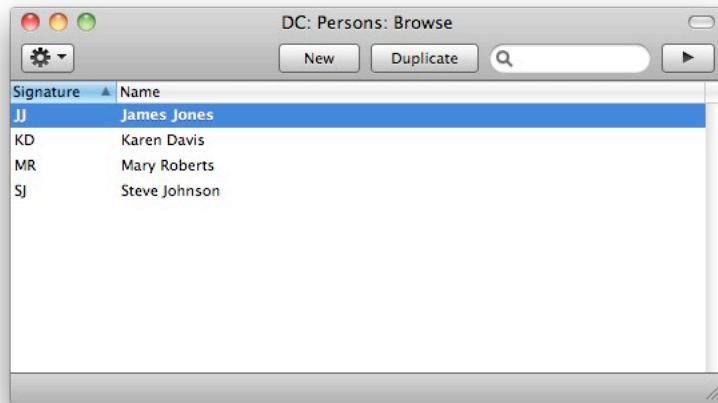
Make sure that everything is correct, as this information will be printed on your documents (e.g. the Invoices that you send to your Customers).

Click the button marked "Reg.No." towards the top centre of the window to see the other important fields in this setting. Here you can enter your company registration number and VAT Number.

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.

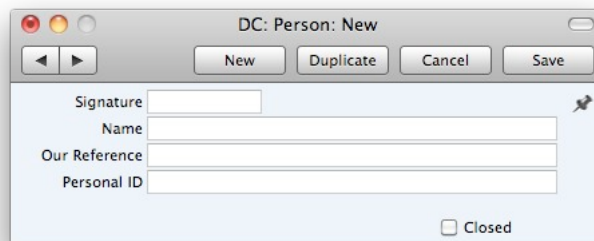
Persons

This setting holds information about Persons, i.e. Employees



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

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

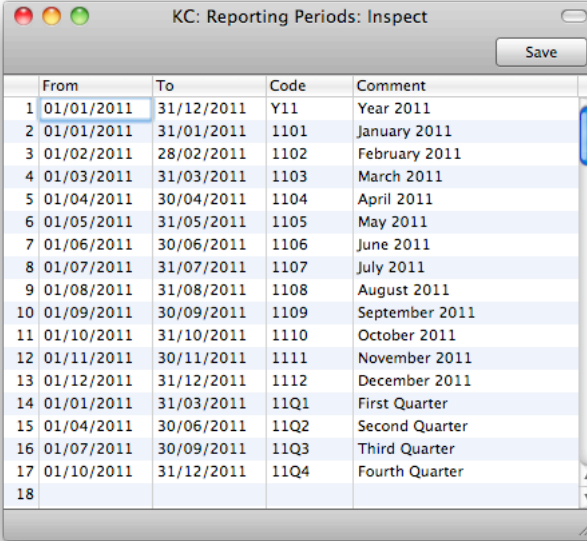


Enter the Person's initials to be used when logging on, or to identify the Person from elsewhere in the system. Type the person's name and how you would like it to appear in the "Our Reference" field on Invoices.

Personal ID: In countries where personal identity cards are carried, enter the Person's ID number from their card here.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when producing reports: using 'Paste Special' from the Period field of a report specification window will bring up a list of the Report Periods entered using this setting. For example, if you want to produce monthly reports you should define each month in the setting.



	From	To	Code	Comment
1	01/01/2011	31/12/2011	Y11	Year 2011
2	01/01/2011	31/01/2011	1101	January 2011
3	01/02/2011	28/02/2011	1102	February 2011
4	01/03/2011	31/03/2011	1103	March 2011
5	01/04/2011	30/04/2011	1104	April 2011
6	01/05/2011	31/05/2011	1105	May 2011
7	01/06/2011	30/06/2011	1106	June 2011
8	01/07/2011	31/07/2011	1107	July 2011
9	01/08/2011	31/08/2011	1108	August 2011
10	01/09/2011	30/09/2011	1109	September 2011
11	01/10/2011	31/10/2011	1110	October 2011
12	01/11/2011	30/11/2011	1111	November 2011
13	01/12/2011	31/12/2011	1112	December 2011
14	01/01/2011	31/03/2011	11Q1	First Quarter
15	01/04/2011	30/06/2011	11Q2	Second Quarter
16	01/07/2011	30/09/2011	11Q3	Third Quarter
17	01/10/2011	31/12/2011	11Q4	Fourth Quarter
18				

Once memorised, the Code can be used as a fast way of choosing a Report Period.

To enter a new Reporting Period, simply click in the first blank line and enter details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.

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.

ENTERING CUSTOMERS AND CONTACT PERSONS

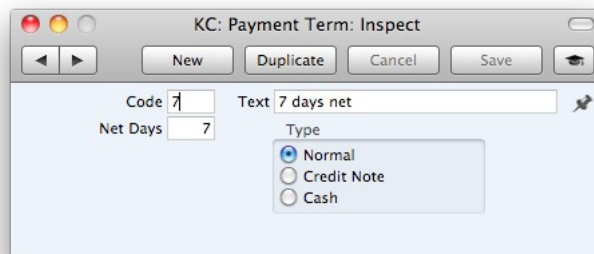
Settings to consider when entering Contacts

Customer Categories

Enter as many categories as you need to group your Customers of a similar type together. Give each Category a code and a description.

Payment terms

Different Invoices can be assigned different terms for payment: last date for payment, Cash or Credit Note.



Enter the unique Code and a free form description by which the Payment Terms record is to be identified from elsewhere in the system. The Code may consist of one or two characters, and both numbers and letters can be used.

Enter the credit period in days to Net Days field. If the Type (below) is set to "Normal", 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.

The Payment Term can belong to one of three types, and the choice of type determines how the due date is calculated:

Normal - A normal payment. The value in the Net Days field shows how many days the Due Date is from the Invoice Date.

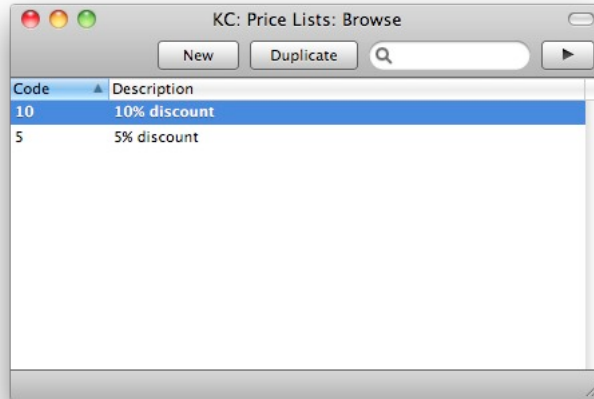
Credit - This type is used for Credit Notes. The number of days is not relevant. You should have at least one Payment Term record of this type if you wish to raise Credit Notes.

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.

Price Lists/Prices

Each Item has a normal selling price. In many cases, this will be the only price used. If each Item is always sold at the same price (or with an ad hoc discount), whoever the Customer, you will not need to worry about the Price List feature.

However, if you want to set up different pricing options for your customers, you can do so here.



Enter as many Price Lists as you need for discounts or markups (inclusive or exclusive of VAT) and bring those to your Customer records using the Price List field.

In the Prices setting enter the relevant prices for each Item/Price List combination.



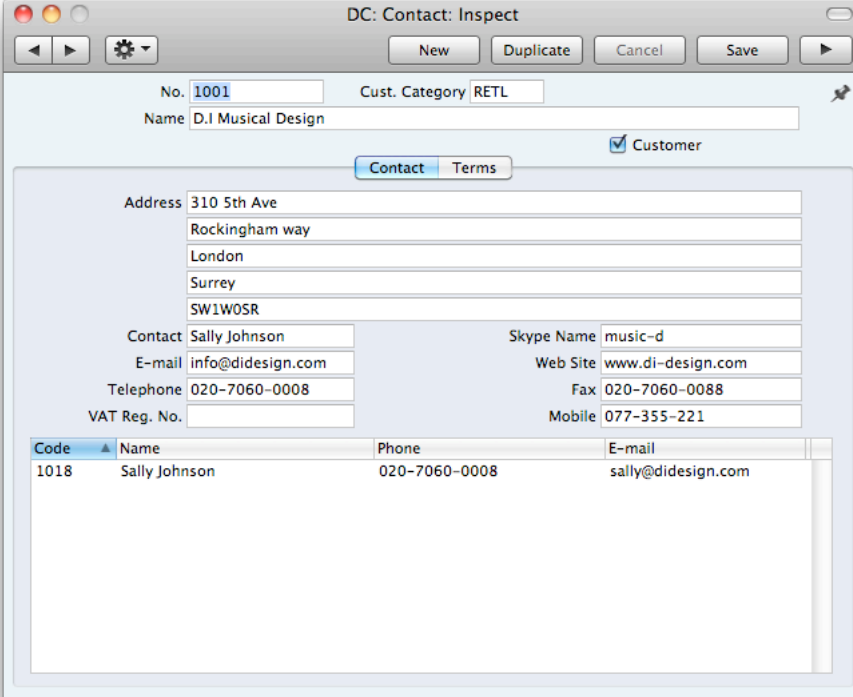
This feature automatically picks the correct price for the Customer on the Invoice.

