HANSAWORLD
UNIVERSITY

Standard Projects

12 2011

Version 6.3

HansaWorld Ltd.

HANSAWORLD

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SYSTEM REQUIREMENTS

Standard Projects requires Mac OS X 10.6 or later.

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

Installation

To install Standard Projects, follow these steps:

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

CONFIGURING A NEW DATABASE

Upon opening Standard Projects 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 selecting '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.

By selecting 'New Installation', this is the option to start using Standard Projects' with real data. After selecting this, follow the steps detailed below:

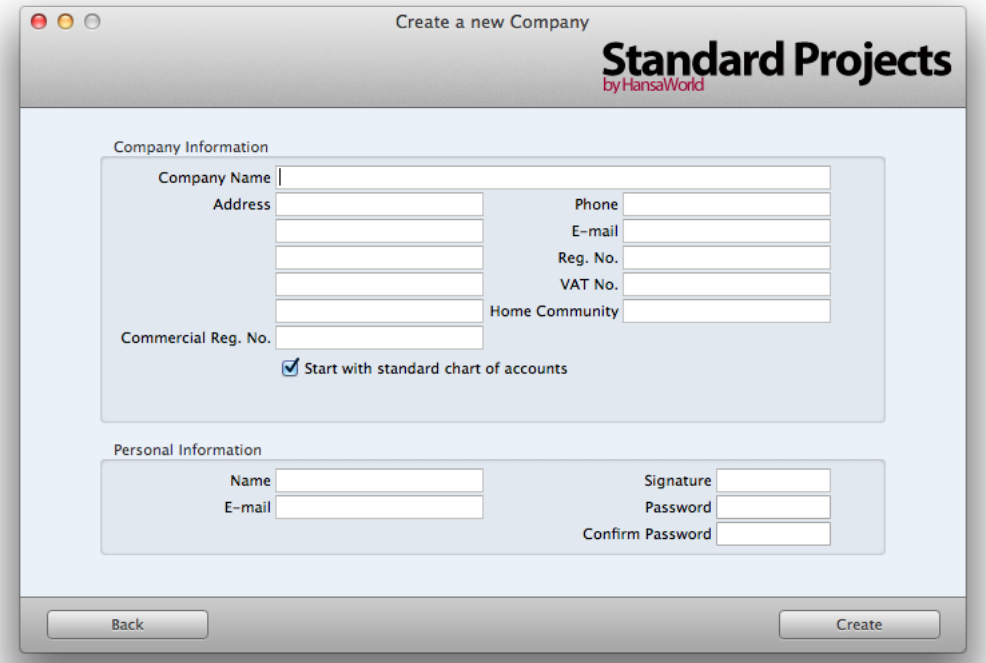
Start Standard Projects for the first time

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

A window called 'Create a New Company' will appear, and here you need to enter company related details such as address, telephone number, registration number etc. in the section called 'Company Information'.

Enter your personal details in the section called 'Personal Information'. Leave the tick box 'Start with standard chart of accounts' ticked in order to start the system using a chart of accounts specific to your country.

Click [Next].

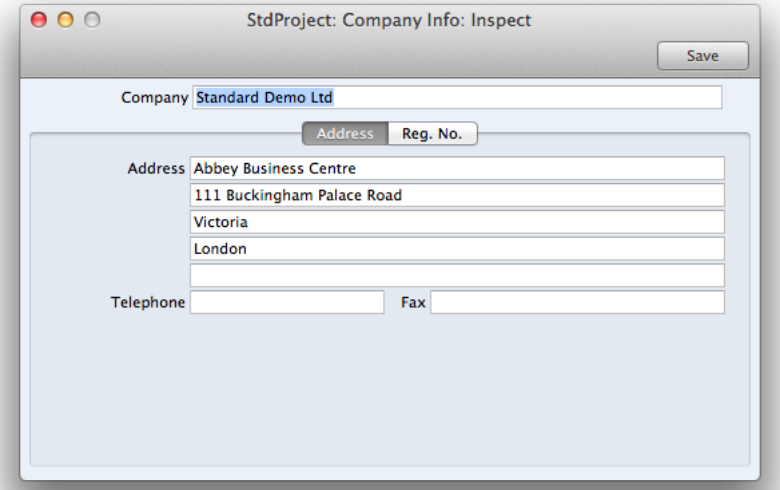


Entering Your Company Details

You have already have entered your company details when starting up Standard Projects by HansaWorld for the first time. Now, you need to enter additional company details so that they can be printed on documents such as invoices:

- 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, ensuring that all details are

entered accurately, as this information will be printed on your documents (e.g. the invoices that you send to your customers).



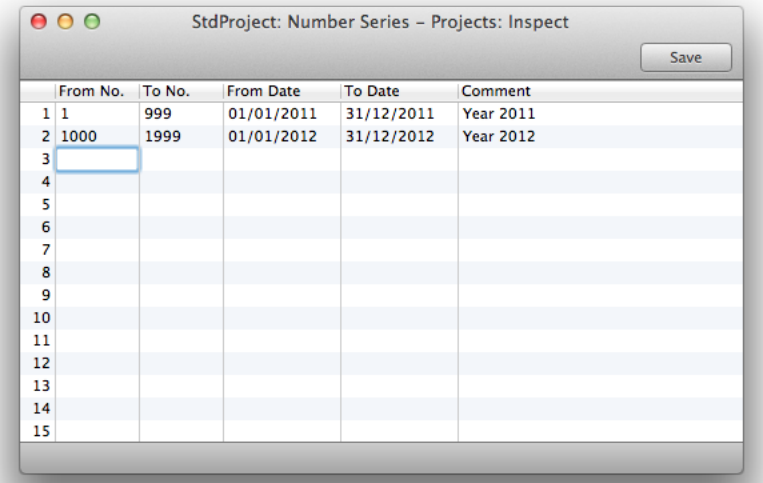
- Save the details in the company info setting by clicking the [Save] button in the top right-hand corner of the window. The window will then close.

Setting up Number Series

Each record has its own unique identifying number, based on a sequential series. When you enter a new record, such as an invoice or project, 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/defined in the different modules depending on what record they relate to. The number series needs to be defined in each module as below:

- Go to relevant module, e.g Projects.
- Open [Settings] and double-click on 'Number Series – Projects'.
- 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 31/12/2011)
- Enter a comment for each number series (e.g. Year 2011)



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

Now, in same manner as above, set up number series for each of the below:

Projects module

- Projects
- Quotations
- Time & Materials

Sales ledger

- Invoices
- Receipts

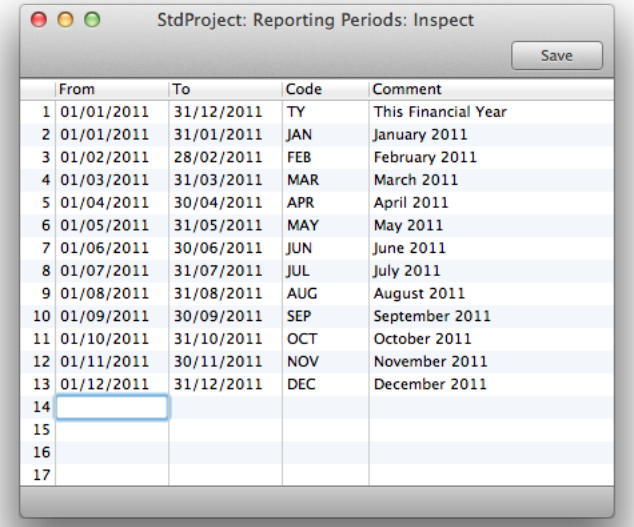
Note: Ensure that there is a unique number series within each module, and that these do not overlap with each other.

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.

How to define reporting periods:

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 31/01/2011 if you want to have a reporting period for January 2011; or from 01/01/2011 and To 31/12/2011 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	31/12/2011	TY	This Financial Year
2	01/01/2011	31/01/2011	JAN	January 2011
3	01/02/2011	28/02/2011	FEB	February 2011
4	01/03/2011	31/03/2011	MAR	March 2011
5	01/04/2011	30/04/2011	APR	April 2011
6	01/05/2011	31/05/2011	MAY	May 2011
7	01/06/2011	30/06/2011	JUN	June 2011
8	01/07/2011	31/07/2011	JUL	July 2011
9	01/08/2011	31/08/2011	AUG	August 2011
10	01/09/2011	30/09/2011	SEP	September 2011
11	01/10/2011	31/10/2011	OCT	October 2011
12	01/11/2011	30/11/2011	NOV	November 2011
13	01/12/2011	31/12/2011	DEC	December 2011
14				
15				
16				
17				

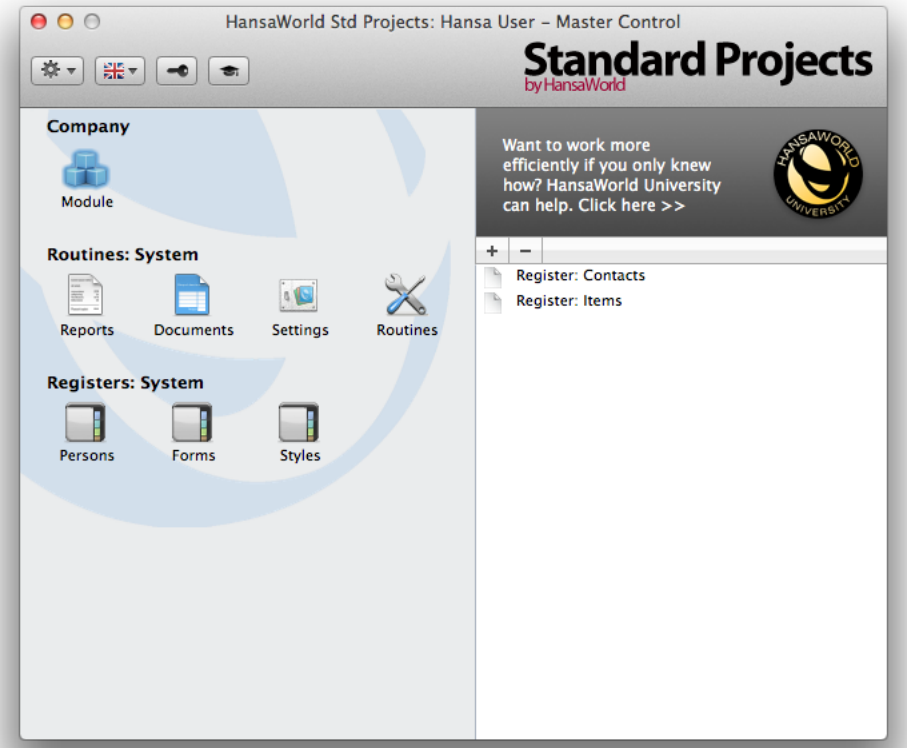
Note that the reporting period in the first row of this setting will be offered as a default wherever a reporting period is required. You may therefore like to change the first row from time to time so that a useful option is always offered as a default. Further, once memorised, the codes may be used 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. As an illustration, using the example above, if you type “JAN” into a period specification field on a report, the period 01/01/2011 to 31/01/2011 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.