ENTERING CUSTOMERS AND CONTACTS

Information about your Customers, Contact Persons and all other companies and individuals with whom you have some contact is stored in the Contact register. As soon as contact is established between your business and a potential client, you should record their details in the Contact register.

To enter a new record in the Contact register, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight a record similar to the one you want to enter and click [Duplicate] on the Button Bar.

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



The screenshot shows a window titled "DC: Contact: Inspect" with a toolbar containing "New", "Duplicate", "Cancel", "Save", and a right arrow. The form fields are as follows:

- No. 1001
- Cust. Category RETL
- Name D.I Musical Design
- Customer
- Address: 310 5th Ave, Rockingham way, London, Surrey, SW1W0SR
- Contact: Sally Johnson
- E-mail: info@didesign.com
- Telephone: 020-7060-0008
- VAT Reg. No.:
- Skype Name: music-d
- Web Site: www.di-design.com
- Fax: 020-7060-0088
- Mobile: 077-355-221

Code	Name	Phone	E-mail
1018	Sally Johnson	020-7060-0008	sally@didesign.com

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

Enter the unique code you are assigning to this Contact: this is the means by which this Contact will be identified elsewhere in the system. The field holds up to 12 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!

Mark the record as a Customer using the check box in the header. Leave the box unchecked for all other contacts.



You can group Customers of a similar type together using Customer Categories. These categories can be used for reporting purposes.

Enter the Contact's address, main telephone, mobile and fax numbers, email and Skype name as appropriate.

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. This command will open a similar Contact record allowing you to enter the contact person's details.

On the Terms tab you can assign the Customer their Payment Terms and Price List. For these settings please refer to the relevant paragraphs of this manual.

Operations Menu - Customer Status

You can use the 'Customer Status' function to see a list of all open Invoices and the last five paid Invoices for this Customer.

DC: Customer Status

Customer Status Standard Invoicing by HansaWorld, Print date: 15/06/2011 10:39
Standard Demo Ltd Customer 1001
5 Last Paid

No	Name	Tel
1001	D.I Musical Design	020-7060-0008

Sales Ledger

Inv No	Inv Date	Number	Pay Date	Amount	Balance	Terms	Due
2011007	07/04/2011	RECPT:4	30/04/2011	911.94	0.00	30	
2010001	31/12/2010	RECPT:1	28/01/2011	150.00	0.00	30	
2011001	08/01/2011			4,133.94	4,133.94	30	-128
						Total Open	4,133.94
						Total Due	4,133.94
						Total Open	4,133.94
						Total Due	4,133.94

Operations Menu – Create contact

You can use the 'Create contact' function to create contact persons (representing a person working in the company) to the contact record.

DC: Contact: Inspect

New Duplicate Cancel Save

No. 1037 Cust. Category

Name **No Name** Customer

Contact Terms

Address 310 5th Ave
Rockingham way
London
Surrey
SW1W0SR

Contact Skype Name
E-mail Web Site
Telephone 020-7060-0008 Fax 020-7060-0088
VAT Reg. No. Mobile

Code	Name	Phone	E-mail
------	------	-------	--------

After entering all necessary information and saving the record, it will appear in the Contact persons matrix.

DC: Contact: Update

No. 1037 Cust. Category

Name Samuel Jackson

Customer

Contact Terms

Address 310 5th Ave
Rockingham way
London
Surrey
SW1W0SR

Contact Skype Name

E-mail Web Site

Telephone 020-7060-0008 Fax 020-7060-0088

VAT Reg. No. Mobile

Code	Name	Phone	E-mail
------	------	-------	--------

DC: Contact: Inspect

No. 1001 Cust. Category RETL

Name D.I Musical Design

Customer

Contact Terms

Address 310 5th Ave
Rockingham way
London
Surrey
SW1W0SR

Contact Sally Johnson Skype Name music-d

E-mail info@didesign.com Web Site www.di-design.com

Telephone 020-7060-0008 Fax 020-7060-0088

VAT Reg. No. Mobile 077-355-221

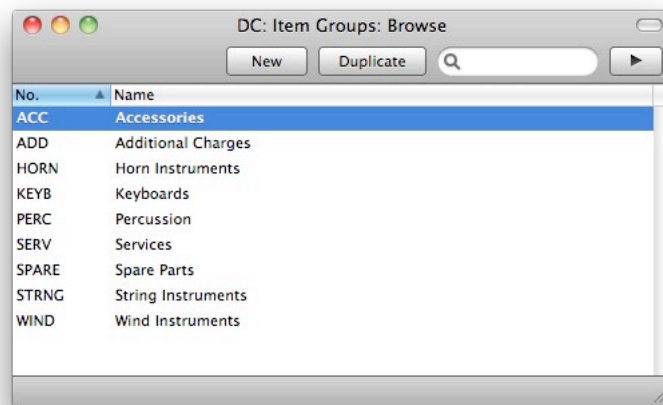
Code	Name	Phone	E-mail
1018	Sally Johnson	020-7060-0008	sally@didesign.com
1037	Samuel Jackson	020-7060-0008	

ENTERING ITEMS

Settings to consider when entering Items

Item Groups

Enter as many groups as you need to group your Items of a similar type together. Give each Group a code and a description.

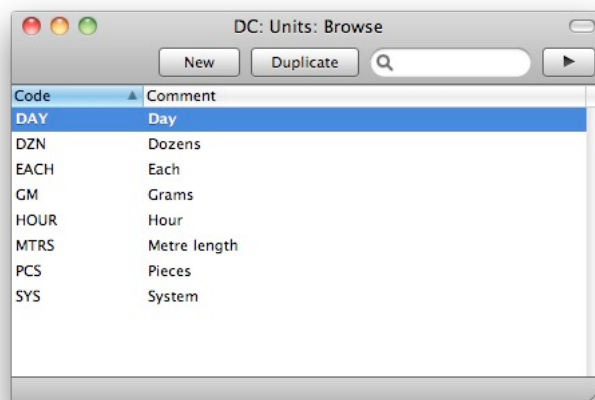


Price Lists/Prices

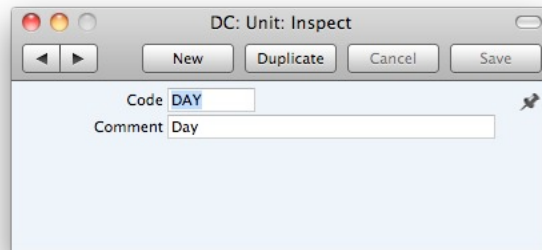
Please see above under the chapter Entering Contacts and Contact Persons

Units

Enter here the different 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.



VAT Codes

In order to comply with VAT regulations you may need to charge VAT at different rates, depending on the Item in question. Use the VAT Codes setting to define as many VAT Codes as you need.

After defining your VAT Codes, you can then assign them to Customers, Suppliers, Items. The VAT Codes ensure the correct VAT percentages are used.

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

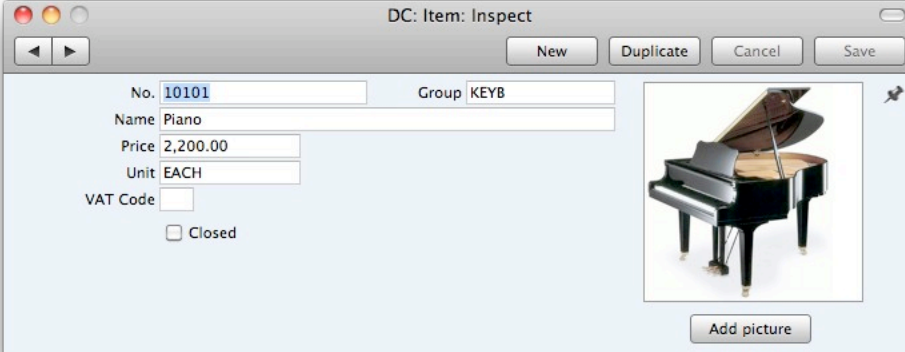
	Code	Excl %	Incl %	Description
1	0	0.00		Zero Rate (S)
2	1	20.00		Std Rate
3	2	0.00		Outside EU
4	3	0.00		EU
5	4	20.00		EU Acquisitions
6				
7				
8				
9				
10				
11				

To edit a VAT Code, 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.

Entering items

The Item register is used to store information about the products and services that you sell. Items of a similar type can be grouped together using Item Groups. Using Item Groups can improve the reporting capabilities of the program.

To enter a new Item, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight an Item similar to the one you want to enter and click [Duplicate] on the Button Bar. The 'Item: New' window is shown, empty if you clicked [New] or containing a duplicate of the highlighted Item.



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 Orders, Invoices etc. The field holds up to 20 characters.

Enter the name or a short description of the Item and the Item Group to which this Item belongs.

Enter the normal sales price for the Item and the unit to which the Price refers. In the majority of cases, this will be a single item.

When entering Invoices and including this Item, the VAT Code entered to VAT Code field will be offered as a default. This Code will determine the rate at which VAT will be calculated for this Item when it is sold.