6. To delete an old 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 the main tool of Standard Projects by HansaWorld. You can open the master control panel, or bring it to the front of your screen, 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 below. Some of these buttons have a keyboard shortcut, which can be used 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 within the different modules – for example to change between the projects module and the sales ledger. The name of the module you are presently working in will be visible in the routines and register sections respectively (e.g. Routines: Sales Ledger). Also, the register buttons in the lower part of the master control panel will vary depending on what module you are currently working in. You can change modules using the keyboard shortcut at any time (even if the master control panel is hidden or closed).

Routine section

Routines are tasks that you will need to carry out as part of your daily work function. Clicking on one of these buttons will open a list of options – simply double click on the option that you are looking for in order to open this. 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 report functionality, and how to work with these, is 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). The document functionality, and how to work with these, 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 functionality, and how to define these, is described in the appropriate sections below.

Routines

Allows you to import and export information and perform maintenance routines within the software (e.g. creating project invoices). Export and imports are described individually in the appropriate sections below.

Registers section

Windows/Linux keyboard shortcuts: Ctrl-1 to Ctrl-8

Mac OS X keyboard shortcuts: ⌘-1 to ⌘-8

These buttons vary depending on 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, and wish to access quickly, you can move them to your personal desktop. 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 Projects 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 Projects by HansaWorld on your machine using the [Login] button in the master control panel, your personal desktop will disappear, to be replaced with theirs.

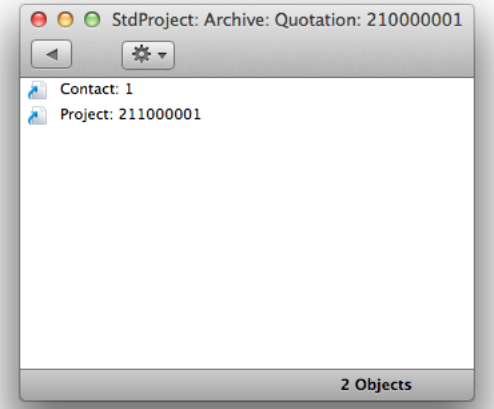
When you create the first user account in a new database, the personal desktop will be activated for that person automatically. If you add extra users to the person register in the system module, you will need to activate the personal desktop for those persons yourself using the 'Activate Personal Desktop' function on the operations menu of the person browse window.

ATTACHMENTS

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

All record windows contain an [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 browse, and 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 one 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 on it will 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 attachments 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 on 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.

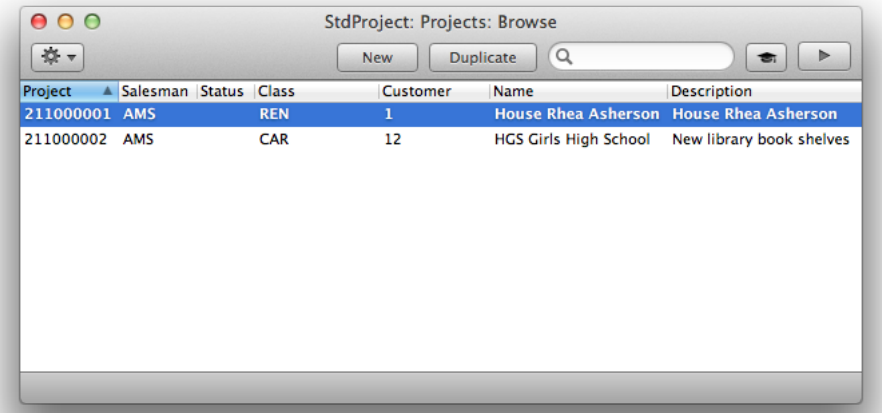
DIFFERENT TYPES OF WINDOW

There are six types of windows in Standard Projects by HansaWorld, all of which 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.

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 yet been saved

Inspect: The record is saved

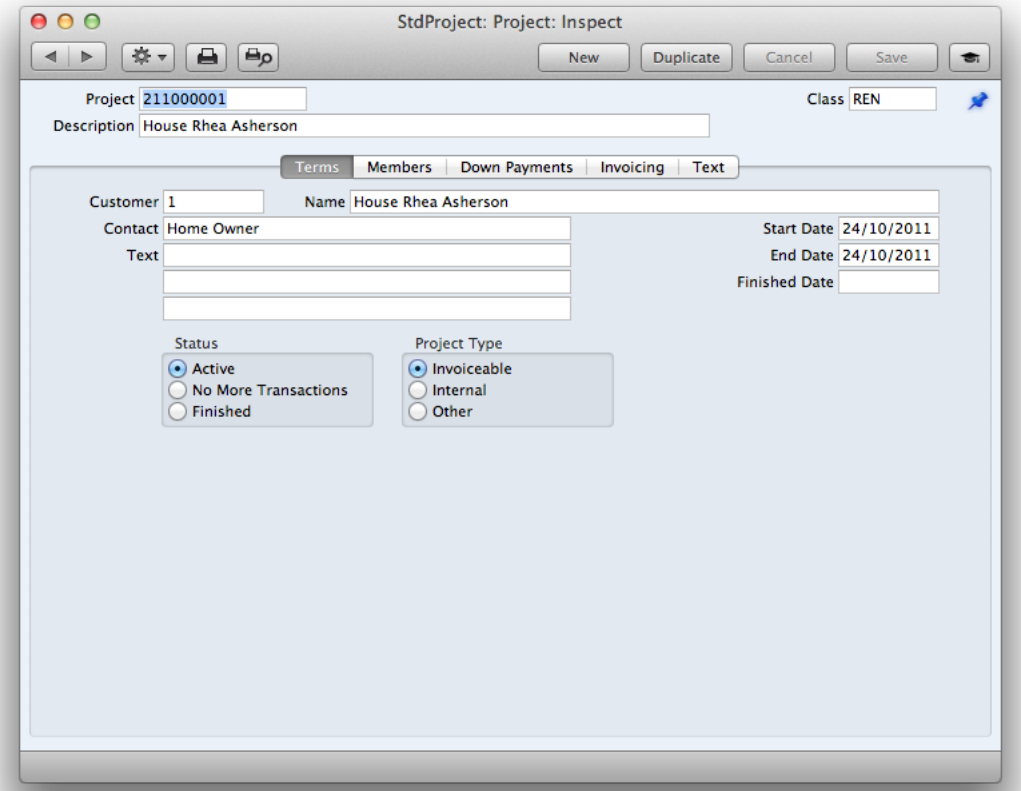
Update: You are making new edits to a previously saved record

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 on 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.

[Previous Record] and [Next Record] buttons can be used 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.

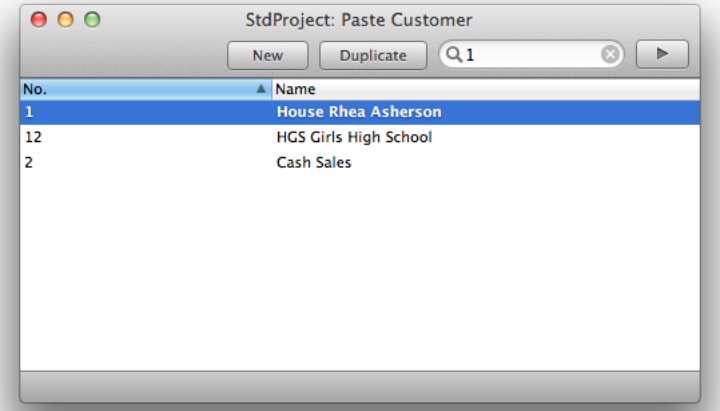
To print the current record, click the Printer icon.

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.

Paste Special (CMD-Enter)

When you enter information in Standard Projects 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 it's 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.

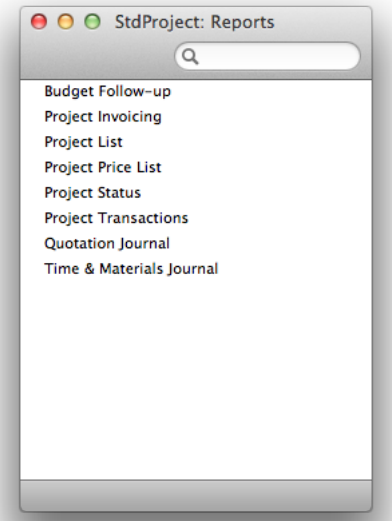
To drag several records, select the range of records while holding down shift key. If you want to select records in the browse window that are not continuous, select the records individually while holding down Command key.

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 into this part of the matrix.