You can add a picture to your Item record by clicking the "Add picture" button. Choose an image and click "Set".

Check the "Closed" box if the Item is no longer to be used (Item records cannot be deleted if they have been used on Invoices). Closed Items will appear in the 'Items: Browse' window but not in the Items 'Paste Special' list. You will not be able to use a closed Item on Invoices. A closed Item can be re-opened at any time.

ENTERING INVOICES

The Invoice register is a record of your sales. Each time a sale is made, an Invoice should be entered and sent to the Customer. The Invoice register is thus used 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.

The following types of sales transaction can be recorded in the Invoice register:

Standard Invoices

Standard invoices, or demands for payment, are issued where the goods have been delivered or work carried out before payment has been received. Payments against such Invoices should be recorded in the Receipt register.

Cash Notes

The **Cash Note** is issued when you receive payment at the same time as carrying out the work. When a Cash Note is entered to the Invoice register, it is treated as having been paid, so there is no need to enter a separate payment record in the Receipt register.

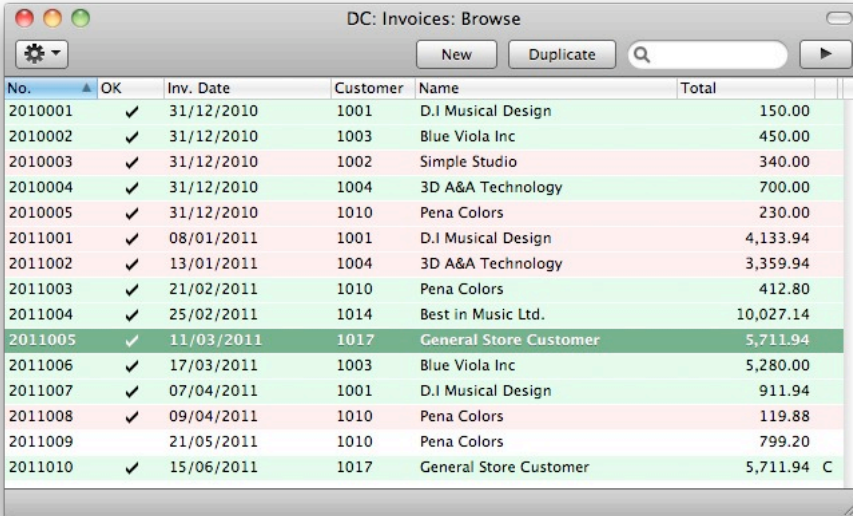
Correction Invoices - Credit Notes

Credit Notes are used 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.

Settings to consider when entering Invoices

Invoice Settings

In this setting you define whether your prices are inclusive or exclusive of VAT and specify the default VAT code to be used on Invoices.



No.	OK	Inv. Date	Customer	Name	Total
2010001	✓	31/12/2010	1001	D.I Musical Design	150.00
2010002	✓	31/12/2010	1003	Blue Viola Inc	450.00
2010003	✓	31/12/2010	1002	Simple Studio	340.00
2010004	✓	31/12/2010	1004	3D A&A Technology	700.00
2010005	✓	31/12/2010	1010	Pena Colors	230.00
2011001	✓	08/01/2011	1001	D.I Musical Design	4,133.94
2011002	✓	13/01/2011	1004	3D A&A Technology	3,359.94
2011003	✓	21/02/2011	1010	Pena Colors	412.80
2011004	✓	25/02/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓	11/03/2011	1017	General Store Customer	5,711.94
2011006	✓	17/03/2011	1003	Blue Viola Inc	5,280.00
2011007	✓	07/04/2011	1001	D.I Musical Design	911.94
2011008	✓	09/04/2011	1010	Pena Colors	119.88
2011009		21/05/2011	1010	Pena Colors	799.20
2011010	✓	15/06/2011	1017	General Store Customer	5,711.94 C

Invoices are shown colour-coded in the 'Invoices: Browse' window, as shown in the illustration above and as follows:

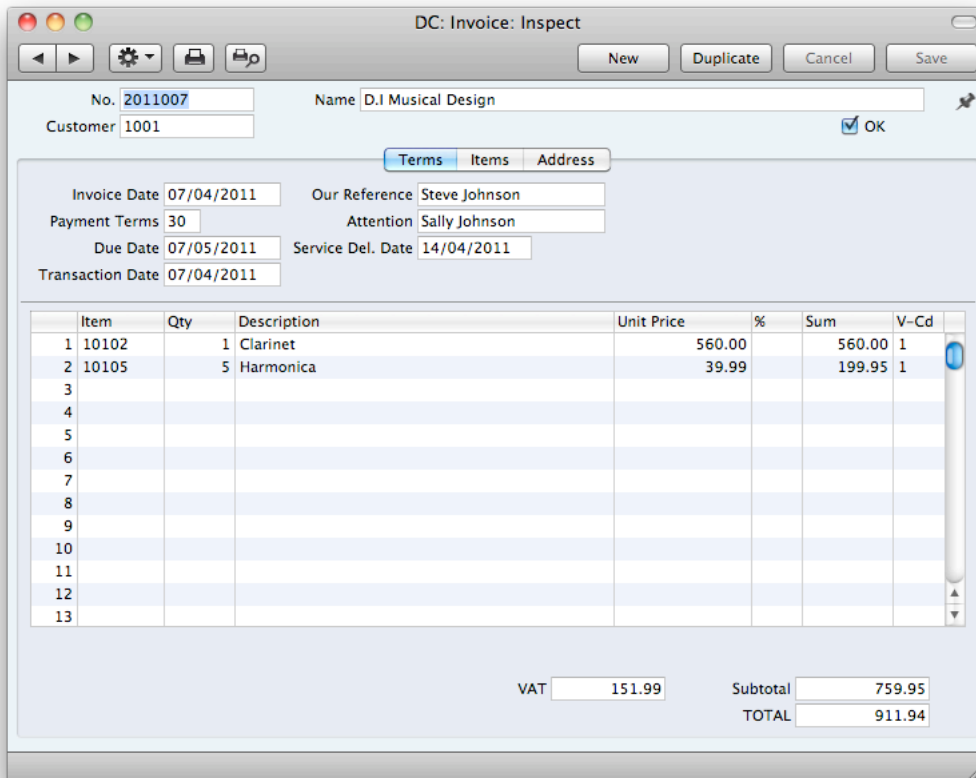
- (no colour) Invoices not yet due for payment
- Red Invoices that are overdue for payment
- Green Invoices that are fully paid or credited

Entering Invoices

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 Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter "C" in the Total column, after the amount.

To enter a new Invoice, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight 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.



The screenshot shows a software window titled "DC: Invoice: Inspect". At the top, there are navigation buttons (back, forward, settings, print, refresh) and action buttons (New, Duplicate, Cancel, Save). Below this is a header section with fields for "No." (2011007), "Customer" (1001), and "Name" (D.I Musical Design). There are also "Terms", "Items", and "Address" tabs. The "Terms" tab is active, showing fields for "Invoice Date" (07/04/2011), "Payment Terms" (30), "Due Date" (07/05/2011), "Transaction Date" (07/04/2011), "Our Reference" (Steve Johnson), and "Attention" (Sally Johnson). Below the tabs is a table with columns: Item, Qty, Description, Unit Price, %, Sum, and V-Cd. The table contains two rows of data: Row 1: Item 10102, Qty 1, Description Clarinet, Unit Price 560.00, % 560.00, Sum 560.00, V-Cd 1; Row 2: Item 10105, Qty 5, Description Harmonica, Unit Price 39.99, % 199.95, Sum 199.95, V-Cd 1. At the bottom right, there are summary fields: VAT (151.99), Subtotal (759.95), and TOTAL (911.94).

Header

The Invoice window has been divided into three cards. At the top of each is the header. This contains the Invoice Number, the Customer Number and Name. There are three named buttons ('tabs') in the header. By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Invoice you are working with.

Terms Card

The current date according to the computer's clock is entered as a default.

Payment Terms entered here will determine the Due Date. Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports.

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.

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.

When a Payment Term of the "Credit Note" type is selected, a crediting message is 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.



NB!

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

The name from the Our Reference field on the Person record of the current user is entered as default.

To the 'Attention' field insert the name of the customer's representative.

In the case of services, pick a Service Delivery Date using Paste Special.

The Transaction Date is always the same as the Invoice Date and cannot be changed independently.

Items Card

Use the grid on the 'Items' card to list the invoiced Items.

To add items use the 'Paste Special' command. Pressing \mathbb{X} -Enter in a field opens a selection list. Just double-click on the item you want to sell and adjust the quantity.

You can also bring Items into an Invoice by opening the 'Items: Browse' window, 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.

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 Enter key.

DC: Invoice: Inspect

No. 2011007 Name D.I Musical Design

Customer 1001 OK

Terms Items Address

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						
14						
15						

VAT 151.99 Subtotal 759.95

TOTAL 911.94

Address Card

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

DC: Invoice: Inspect

No. 2011007 Name D.I Musical Design

Customer 1001 OK

Terms Items Address

Invoice To 310 5th Ave

Address Rockingham way

London

Surrey

SW1W0SR

Invoice Date 07/04/2011 Our Reference Steve Johnson

Payment Terms 30 Attention Sally Johnson

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

Transaction Date 07/04/2011

Standard Invoicing will show as much information as it is possible to fit into the window.