List Window

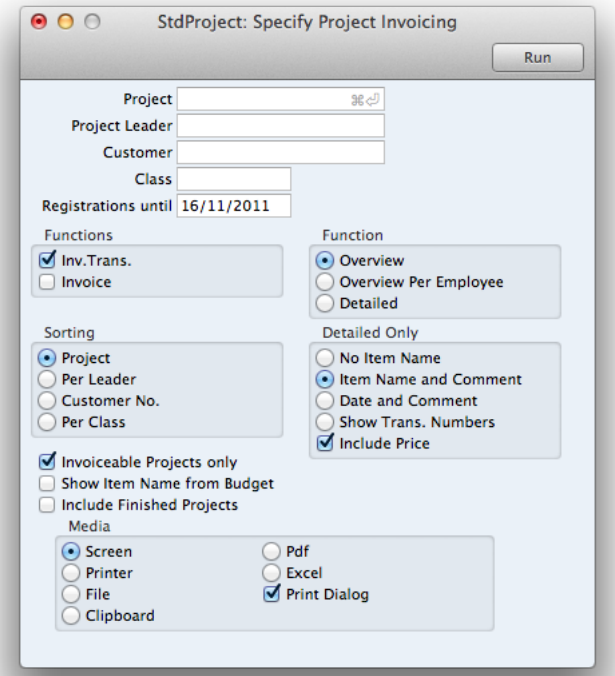
The list window is used whenever it is necessary to choose from a list of options, usually after accessing the “import”, “settings”, “maintenance”, “reports” and “documents” functions. Double-click your choice in the list, or click it once with the mouse and then press the enter key.

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 criteria 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.

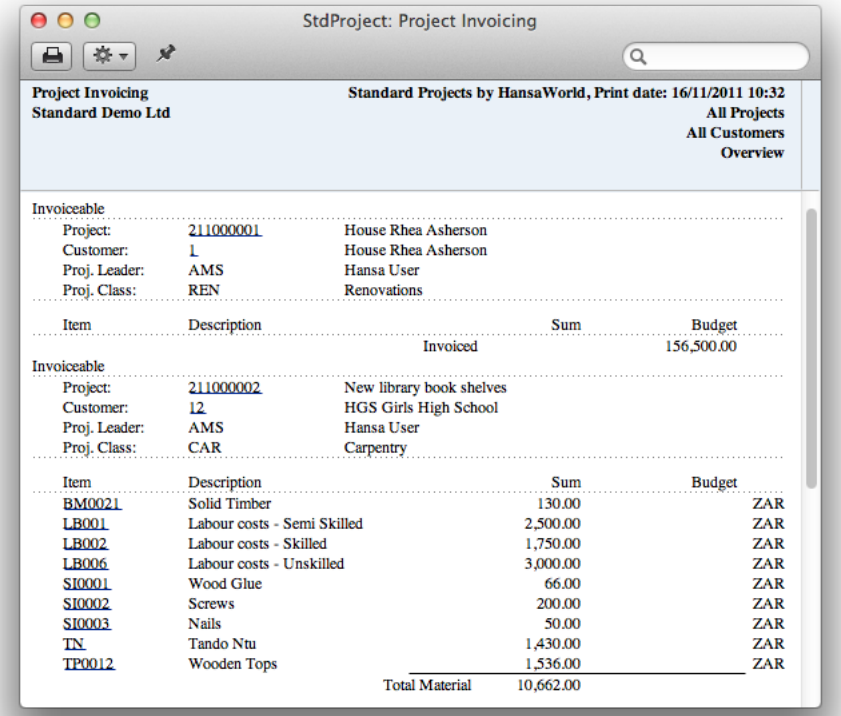


Report Window

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 criteria. Below this is the report itself, always shown in its full width in its own window.

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 Projects by HansaWorld an unmatched reporting power. Standard Projects can easily produce 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 can be printed by clicking on the printer icon in the button bar of the window containing the report.

File Dialogue Window

Standard Projects 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 Projects application. Double-click a folder name to see its contents.

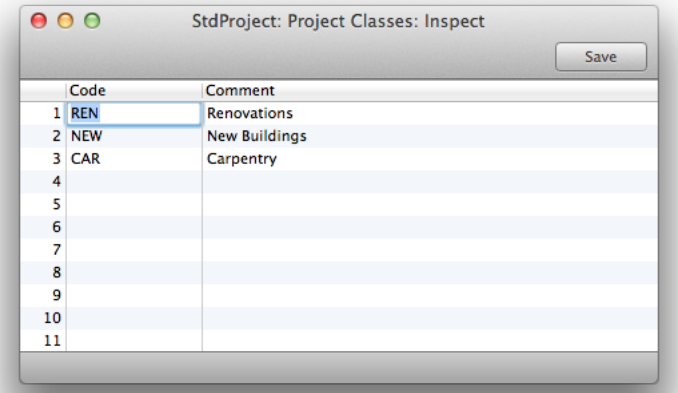
SETTINGS

Settings allow you to tailor the operation of Standard Projects by HansaWorld to your requirements. Many settings take the form of preferences such as the project settings, which you can use to inform Standard Projects by HansaWorld which initial settings is to be used when creating a new project record.

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 matser 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 Projects by HansaWorld. Double-click any of the items in the list to view, change or add to any of the settings.

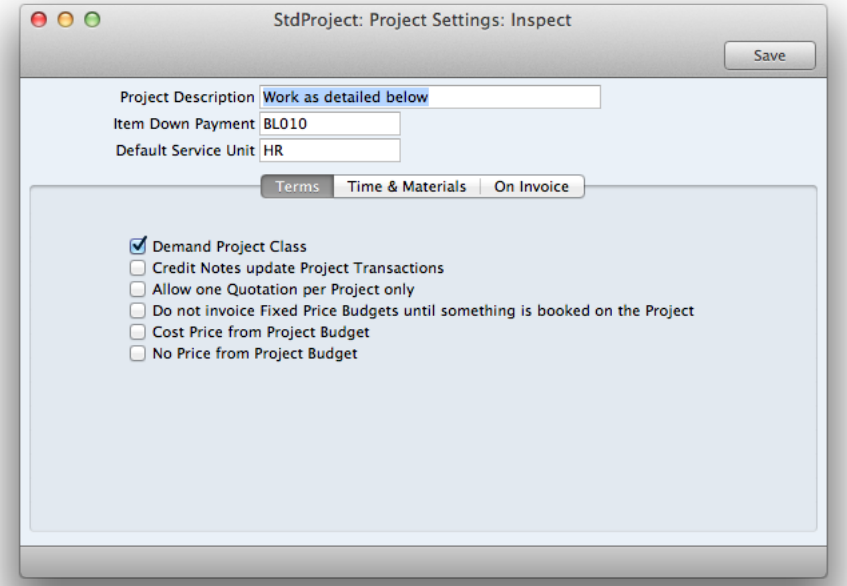
Project Classes



Standard Projects by HansaWorld allows you to group projects into project classes for two main purposes: invoicing and reporting. When using the 'Create Project Invoice' maintanance routine, you may enter a specific project class in order to invoice that project class solely.

The second function is reporting - reports such as project invoicing, project list and project status allow you to enter a specific project class to report solely on that specific project class.

Project Settings



This 'terms' tab provides the initial preferences for every new project record created in the project register. As an example, you may tick the 'Demand Project Class' check box which forces entry of project class when creating a new project record.

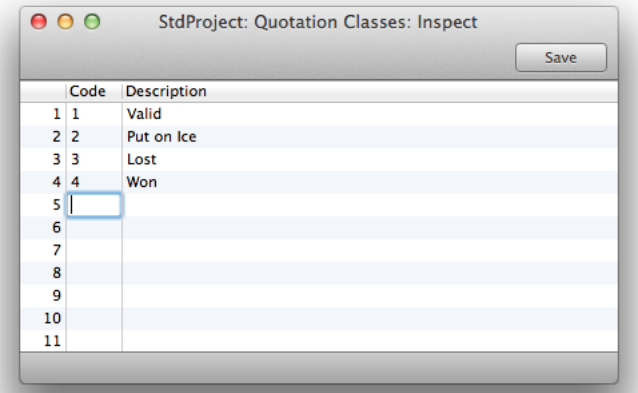
The 'time & material' tab provides a preference on how the item will appear on the invoices, sorted by item code or the specific transactions.

The 'on invoice' tab allows you to define what information will be shown on the invoice when it is created.

All these settings may be overwritten by changing the project record when a new one is created.

Quotation Classes

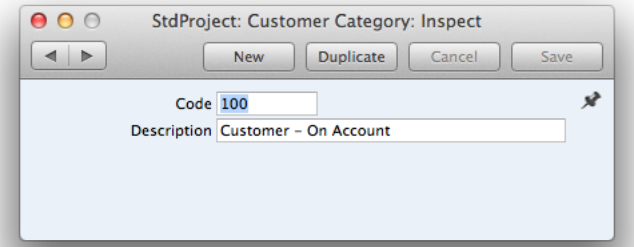
The 'quotation class' setting provides a way of sorting quotations, such as its position in a sales process. The



'quotation journal' report allows you to enter quotation class as a filter when running the report, making the report only show those quotations in the specific quotation class.

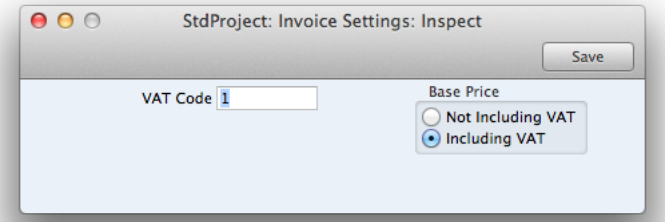
Customer Category

Customers with silimar traits may be assigned to the same customer category. This way, you may classify and segment all your customers. Categories serve as a useful filter option when reporting.



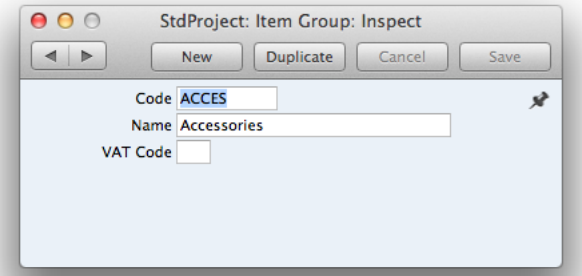
Invoice Setting

In this setting you may enter the default VAT code and whether the base prices on the item records either include or exclude VAT.



Item Groups

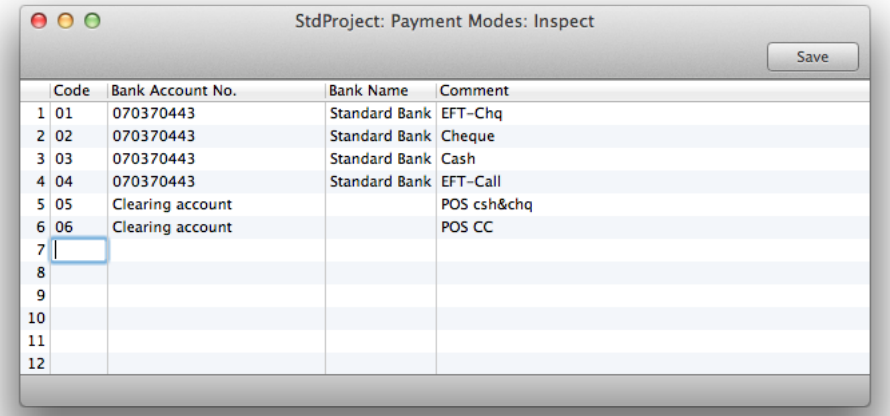
There are two main reasons for assigning items to item groups. The first is to make use of the item groups as



filters when reporting. Several reports, such as the item list and the price list report, include item group as a filter option. You can group items using the same VAT code together in item groups.

Payment Modes

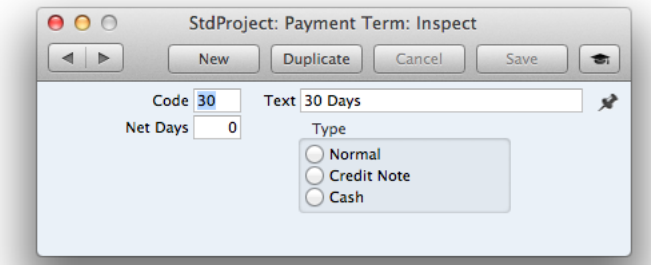
Payment modes are methods of payment. Payments for invoices are registered as receipts. On receipts you



	Code	Bank Account No.	Bank Name	Comment
1	01	070370443	Standard Bank	EFT-Chq
2	02	070370443	Standard Bank	Cheque
3	03	070370443	Standard Bank	Cash
4	04	070370443	Standard Bank	EFT-Call
5	05	Clearing account		POS csh&chq
6	06	Clearing account		POS CC
7				
8				
9				
10				
11				
12				

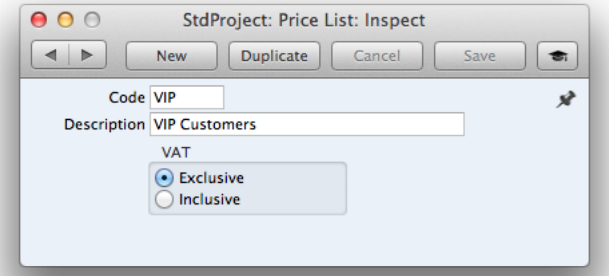
may enter a payment mode in order to differentiate between payments made in, for example, separate bank accounts or in cash.

Payment Terms



Firstly, the period between the invoice date and the due date are decided by the payment term. In the example above, all invoices with this payment term will have a period of 30 days between the invoice date and the due date. Secondly, payment terms are the means by which cash and credit notes are distinguished from ordinary invoices, which is set by the radio buttons on the payment term record.

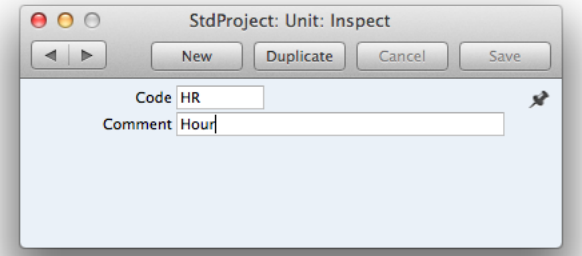
Price List



As the customer categories enable you to segment customers when reporting, the price lists enables you to differentiate item prices between customers. A price list may be put on a contact record and item prices will be retrieved from the prices register instead of the item record. When a price list is created, you may link items to the price list through the prices register and set a different price than the price of the item record.

Units

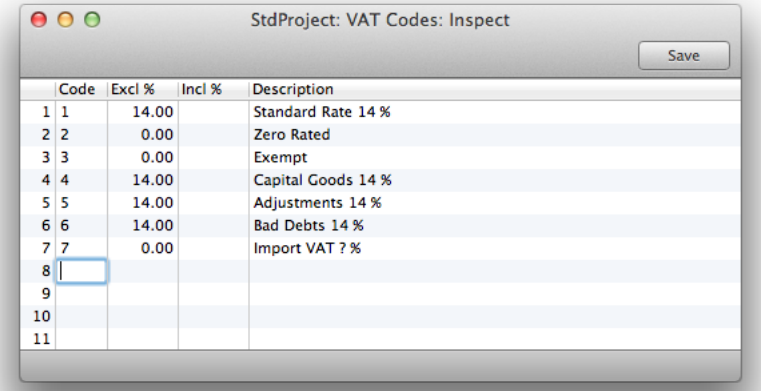
The unit serves as a specification to what the price of an item refers to. When working with projects in



Standard Projects it is useful to distinguish between hours spent and the units of other physical items.

VAT Codes

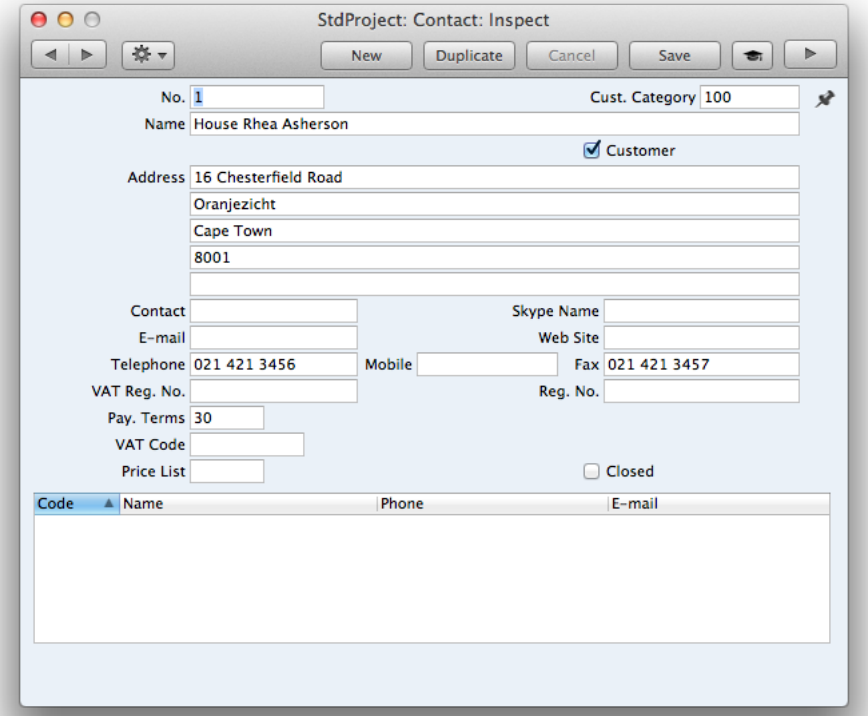
VAT codes, and the percentage assigned, are set here in this setting in order to comply with the VAT



regulations. Different VAT rates are defined by different VAT codes, also allowing you to set different rates for domestic and export sales, and sales within the EU.

The Contact Register

To create a new contact, go to the sales ledger module, open the contact register from the master control panel and press [New] or use the short key CMD+N



No.: Enter here the unique code of your contact. Standard Projects by HansaWorld will suggest the next available code based on the previously saved record. Specifically, this means that if you save customer 101, Standard Projects by HansaWorld will suggest 102 as the next customer code. This can be overwritten until the record is saved.

Name: Enter the name of the contact

Cust. Category: Use the 'paste special' function in order to get a list of all available customer categories.

Customer: This check box makes it possible to distinguish between contacts and contacts persons. Whereas the contact may be the company with which you deal, the contact persons are the people working at the customer.

Address: In this field you may enter your contact's address.

Contact: Use the 'paste special' function to open a list of contact persons you have registered.

Pay. Terms: Use the 'paste special' function to open a list of payment terms. This payment term will be used as the default payment term when the contact is used on records such as invoices.

VAT Code: Use the 'paste special' function to open a list of VAT codes. If the default VAT code set in the invoice settings is applicable for the contact, this field may be left blank.

Price List: Use the 'paste special' function to open a list of price lists. When a price list is defined in this field, Standard Projects by HansaWorld will first check the prices register for item prices before using the price set on the item record.

Closed: Tick this check box if the contact is not to be used on records anymore. When this check box is ticked, the specific contact will not appear as an option when using the 'paste special' function in the contact field on records such as projects and invoices.

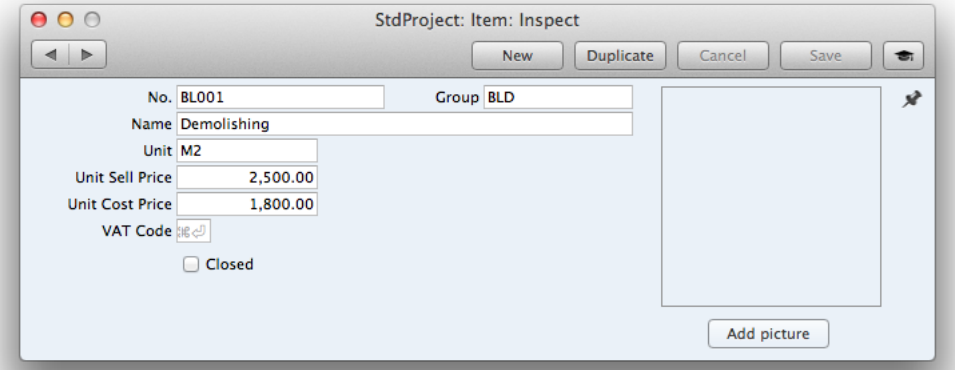
Creating a Contact Person

Contact persons are listed in the latter part of the contact card. In order to create a new contact person, use the operation function 'Create Contact Person'. This function will copy the contact card but leave the name

field blank. The contact code will follow the same rule as when creating a new contact and it is not possible to overwrite. Write in the name of the contact person and make sure that the 'Customer' check box is not ticked.