Footer

The Invoice Footer contains various running totals as described below. Whenever an Invoice row is added or changed, these totals are updated.

Approving Invoices

Checking the OK box approves the Invoice and causes it to be entered in the Sales Ledger. Once this box has been checked and the Invoice saved, you will no longer be able to make changes to the Invoice.

You can OK each individual Invoice by checking the OK box or select several Invoices (hold down the Shift key to select a range of Invoices in the list) in the the 'Invoices: Browse' window and approve them all at once by selecting OK from the Operations menu.



N	OK	%G	Inv. Date	Customer	Name	Total
2011001	✓		08/01/2011	1001	D.I Musical Design	4,133.94
2011002	✓		13/01/2011	1004	3D A&A Technology	3,359.94
2011003	✓		21/02/2011	1010	Pena Colors	412.80
2011004	✓		25/02/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓		11/03/2011	1017	General Store Customer	5,711.94
2011006	✓		17/03/2011	1003	Blue Viola Inc	5,280.00
2011007	✓		07/04/2011	1001	D.I Musical Design	911.94
2011008	✓		09/04/2011	1010	Pena Colors	119.88
2011009			21/05/2011	1010	Pena Colors	799.20
2011010	✓		15/06/2011	1017	General Store Customer	5,711.94 C
2011011			15/06/2011	1010	Pena Colors	2,397.60

Only OK'ed invoices will affect the reports.

Operations Menu – Invoice Status

This command creates a quick report, only available through this menu. This report summarises all aspects of the Invoice, including Items and payment history. In the illustration below, the Invoice in question has a Credit Note against it.

DC: Invoice Status

Standard Invoicing by HansaWorld, Print date: 15/06/2011 17:51

Standard Demo Ltd

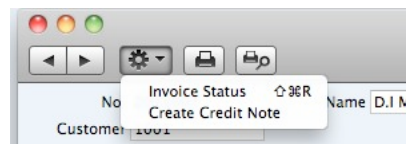
Invoice History

No	Date	Amount	Balance
S/NY:2011007	07/04/2011	911.94	911.94
RECPT4	30/04/2011	-911.94	0.00
			0.00

No	Type	Date	Customer	Total
2011007	Invoice	07/04/2011	1001	
	RETL	07/05/2011	D.I Musical Design 310 5th Ave Rockingham way London Sally Johnson	
10102	1 Clarinet			560.00 1
10105	5 Harmonica			39.99 1
	Total Items	VAT Amount		759.95
	6	151.99		

In the Invoice History section, you can click on a transaction number (Invoice Number or Credit Note Number in the example above) to view that Invoice, Credit Note or Receipt. You can also click on the Customer Number to open the Customer record.

Operations Menu - Create Credit Note



This command creates a Credit Note for the Invoice, which is opened on the screen for editing and OK'ing.

DC: Invoice: Inspect

No. 2011012 Name D.I Musical Design

Customer 1001

Terms Items Address

Invoice Date 15/06/2011 Our Reference Steve Johnson

Payment Terms CN Attention Sally Johnson

Due Date 15/06/2011 Service Del. Date 15/06/2011

Transaction Date 15/06/2011

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1		Credit of Invoice 2011007				
2	10102	1 Clarinet	560.00		560.00	1
3	10105	5 Harmonica	39.99		199.95	1
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

VAT 151.99 Subtotal 759.95

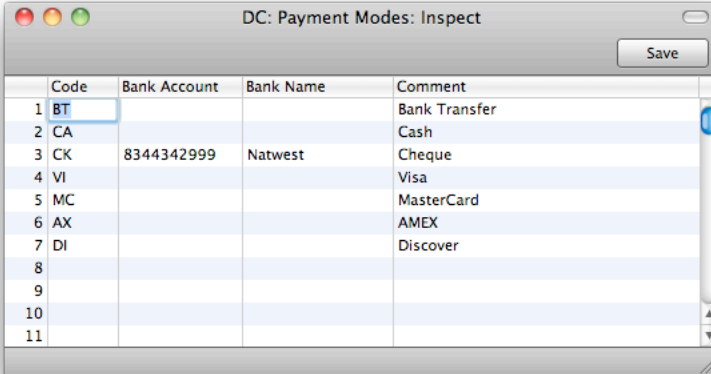
TOTAL 911.94

ENTERING RECEIPTS

Settings to Consider When Entering Receipts

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers. Typical examples are cash, cheque, direct debit and credit card.



	Code	Bank Account	Bank Name	Comment
1	BT			Bank Transfer
2	CA			Cash
3	CK	8344342999	Natwest	Cheque
4	VI			Visa
5	MC			MasterCard
6	AX			AMEX
7	DI			Discover
8				
9				
10				
11				

You can enter many different Payment Modes, using the matrix 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.

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.

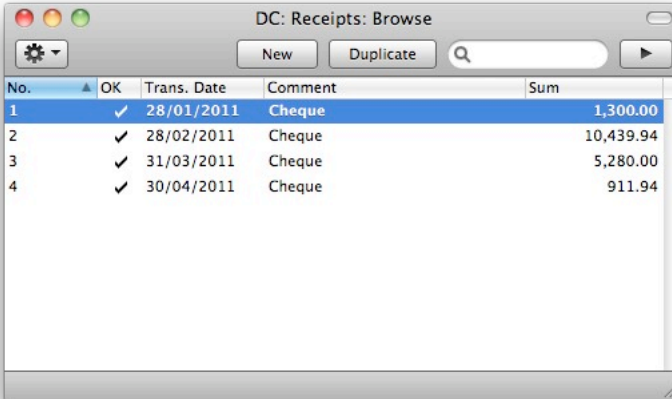
Click on the [Receipts] button in the Master Control panel. The 'Receipts: Browse' window is opened, showing Receipts already entered.

Entering Receipts

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

To enter a new Receipt, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight 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.



No.	OK	Trans. Date	Comment	Sum
1	<input checked="" type="checkbox"/>	28/01/2011	Cheque	1,300.00
2	<input checked="" type="checkbox"/>	28/02/2011	Cheque	10,439.94
3	<input checked="" type="checkbox"/>	31/03/2011	Cheque	5,280.00
4	<input checked="" type="checkbox"/>	30/04/2011	Cheque	911.94

Receipts are numbered consecutively. Current date is pasted in the Transaction Date field as the default.

Pick the Payment Mode using 'Paste Special' function. The Payment Mode reflects the payment method. The text for the Payment Mode is entered in the Comment field. This text may be changed.

Use the grid area to list the Invoices being paid by this Receipt. A single Receipt can be allocated to several Invoices.

When using 'Paste Special' in the Invoice No. Field, all unpaid Invoices will appear in the selection list. Sorting the 'Paste Special' selection by Customer will allow you quickly to find the Invoice that is being paid.

On entering an Invoice Number, the Customer details and invoice amount will be brought in. Change the amount in the Received Value field to reflect the exact amount received against this invoice.

Once the Receipt is completed approve it by checking OK checkbox. OK'ed Receipts cannot be modified.

DC: Receipt: Inspect

No. Trans. Date OK

Payment Mode Comment

	Invoice No.	Customer	Pay. Date	Text	Open Inv. Value	Received Value
1	2011003	1010	28/02/2011	Pena Colors	412.80	412.80
2	2011004	1014	28/02/2011	Best in Music Ltd.	10,027.14	10,027.14
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

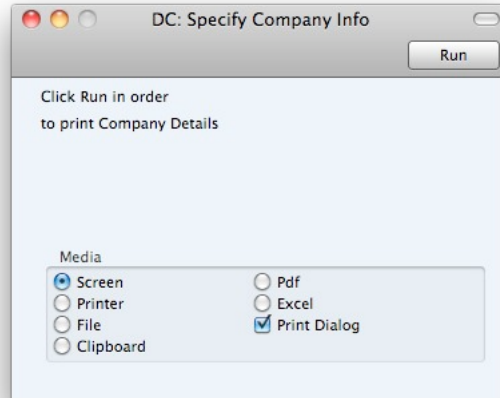
Deposited

Operations Menu – Add Write-Off

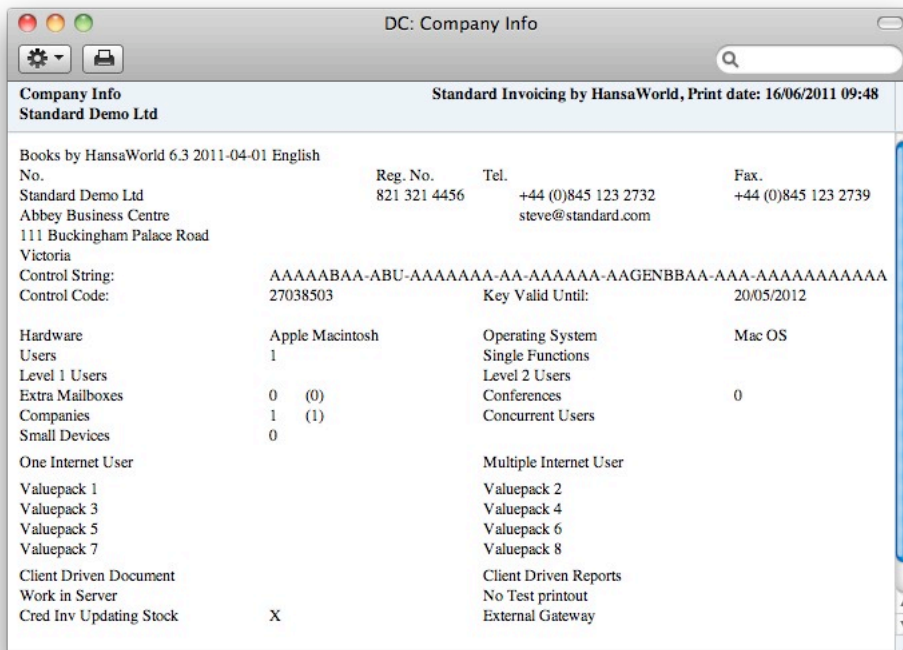
This function can be used to write off an Invoice. Specify the Invoice to be written off and change the Received Value to zero. If you need to record a partial payment and wish to write off the remainder, change the Received Value to the value of the partial payment. Then, select this function. A new row will be created, containing the phrase "Write off". The Received Value field will be set to the remaining outstanding amount (i.e. the amount that is to be written off). This can be changed if you do not want to write off the whole of the outstanding amount. Approve and save the Receipt in the usual way.

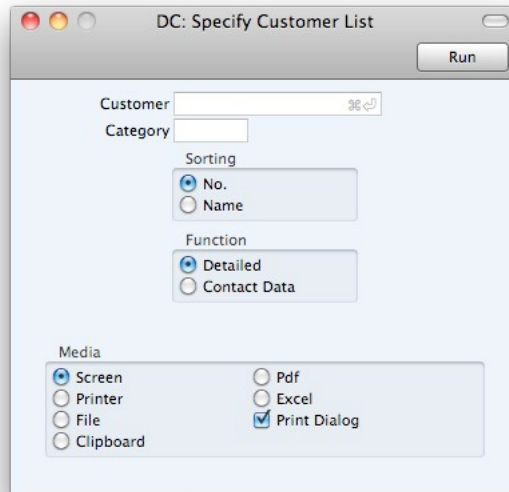
REPORTS

Company Info



This report is effectively a print-out of the Company Info setting. It also shows licensing information such as the Control String and Control Code.

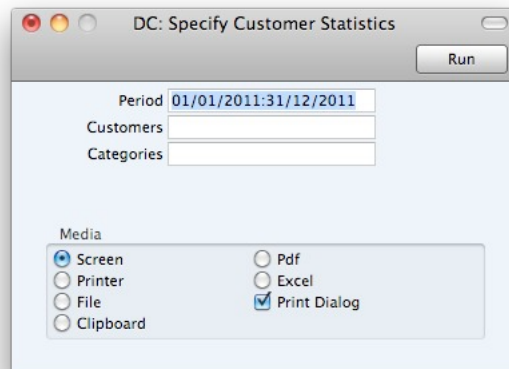




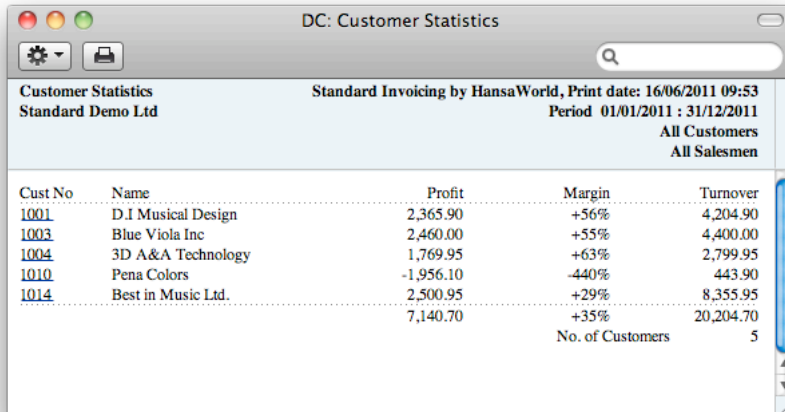
This report is a simple listing of all the Customers in the Contact register. The Customer List report has the Standard Invoicing Drill-down feature. Click on any Customer Number in the report to open the Contact record for that Customer.

Customer Statistics

This report displays sales revenue statistics for each Customer.



In Overview Mode:



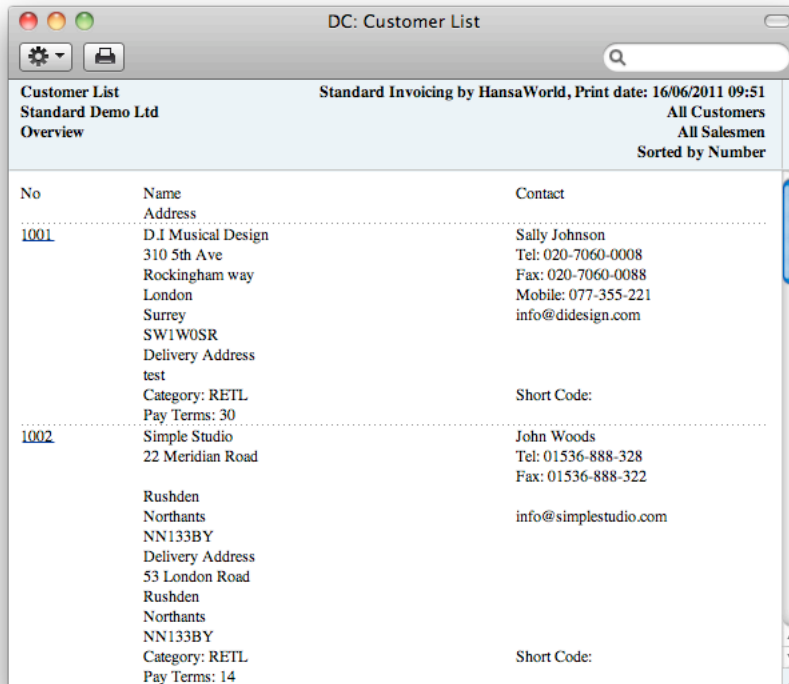
Customer Statistics
Standard Demo Ltd

Standard Invoicing by HansaWorld, Print date: 16/06/2011 09:53
Period 01/01/2011 : 31/12/2011
All Customers
All Salesmen

Cust No	Name	Profit	Margin	Turnover
1001	D.I Musical Design	2,365.90	+56%	4,204.90
1003	Blue Viola Inc	2,460.00	+55%	4,400.00
1004	3D A&A Technology	1,769.95	+63%	2,799.95
1010	Pena Colors	-1,956.10	-440%	443.90
1014	Best in Music Ltd.	2,500.95	+29%	8,355.95
		7,140.70	+35%	20,204.70
			No. of Customers	5

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

In Detailed Mode:



Customer List
Standard Demo Ltd
Overview

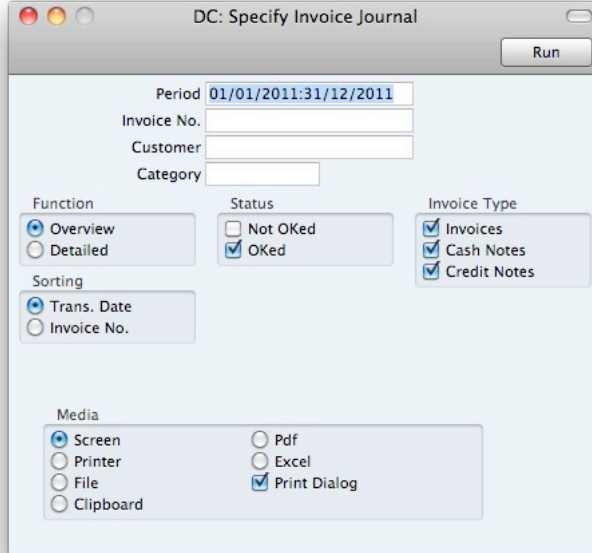
Standard Invoicing by HansaWorld, Print date: 16/06/2011 09:51
All Customers
All Salesmen
Sorted by Number

No	Name Address	Contact
1001	D.I Musical Design 310 5th Ave Rockingham way London Surrey SW1W0SR Delivery Address test Category: RETL Pay Terms: 30	Sally Johnson Tel: 020-7060-0008 Fax: 020-7060-0088 Mobile: 077-355-221 info@didesign.com Short Code:
1002	Simple Studio 22 Meridian Road Rushden Northants NN133BY Delivery Address 53 London Road Rushden Northants NN133BY Category: RETL Pay Terms: 14	John Woods Tel: 01536-888-328 Fax: 01536-888-322 info@simplestudio.com Short Code:

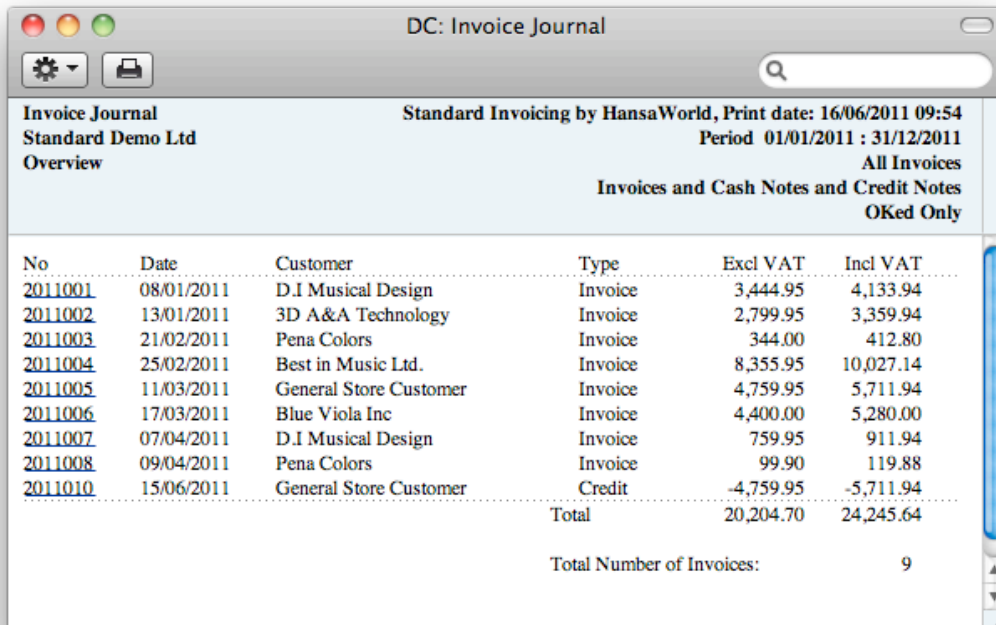
Invoice Journal

This report is a chronological listing of the Invoices raised during the specified period. You can control the selection to show a range of Invoice Numbers or

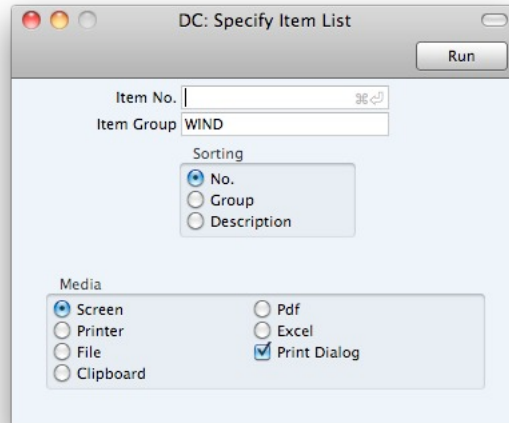
Invoices made out to a particular Customer. You can also select the type of Invoice.



When printed to screen, the Invoice Journal has the Standard Invoicing Drill-down feature. Click on any Invoice Number in the report to open an individual Invoice record.



No	Date	Customer	Type	Excl VAT	Incl VAT
2011001	08/01/2011	D.I Musical Design	Invoice	3,444.95	4,133.94
2011002	13/01/2011	3D A&A Technology	Invoice	2,799.95	3,359.94
2011003	21/02/2011	Pena Colors	Invoice	344.00	412.80
2011004	25/02/2011	Best in Music Ltd.	Invoice	8,355.95	10,027.14
2011005	11/03/2011	General Store Customer	Invoice	4,759.95	5,711.94
2011006	17/03/2011	Blue Viola Inc	Invoice	4,400.00	5,280.00
2011007	07/04/2011	D.I Musical Design	Invoice	759.95	911.94
2011008	09/04/2011	Pena Colors	Invoice	99.90	119.88
2011010	15/06/2011	General Store Customer	Credit	-4,759.95	-5,711.94
Total				20,204.70	24,245.64
Total Number of Invoices:					9

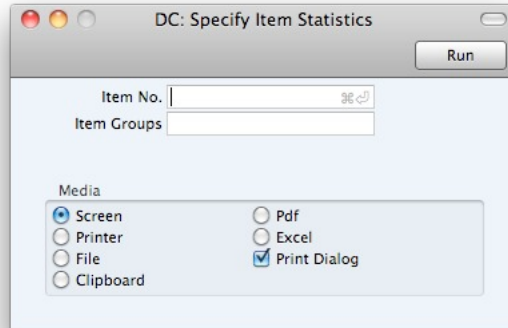


This report is a list of Items, displaying for each one the Item Number, Name, any Group membership, Unit, Tax Code and the sales Price.

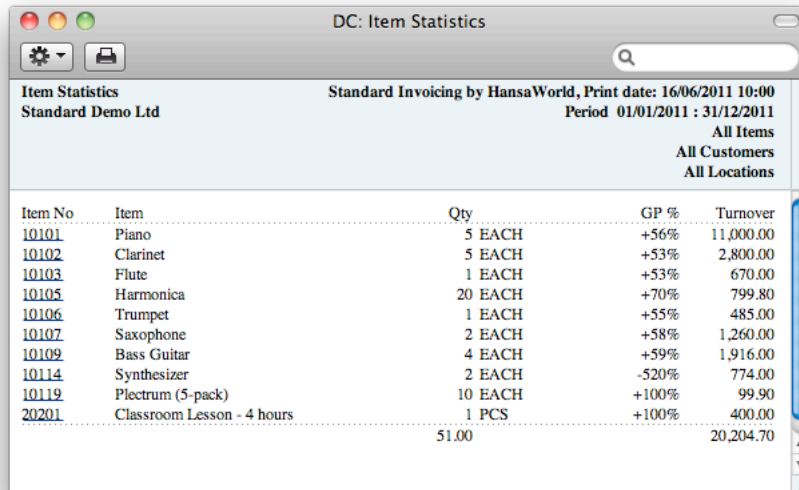
Item No	Name	Group	Unit	VAT Code	Price
10102	Clarinet	WIND	EACH		560.00
10103	Flute	WIND	EACH		670.00
10104	Oboe	WIND	EACH		605.00
10105	Harmonica	WIND	EACH		39.99
10106	Trumpet	WIND	EACH		485.00

When printed to screen, the Item List has the Standard Invoicing Drill-down feature. Click on any Item Number to open the corresponding Item record.

Item Statistics



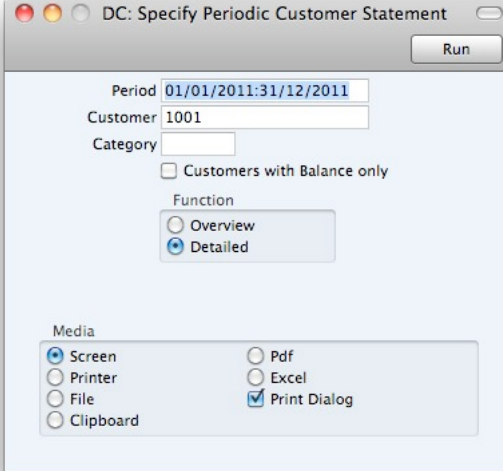
This report is a list of the Items you have sold during the report period (i.e. Items included in approved Invoices from that period). This list displays sales statistics from that period for each Item (turnover and quantity sold). The report period is the first period in the Reporting Periods setting.



Item No	Item	Qty	GP %	Turnover
10101	Piano	5 EACH	+56%	11,000.00
10102	Clarinet	5 EACH	+53%	2,800.00
10103	Flute	1 EACH	+53%	670.00
10105	Harmonica	20 EACH	+70%	799.80
10106	Trumpet	1 EACH	+55%	485.00
10107	Saxophone	2 EACH	+58%	1,260.00
10109	Bass Guitar	4 EACH	+59%	1,916.00
10114	Synthesizer	2 EACH	-520%	774.00
10119	Plectrum (5-pack)	10 EACH	+100%	99.90
20201	Classroom Lesson - 4 hours	1 PCS	+100%	400.00
		51.00		20,204.70

When printed to screen, the Item Statistics report has the Standard Invoicing Drill-down feature. Click on any Item Number to open the corresponding Item record.

Periodic Customer Statement



DC: Specify Periodic Customer Statement

Run

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

Customer: 1001

Category:

Customers with Balance only

Function

Overview

Detailed

Media

Screen

Printer

File

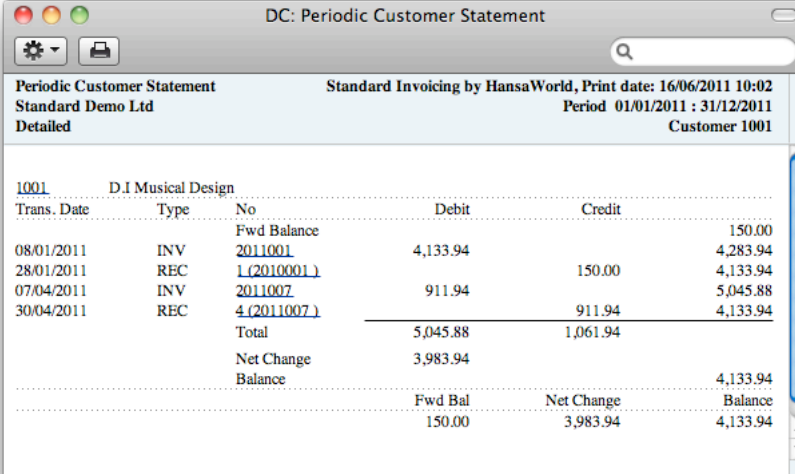
Clipboard

Pdf

Excel

Print Dialog

The Periodic Customer Statement contains information about the current balance for each Customer showing open (unpaid) Invoices, paid Invoices and Receipts. You can therefore use it to produce a full Accounts Receivable transaction history for a specified Customer and period.