The Item Record

In order to create a new item, go to the sales ledger module and open the item register from the master control panel. Click on [New] or use the short key CMD+N.



No.: Enter here the item code you want to assign the item. When creating a new item, Standard Projects by HansaWorld will suggest an item code, however it is possible to overwrite this if necessary. The suggested code will be the next available code based on the previously saved item code. It is not possible to overwrite this item code once the record has been saved.

Group: Use the 'paste special' function to open a list of item groups. Items with similar traits may be assigned to the same item group for reporting purposes and distinction between VAT codes.

Unit: Use the 'paste special' function to open a list of units. The units serve as an explanation to the quantities making it easier for customers to understand the invoice.

Unit Sell Price: The price in this field is the selling price of the item. Whether the price excludes or includes VAT, is set in the invoice settings.

Unit Cost Price: The price set in this field is the cost associated with the units of the item. If the item is purchased from a supplier, it will be the cost price. If the item is a service, it should reflect the cost of that service.

VAT Code: Use the 'paste special' function to open a list of VAT codes. If the default VAT code set in the invoice settings is applicable for the items, this field may be left blank.

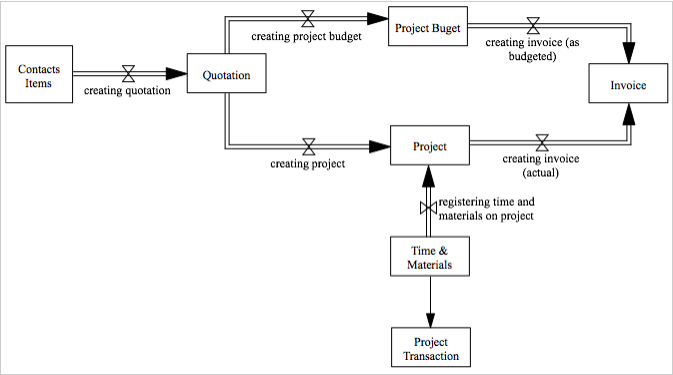
Closed: Tick this check box if the item is no longer to be sold. All items with this check box tick will not appear when using the 'paste special' function in item fields.

Add Picture: 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 it so that the part of the picture that you require 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.

THE PROJECT WORK FLOW



The workflow within Standard Projects by HansaWorld may be depicted as above. In order to create quotations you need both contacts and items. When the quotation is sent to the customer, and is accepted, both the project record and the project budget is created from the operations menu on the quotation record.

The project record is the common point to where other records are linked. Records such as time & material and invoices refer to the project code to distinguish between the different projects.

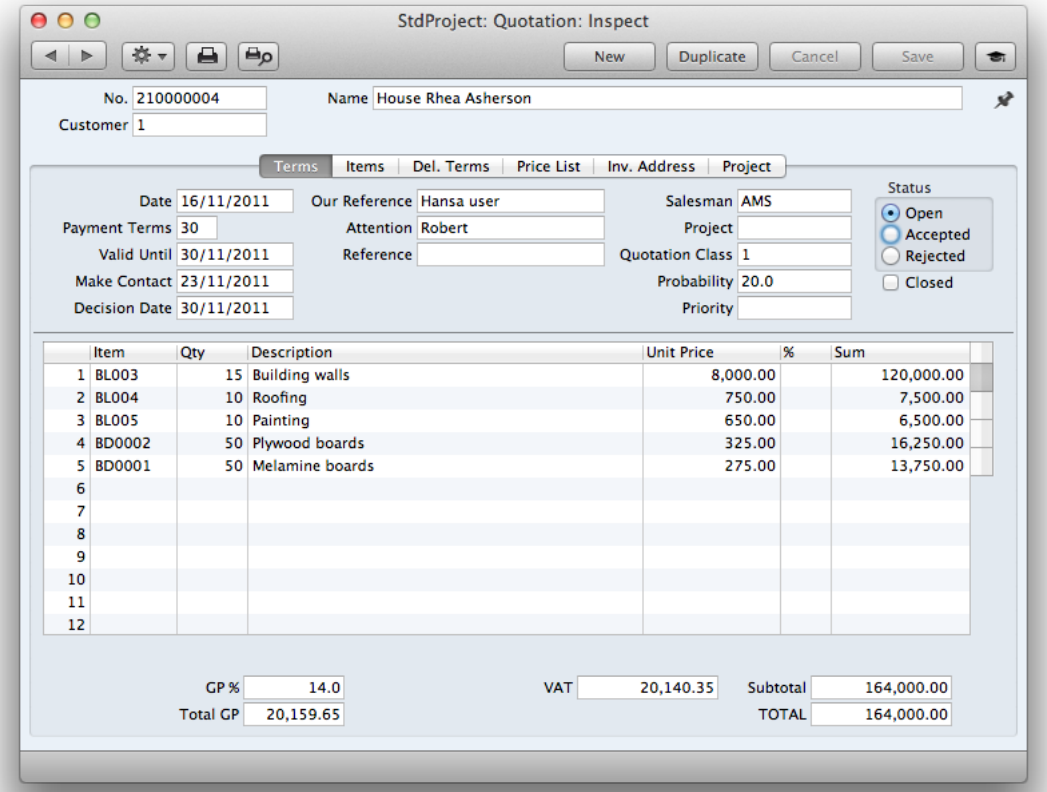
When the project is created from the operations menu of the quotation, the next step is to create the project budget, which has two main purposes. Firstly, it serves as an estimate for the project income and cost. By the project status report, actual and budgeted values may be compared. Secondly, it is possible to create a fixed price project basing the invoice on the budget instead of the actual values.

When the project and project budget are created, the next step will be to book items to the project representing time and physical goods spent on the project. This is recorded by the 'Time & Materials' register. When this record is ticked as 'OK' and saved, a project transaction is created in the project transaction register. When creating an invoice based on actual values, these values will be retrieved from this register.

There are two main ways of creating a project invoice. The first option is to use the maintenance function 'Create Project Invoices'. Through this routine several projects can be invoiced at the same time. Also, it is possible to filter the invoice creation by customer, class and project leader to mention a few. The second way of invoicing is to create the invoice from the operations menu on the project budget record. Only one project may be invoiced when using this method.

CREATING QUOTATIONS

To create a new quotation, go to the project module and open the quotation register from the master control panel. Open a new record by pressing [New] or using the short key CMD+N.



Terms Tab:

No.: The number series is entered automatically based on the setting 'Number Series – Quotations' in the project module

Customer: Use the 'paste special' function to access the contact register from the quotation. Only the contacts with the customer check box ticked are available here.

Name: When the customer code is entered into the customer field, the customer name will automatically be pasted here.

Date: Standard Projects by HansaWorld will automatically suggest the creation date of the quotation in this field.

Payment Terms: The payment term will automatically be entered based on the default payment term set on the contact record. This may be changed manually if necessary.

Make Contact: Use the 'paste special' function to open the calendar to enter a date. The sales department should use this date in their 'customer follow up' routines. The quotation journal report has a filter option for this field, making it possible to see which quotations to follow up on a specific date.

Decision Date: Use the 'paste special' function to open the calendar to enter a date. This date represents a deadline for the customer decision whether or not to accept the quotation.

Quotation Class: Use the 'paste special' function to open the quotation classes. Enter the quotation class which is correct for the project. As mentioned earlier, the quotation classes are meant for invoicing and reporting purposes.

Probability: This field serves as an estimate of the likelihood for the quotation being accepted. Enter the probability defined by percentage.

Status: The status radio button tells if the quotation is open, accepted or rejected. The quotation will by default be set as 'valid'. The status of the quotations changes as the customer either accepts or rejects the quotation.

Items Tab

Items: Use the 'paste special' function to open the paste special window for items. The items can be entered one by one through double clicking the item and then performing a new paste special. Or, by 'drag-and-drop' from the paste special window items may be added to the quotation one-by-one or an selection of items.

Qty: Enter the quantities for the items.

Person: On the last flip of the matrix, there is a field for assigning a person. This is a very efficient way of allocating human resources in Standard Projects by when creating a quotation.

Del. Terms Tab

Total Quantity: In this field you will be able to see the total quantities from the items tab.

Planned Delivery: Use the 'paste special' function to open the calendar to insert a deadline. This is for project management purposes.

Days to Deliver: In this field, you may enter the number of days needed to finish the project.

Price List Tab

Price List: Use the 'paste special' function to open the paste special window for price lists. To have an effect, the price list must be entered before the items are inserted into the matrix. However, if the price list is put on the contact record, this will automatically be pasted to the quotation record.

Comment: The comment entered here will be pasted into the project description field when the project record is created from the quotation.

Address Tab

This tab shows you the address of the contact, which is automatically pasted when inserting the customer. The address may be changed in cases where the invoice must be sent to a different address than the one from the contact card.

Project Tab

Invoice: Here you can choose if the project is to be invoiced according to actual values or as quoted. If you create a project budget from the quotation record, the project budget will continue the selection put here. If you choose to invoice as quoted, the project budget will be set to invoice as budgeted. If you choose to invoice according to actual values, the project budget will be set to follow the same rule.

Operations Menu

Customer Status: To access the customer status report easily, choose this operation menu function. Here, you will see contact details and invoice history of the customer.