DC: Periodic Customer Statement

Standard Invoicing by HansaWorld, Print date: 16/06/2011 10:02

Standard Demo Ltd

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

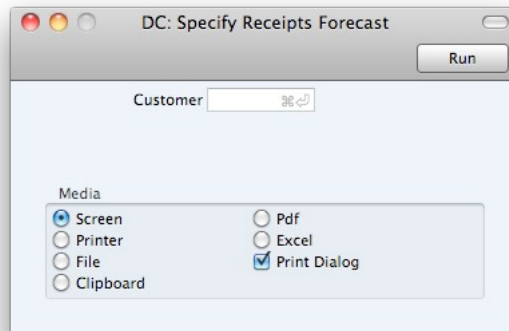
Detailed

Customer 1001

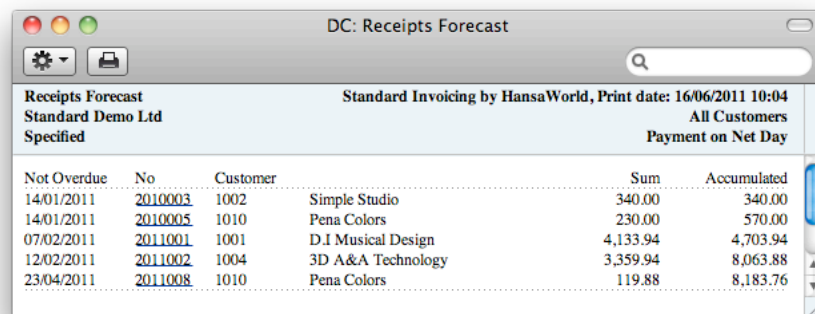
Trans. Date	Type	No	Debit	Credit	
		Fwd Balance			150.00
08/01/2011	INV	2011001	4,133.94		4,283.94
28/01/2011	REC	1(2010001)		150.00	4,133.94
07/04/2011	INV	2011007	911.94		5,045.88
30/04/2011	REC	4(2011007)		911.94	4,133.94
		Total	5,045.88	1,061.94	
		Net Change	3,983.94		
		Balance			4,133.94
		Fwd Bal		Net Change	Balance
		150.00		3,983.94	4,133.94

When printed to screen, the Periodic Customer Statement has the Standard Invoicing Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

Receipts Forecast



This report will be very useful for cash-flow prediction purposes. It provides information about incoming payments (i.e. unpaid approved Invoices), sorted by due date.

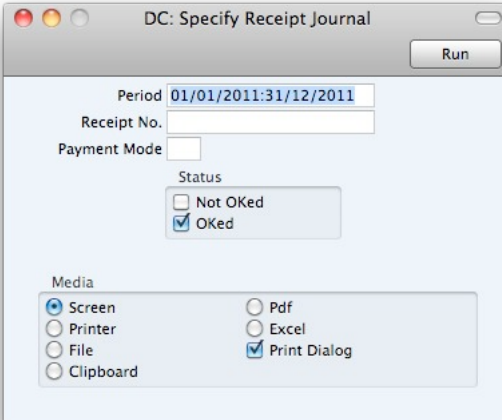


Receipts Forecast		Standard Invoicing by HansaWorld, Print date: 16/06/2011 10:04			
Standard Demo Ltd		All Customers			
Specified		Payment on Net Day			
Not Overdue	No	Customer	Sum	Accumulated	
14/01/2011	2010003	1002 Simple Studio	340.00	340.00	
14/01/2011	2010005	1010 Pena Colors	230.00	570.00	
07/02/2011	2011001	1001 D.I Musical Design	4,133.94	4,703.94	
12/02/2011	2011002	1004 3D A&A Technology	3,359.94	8,063.88	
23/04/2011	2011008	1010 Pena Colors	119.88	8,183.76	

Receipts Journal

This report is a chronological listing of the Receipts entered during the specified period. You can control the selection to show a range of Receipt Numbers or Receipts with a certain Payment Mode.

For each Receipt, the Number, Payment Mode, Transaction Date and total value are shown. The Receipt rows are listed individually, showing the Invoice Number, Customer Number and Name and Received Value are shown. At the end of the report, total amounts received using each Payment Mode are shown.



DC: Specify Receipt Journal

Run

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

Receipt No.:

Payment Mode:

Status:

Not OKed

OKed

Media:

Screen

Printer

File

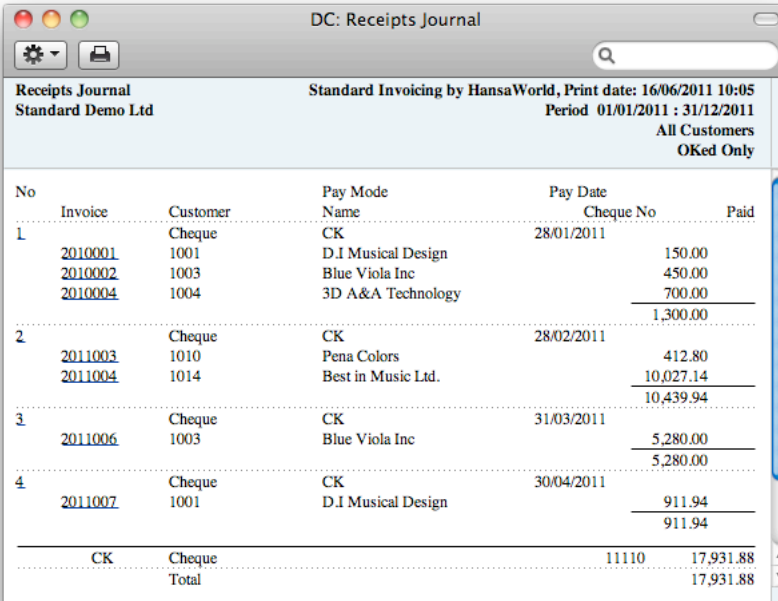
Clipboard

Pdf

Excel

Print Dialog

When printed to screen, the Receipt Journal has the Standard Invoicing Drill-down feature. Click on any Receipt or Invoice Number in the report to open an individual Receipt or Invoice record.



DC: Receipts Journal

Receipts Journal Standard Demo Ltd

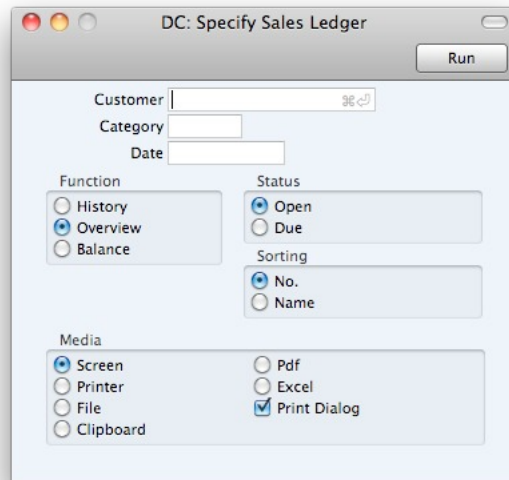
Standard Invoicing by HansaWorld, Print date: 16/06/2011 10:05

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

All Customers

OKed Only

No	Invoice	Customer	Pay Mode Name	Pay Date	Cheque No	Paid
1	2010001	Cheque 1001	CK D.I Musical Design	28/01/2011		150.00
	2010002	1003	Blue Viola Inc		450.00	
	2010004	1004	3D A&A Technology		700.00	
					1,300.00	
2	2011003	Cheque 1010	CK Pena Colors	28/02/2011		412.80
	2011004	1014	Best in Music Ltd.		10,027.14	
					10,439.94	
3	2011006	Cheque 1003	CK Blue Viola Inc	31/03/2011		5,280.00
						5,280.00
4	2011007	Cheque 1001	CK D.I Musical Design	30/04/2011		911.94
						911.94
	CK	Cheque			11110	17,931.88
		Total				17,931.88



This report is a summary of the position on each Customer's account. It lists the Invoices that you have issued to your Customers that have not yet been paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so it is a very useful tool for debt-chasing purposes.