Add Subtotal: If you want to sort items and present subtotals in the quotation, place the cursor on the first row after the last item included in the subtotal and choose this function. A new line will be inserted and showing the subtotal for that section. You may have several subtotal line in the quotation

Add Header Line: This function will insert a new line where you have placed the cursor and giving you the opportunity to add a header to that section. You may have several header lines in the quotation.

Add Hidden Line: If you have information you want to add to the quotation, but not want the customer to see it. Choose this function as it inserts a new line, and all rows below the new line will be hidden on printouts.

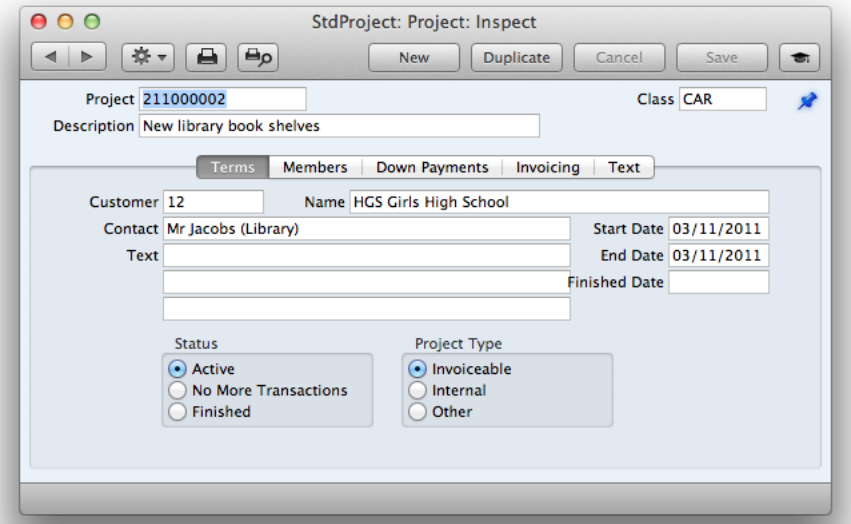
Create Project: Use this function to create a new project based on the quotation.

Create Project Budget: Use this function to create a project budget based on the quotation. All items

in the item matrix will be entered to the project budget. In order to create a project budget from the quotation, you need to create a project first.

CREATING PROJECTS

There are two ways of creating projects. As already mentioned, creating a project is best done by using the operation menu function 'Create Project' on the quotation. Information from the quotation will automatically be pasted to the project record, meaning that there is no need to retype this data. The manual way of creating project records is to go to the projects module and choose the project register from the master control panel. Here, you can either press [New] or use the short key CMD+N.



Terms Tab

Project: The project code is retrieved from the setting 'Number Series – Projects' in the project module.

Description: Enter here a short description or a title of the project. If you have entered a comment on the quotation and created the project from the quotation, the comment from the quotation will automatically be entered here.

Class: Use the 'paste special' function in order to open the paste special window for project classes. As mentioned, project class refers to possibilities when reporting and invoicing.

Customer: If you have created the project record from a quotation, the customer code will automatically be pasted here. If you have created the project record manually, you can use the 'paste special' function to access the contacts.

Name: When the contact code is entered, the contact name will be pasted here.

Contact: The person listed in the contact field on the customer record will be pasted in this field when the contact code is entered. This may be changed manually if the project must refer to a different contact person. In this case, use the 'paste special' function to open the paste special window for contact persons. Only the contact persons registered for this customer will be shown.

Text: Enter here more detailed text for the project. This text can appear on documents such as invoices.

Start Date: This date represents when the project starts. Use the 'paste special' function to open the calendar to insert a date.

End Date: This date represents when the project ends. Use the 'paste special' function to open the calendar to insert a date.

Finished Date: When the status radio button is changed from active to finished, a date will be entered here automatically.

Status: These radio buttons show if the project is still active, if there are no more transactions that may be booked on the project, or if it is finished. Projects set as either 'No More Transactions' or 'Finished' cannot be invoiced.

Members Tab

Members: In this field you can use the 'paste special' functionality to enter those persons that are allocated to the project.

Project Leader: Use the 'paste special' function to enter the person that is the project leader on the project. Several reports provide project leader as a filter option making it possible for each project leader to report on their projects.

Salesman: Use the 'paste special' function to enter the person who sold the project to the customer. Several reports provide salesman as a filter option.

Down Payments Tab

This tab provides functionality to create a down payment invoice or an on-account invoice linked to the project record. First, enter a date in the date field, which constitutes the invoice date. Then, enter the value that you want to invoice in the 'Sum/prc' field. After saving the project record, choose 'Create Downpayment Invoice' from the operations menu on the project record and an invoice will be generated. When the final invoice is created, the final invoice total will take into account, and subtract the down payment invoices, from the total due.

Invoicing Tab

These settings are defined according to the project settings. Here you may change the default setting per project.

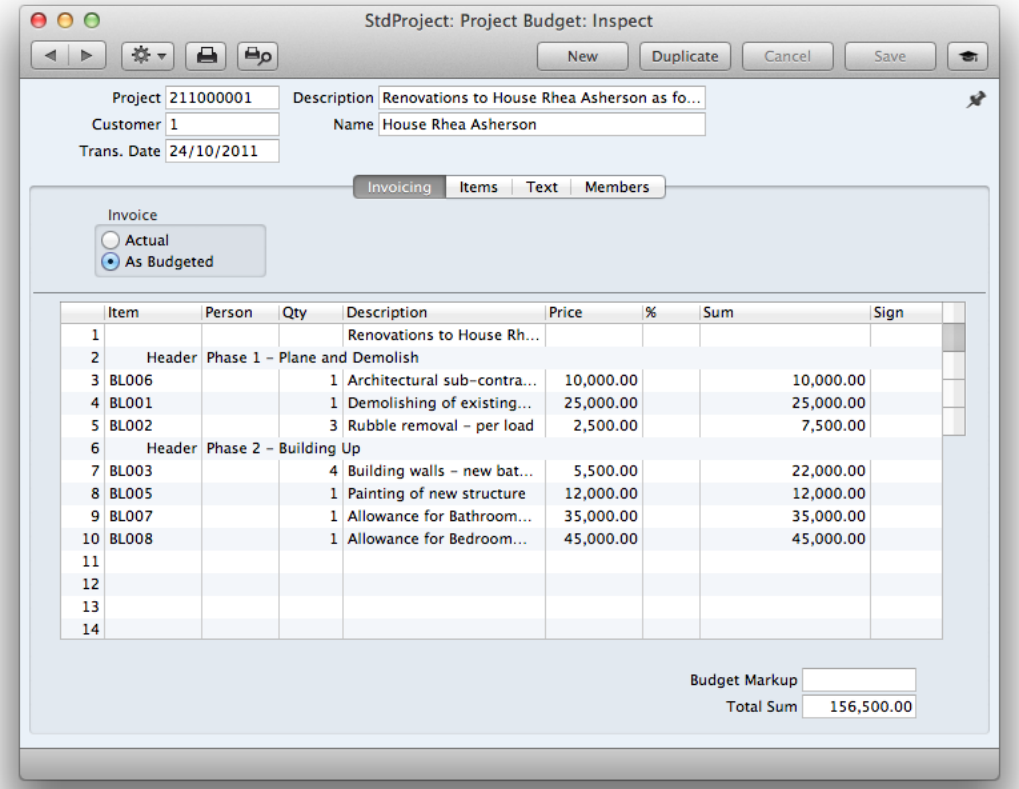
Text Tab

On this tab you may write additional information about the project.

CREATING THE PROJECT BUDGET

There are three ways to create a project budget. The first way is to create it directly from the quotation using the 'Create Project Budget' function from the operations menu. The second method is to use the similar operations menu function from the project record. The third method is to create it manually. Here, first go to the projects module, choose the project budgets register from the master control panel and then press [New] or use the short key CMD+N.

If you create the project budget using the last method, you need to enter all necessary data manually; therefore it is advisable to create the project budget from the quotation.



Project: If you have created the project budget using either of the operation menu functions, this field will be automatically entered. If you create the record manually, this field must be entered. Use the 'paste special' function to enter the project code.

Description: Here, the project description will be entered.

Customer: If you create the record manually, you need to enter the customer code. Use the 'paste special' function to enter the customer. If the record is created from the quotation or the project record, the customer code will automatically be entered.

The Items Tab

Most of the fields will be automatically entered if you create the project record from the quotation.

Item: Use the 'paste special' function to enter the paste special window for items. Items may be entered one-by-one or in selections using drag-and-drop from the paste special window.

Person: Here you can allocate resources for project management purposes. Use the 'paste special' function to enter the paste special window for persons.

Quantity: Enter the budgeted quantity for each item.

Description: The description will automatically be pasted when the item code is entered.

Price: Enter the budgeted price of each item.

%: If the customer is not linked to a price list but still get discount, the discount percentage may be entered in this field.

Sum: When both quantity and price is entered, the row sum will be calculated.

Sign: When the person assigned to the row has done the work, that person should enter the signature in order to mark the work as done. This way, the project manager may know what has been done and what needs to be done.

The Text Tab

In this tab it is possible to write additional free text that can be used to reference other information relating to this project.

The Members Tab

Project members: Use the 'paste special' function in this field to enter those who are assigned to the project. If this information is added to the project record, this will be automatically pasted to this record.