Sales Ledger
Standard Demo Ltd
All Open Invoices
Overview

Standard Invoicing by HansaWorld, Print date: 16/06/2011 10:07
All Customers
Sorted by Number

Customer	Invoice No	Inv Date	Due Date	Days	Remaining	
<u>1001</u>	D.I Musical Design		020-7060-0008			
	<u>2011001</u>	08/01/2011	30 07/02/2011	-129	4,133.94	
	Balance				4,133.94	
					Due	4,133.94
<u>1002</u>	Simple Studio		01536-888-328			
	<u>2010003</u>	31/12/2010	14 14/01/2011	-153	340.00	
	Balance				340.00	
					Due	340.00
<u>1004</u>	3D A&A Technology		01908-223-343			
	<u>2011002</u>	13/01/2011	30 12/02/2011	-124	3,359.94	
	Balance				3,359.94	
					Due	3,359.94
<u>1010</u>	Pena Colors		01536-4441-5453			
	<u>2010005</u>	31/12/2010	14 14/01/2011	-153	230.00	
	<u>2011008</u>	09/04/2011	14 23/04/2011	-54	119.88	
	Balance				349.88	
					Due	349.88
					Total	8,183.76
					Due	8,183.76
					Not Overdue	

When printed to screen, this report has the Standard Invoicing Drill-down feature. Click on any Customer Number in the report to open the Contact record for a Customer, or on an Invoice or Receipt Number to open an individual Invoice or Receipt record.

DOCUMENTS

When you need to print an individual record, you will do so by printing a document. Documents are formal printouts such as invoices.

For printing an individual record, open the record that you want to print and click the Printer icon:



If you want to print to screen, click the Preview icon:



For printing a number of records (e.g a range of invoices), 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. Illustrated below is the specification window for Invoices:

A screenshot of a dialog box titled "DC: Specify Invoices". It has a "Run" button in the top right corner. The dialog contains several sections: "No." with a text field containing "201100:201120"; "Status" with radio buttons for "Unprinted Only" (selected), "All", and "Original"; "Invoice Type" with checkboxes for "Invoice", "Cash Note", and "Credit Note" (all selected); and "Media" with radio buttons for "Screen", "Printer" (selected), "Pdf", and "Print Dialog".

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.

Once you have specified the documents that you want to be printed and have chosen a print destination, click [Run] to print the documents.

You can print the following documents:

Invoices

When you want to print an Invoice, you can do so by clicking the Printer icon while the Invoice is open on screen, or, to print a number of Invoices at one go, follow the instructions below.

Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. In the 'Documents' list, double-click the Invoice type you want to use (Invoices, Cash Notes or Credit Notes). The 'Specify Invoices' window will open.

Enter the Invoice Number to print a single Invoice, or a range of Invoice Numbers separated by a colon. Use the Status options to specify which Invoices are to be printed, as follows:

Unprinted Only - This option ignores any Invoices in the range that have already been printed. Only approved Invoices in the range will be printed.

All - Prints all Invoices in the range.

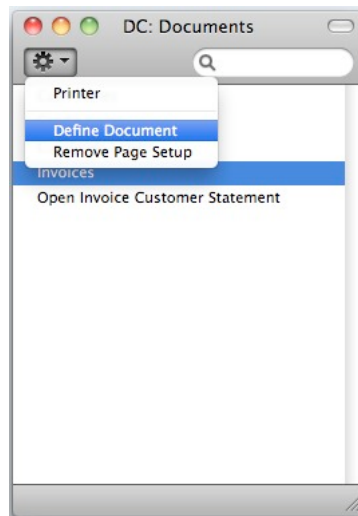
Original - This option also prints all Invoices in the range. Previously printed approved Invoices will be printed again as though they were original copies

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice.

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

Cash Notes and Credit Notes

These options behave in the same manner as 'Invoices' already described. They are provided to enable you to assign a separate Form to each Invoice type. To do this, click once on each option in the 'Documents' list and select 'Define Document' from the Operations menu. You should do this for each document that you are likely to use. Otherwise Standard Invoicing will give the warning "Can't find document" when you try to print an Invoice of a type that has no Form. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.



Customer Labels

This document prints name and address labels to Contacts that have been marked as Customers. It uses the Address and Contact from each Customer record.

Choose which of the three standard label formats you are using, 2 or 3 columns and 8 rows on an A4 page, or a single label per page.

Open Invoice Customer Statement

This document contains a summary of the open (unpaid) Invoices issued to a Customer.

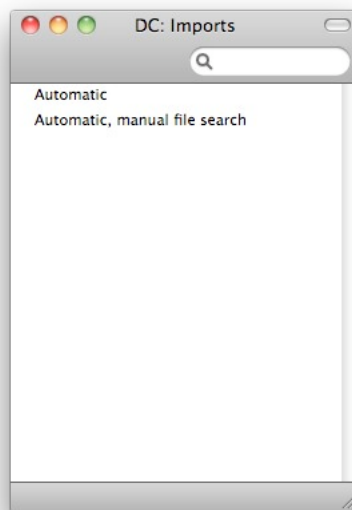
IMPORTS, BACKING UP AND RESTORING PROCEDURES

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.

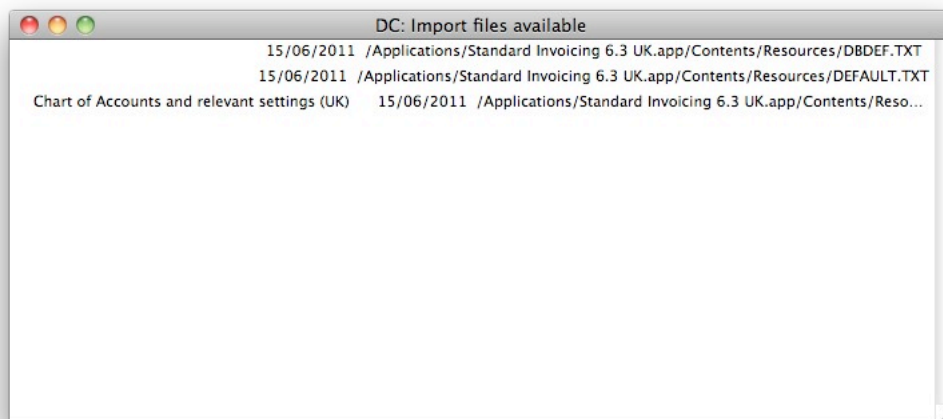


Automatic

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 to do 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.

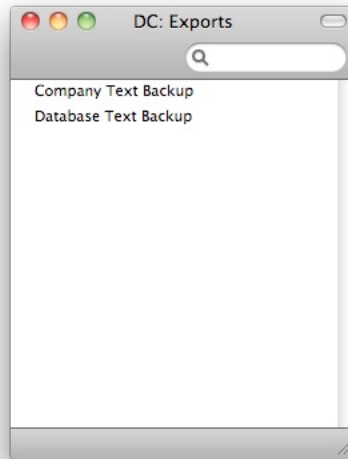
When you select this function from the 'Imports' list window, a standard 'Open File' system dialogue will open, allowing you to locate the file that you want to import.

Backing up and restoring the database

Creating a Database Text Backup

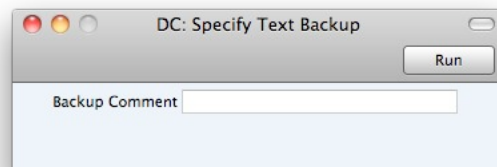
The method of backing up with Standard Invoicing is fast and economical. The data will be saved in a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This means that restoring from a back-up file will be successful, even if you have updated the version of your application since doing the back-up. This is known as the "text back-up" method of backing up.

To create a text back-up, Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the ⌘-E keyboard shortcut.



In the Exports window, double-click 'Database Text Backup' to back up the whole database.

The 'Specify Text Backup' window appears. Here you can enter a description of the back-up file that you are about to create. You can use up to 40 characters. If you later need 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].

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 folder or directory in the usual way. The name of the back-up should include the date the back-up was made, in order to avoid confusion. 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.

Restoring from a Backup

Follow these steps:



Locate the "Standard Invoicing.hdf" file on your hard disk. If you have placed the Standard Invoicing application in your 'Applications' folder the "Standard Invoicing.hdf" file will be stored in Home/Library/Application Support/Standard Invoicing.

Right-click on this file. When the menu appears, choose 'Show Package Contents'. A window will open, listing the contents of the "Standard Invoicing.hdf" file. Move the "HANSA.HDB" file out of the package.

Note: The HANSA.HDB file is the database file of the system, containing all your data. Treat it with care! Do not remove it without reason.

Leave the "Attach" folder and its contents in place, otherwise all attachment links will be lost after restoring!

Double-click the Standard Invoicing application. As there is no "HANSA.HDB" file in place, a new database will be created.

When the 'Welcome' window appears, click the [Import backup] button:



When the 'Open File' dialogue box opens, locate and open the back-up file in the normal way. The back-up data will be imported.

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
Credit Note(CN)	Credit Memo (CN)	Credit Memo (CM)	Credit Note (CN)	Credit Note
Dialogue	Dialog			
Licence (noun)	License	Licence	Licence	Licence
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
Sales Ledger	Receivable (SL=AR)	Receivable (SL=AR)	Sales Ledger	Sales Ledger
Salesman	Salesperson	Salesperson	Salesman	Salesperson
VAT	Sales Tax or Tax	Tax (ideally GST/PST)	GST	GST/SST/HST