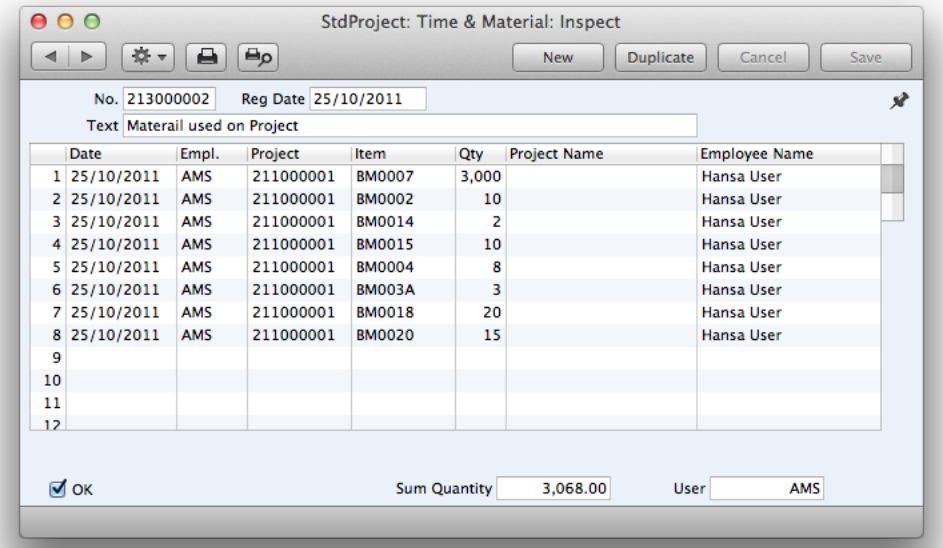
Project leader: Use the 'paste special' function to insert the project leader for look up purposes and reporting.

Salesman: Use the 'paste special' function to insert the salesman for look up purposes and reporting.

Time Recording

Time recording is done by the 'Time & Materials' register in the project module. In these records, items with quantities and persons are linked to the project creating project transactions. These transactions constitute the basis for the invoice.

The Time & Materials Record



No: This code is retrieved from the setting 'Number Series – Time & Materials'.

Reg. Date: This date is the date when the record was created. It will automatically suggest the same date it is created. If you want to change this date, you may use the 'paste special' function to open the calender and choose the correct date.

Text: Here you may enter a description of the record.

Date: Enter the date when the use of the item occured. The calendar can be opened using the 'paste special' function.

Empl.: In this field the responsible person for the time is entered. Use the 'paste special' function to open the person paste special window.

Project: Use the 'paste special' function to open the project paste special window to enter the project. Different projects may be on the same time & material record.

Item: Use the 'paste special' function to open the item paste special window to enter the correct item. Different items may be on the same time & material record.

Project Name: When the project code is entered into the project field, this field will automatically be filled in.

Employee Name: When the person's signature is entered into the employee field, the person's name is automatically filled in this field.

Item Name: When the item code is entered into the item field, the item name is automatically filled in this field.

Extra Comment 1 and 2: In these fields you may enter free text if required.

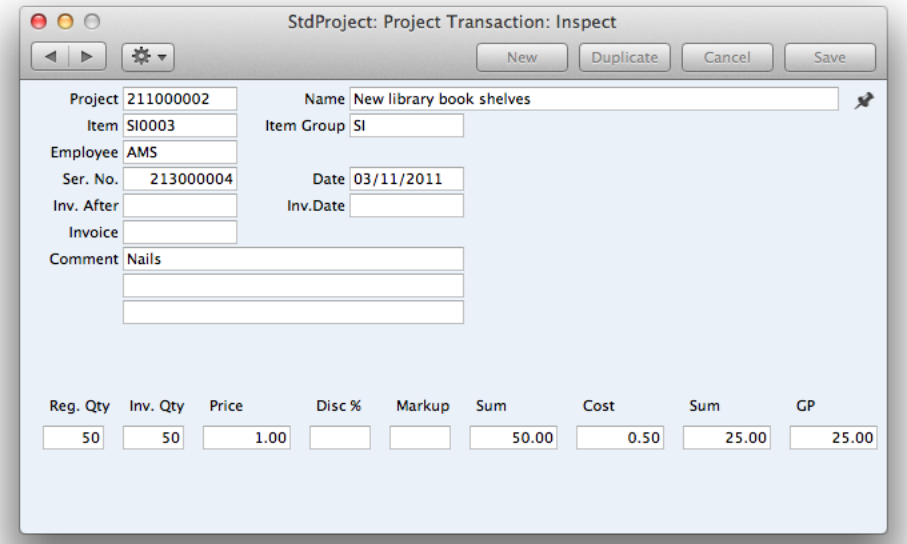
OK: Tick this check box when you are done registering the record. Once this check box is ticked the record cannot be changed without performing a correction mark.

Correction mark

This operation menu function enables you to change an oked time & materials record. When this function is chosen, a new line will be inserted with the signature of the person performing the correction. To invalidate a row, highlight the row by clicking on the row number, and then press the backspace button on the keyboard. When the red line appears, this row is invalidated. Changes may then be added below the new row. When the correction mark is applied on the time & materials record, the respective project transaction record is removed from the project transaction register.

The Project Transaction Record

All of these fields are automatically pasted when the time & materials record is oked and saved.



Project: This field refers to the project code

Name: This is the project description from the project record.

Item: The item used on the time & materials record.

Item Group: The item group of the item used on the time & materials record.

Employee: The employee's signature (from the time & materials record).

Ser.No.: This is the time & materials record code.

Date: The date from the date field in the matrix of the time & materials record.

Invoice: This is the invoice number when the project is invoiced. This field remains blank until the project is invoiced.

Comment: This is the item name of the item used on the time & materials record.

Reg. Qty: The quantity (from the time & materials record).

Inv. Qty: The quantity on the invoice

Price: The item price.

Disc %: If a discount percentage is used, this is viewable here.

Markup: The markup used.

Sum: The invoiced quantity multiplied by the selling price.

Cost: The item cost price per unit

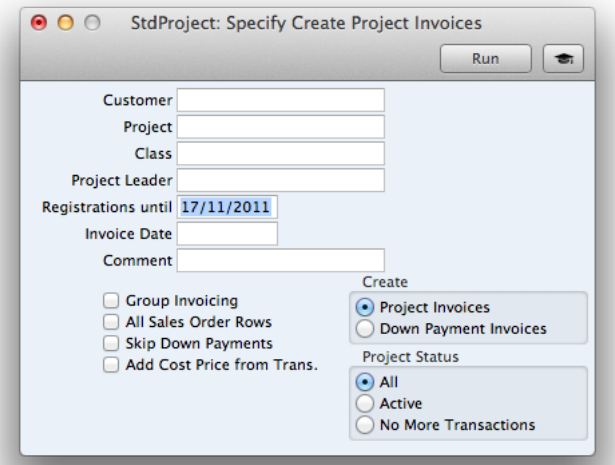
GP: The gross profit for that specific project transaction.

INVOICING PROJECTS

There are two main ways of invoicing a project: a maintenance routine and an operations menu function. The maintenance routine is found in the projects module and here you may invoice several projects at the same time. Alternatively you can invoice the project from the project budget Operations menu.

Create Project Invoices

To run this maintenance function, first go to the projects module, then choose 'routines' from the master control panel. In the next window you choose 'maintenance' and then 'create project invoices'.



In this specification window you have the following filter options:

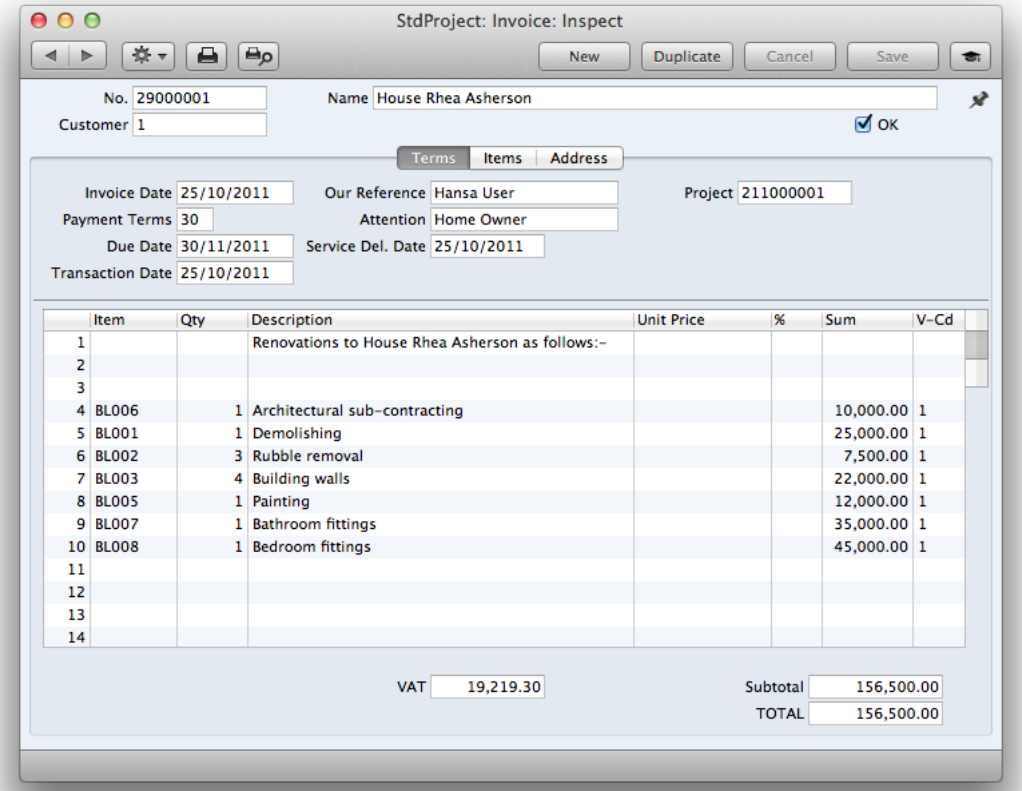
- Customer: enter here the customer code if you want to invoice all projects of a particular customer
- Project: enter the project code if you want to invoice one specific project.
- Class: enter the project class if you want to invoice projects of a particular project class.
- Project Leader: enter the project leader if you want to invoice projects of a certain project leader.

If you want to invoice all invoiceable projects, leave these fields blank.

Other information to enter is:

- Registrations until: all invoiceable project transactions until this date will be invoiced. This field defaults to current date but this can be changed.
- Invoice date: enter here the invoice date you want the created invoices to have.
- Comment: enter an additional comment, which will be included on the invoice.

All fields will be filled in when you create invoices from projects together with the project description. Also, you



may specify the information you want on the invoice, either by the default setting 'Project Settings', or on the project record. As an example, the unit price is not shown on the picture above, as this is set to not be shown on the invoice.

No: This field retrieves the number series from the setting 'Number Series – Invoices' from the sales ledger module, and is automatically filled in.

Customer: Here, the customer code is entered. If you create an invoice manually, use the 'paste special' function to open the customer paste special window

Name: When the customer code is entered in the customer field, the name of the customer will automatically appear here.

Invoice Date: This is the date the invoice is created. When the invoice is created from project budget, the current date is used. When creating invoices using the Create Project Invoices maintenance function, you can choose the invoice date before running the maintenance.

Our Reference: This field defaults to the Project Manager.

Payment Terms: This field is automatically filled in with the default payment term from the customer's contact card. The payment term may be changed on the invoice if necessary.

Attention: This field is the reference at the customer. By default, this field retrieves the contact person from the project record and not the contact card.

Due Date: This date is calculated based on the invoice date and the payment term.

Service Del Date: This date is the date of the time & materials record.

Project: This field refers to the project that was invoiced.

OK: This check box must be ticked in order to prevent any further changes to the invoice and print out the invoice correctly.

VAT: The calculated VAT of the invoice.

The Items Tab

Item: Here, the item codes are filled in. If you enter an invoice manually, use the 'paste special' function to open the item paste special window.

Qty: The quantity from the time & material record. This field must be filled in manually if you are not creating invoice from projects.

Description: The item description is automatically filled in when the item code is entered.

Unit Price: The unit price of the item. This may be changed, but if you do, there will be a discrepancy between the invoiced values between reports in the sales ledger and projects modules.

%: If you want to give the customer discounts without using the price lists, you can enter a discount percentage here. This may also create discrepancy between the invoiced values in the sales ledger and the project modules.

Sum: This is the item unit price multiplied with the quantity, reduced by the discount.

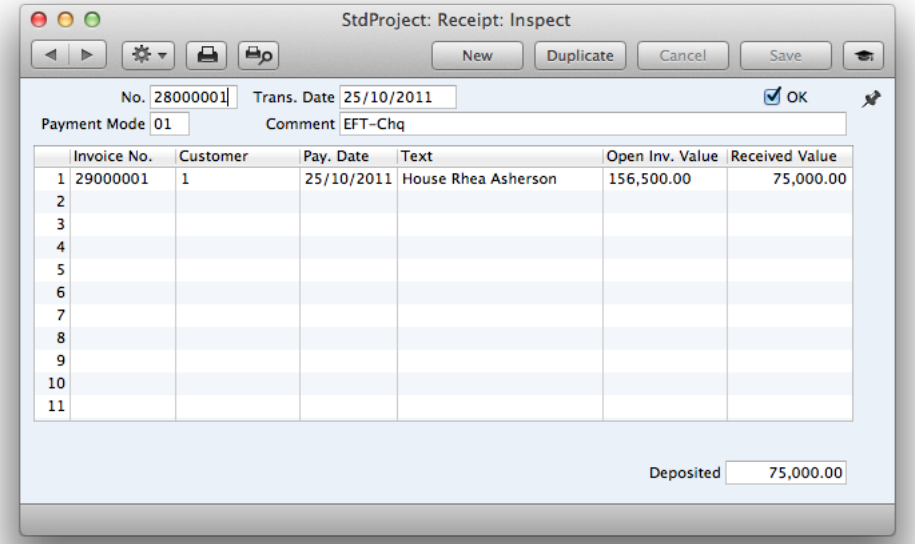
V-cd: The VAT code

The Address Tab

On this tab, the invoice address of the customer is inserted. If the invoice is to be sent to another address, this may be changed here. If so, this will not affect the invoice address on the customer's contact card.

THE RECEIPT RECORD

When an invoice is paid you need to register a receipt in order to get the invoice marked as paid. The receipt record's fields are explained below.



No: This number is retrieved from the setting 'Number Series – Receipts' in the sales ledger module.

Payment Mode: The default payment mode is the one on the first row in the payment modes setting in the sales ledger module. If you want to use a different payment mode, you must change this manually.

Comment: By default, the comment field will contain the description of the payment mode. This field is viewable in the browse window, and you may change this field if you need a reference visible from the browse window.

Invoice No: Use the 'paste special' function in order to retrieve the invoice paste special window. From here you may either choose invoices one-by-one or drag-and-drop a selection of invoices.

Customer: The customer code will automatically be inserted when the invoice number is entered.

Open Inv. Value: The open invoice value is visible in this field when the invoice number is entered. As Standard Projects by HansaWorld allows you to enter partial payment of invoices, the remaining open value will be shown here.

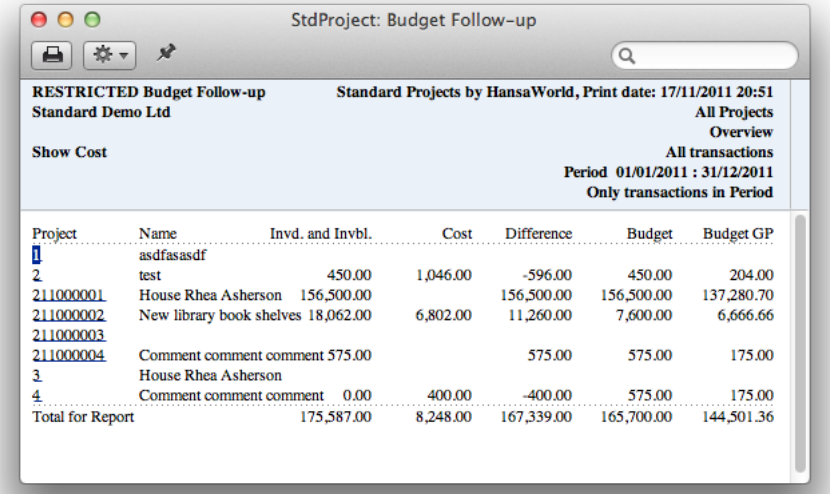
Received Value: In this field you enter the value of the customer payment. You do not have to edit this value if the invoice is fully paid.

Add Write-Off: This operations menu function is necessary to apply in cases you know the invoice will never be paid. In order to use this, you first need to enter the value the customer has paid. If the customer has paid nothing, you enter 0 in the 'received value' field and press enter and move the cursor back to the row of the invoice being written off. Instead of pressing enter first, you can also just move the cursor to another field on the same row. Then, you go to the operations menu and choose 'add write off' and a new line appears, which contains the remaining open value of the invoice. As you tick the 'OK' check box and save the receipt record, the invoice is then removed from the sales ledger.

REPORTS

Budget Follow-Up

Use this report to keep track of how your projects are tracking comparied to the budget. The report gives you



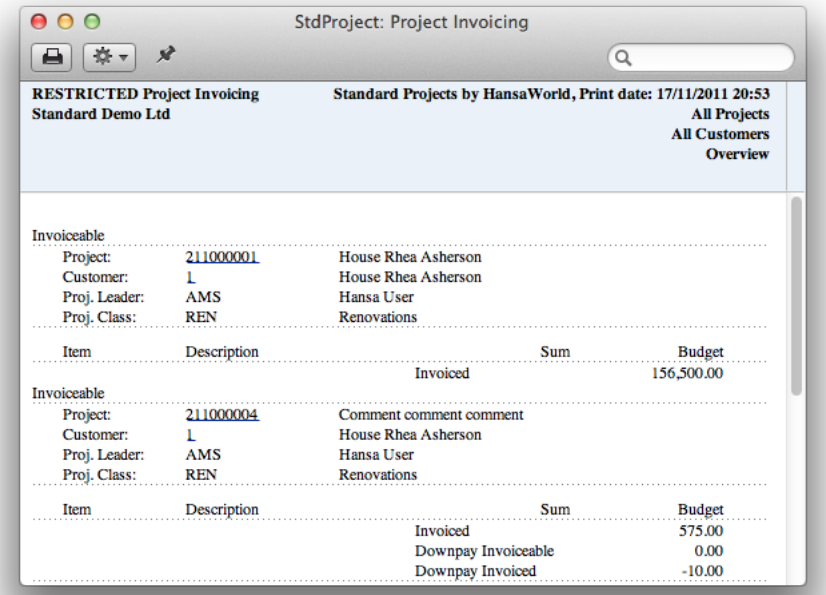
StdProject: Budget Follow-up

RESTRICTED Budget Follow-up **Standard Projects by HansaWorld, Print date: 17/11/2011 20:51**
Standard Demo Ltd **All Projects**
Overview
Show Cost **All transactions**
Period 01/01/2011 : 31/12/2011
Only transactions in Period

Project	Name	Invd. and Invbl.	Cost	Difference	Budget	Budget GP
1	asdfasasdf					
2	test	450.00	1,046.00	-596.00	450.00	204.00
211000001	House Rhea Asherson	156,500.00		156,500.00	156,500.00	137,280.70
211000002	New library book shelves	18,062.00	6,802.00	11,260.00	7,600.00	6,666.66
211000003						
211000004	Comment comment comment	575.00		575.00	575.00	175.00
3	House Rhea Asherson					
4	Comment comment comment	0.00	400.00	-400.00	575.00	175.00
Total for Report		175,587.00	8,248.00	167,339.00	165,700.00	144,501.36

information about invoced and invoiceable items, cost, your gross profit and the budget values.

Project Invoicing



StdProject: Project Invoicing

RESTRICTED Project Invoicing **Standard Projects by HansaWorld, Print date: 17/11/2011 20:53**
Standard Demo Ltd **All Projects**
All Customers
Overview

Invoiceable

Project:	211000001	House Rhea Asherson
Customer:	1	House Rhea Asherson
Proj. Leader:	AMS	Hansa User
Proj. Class:	REN	Renovations

Item	Description	Sum	Budget
		Invoiced	156,500.00

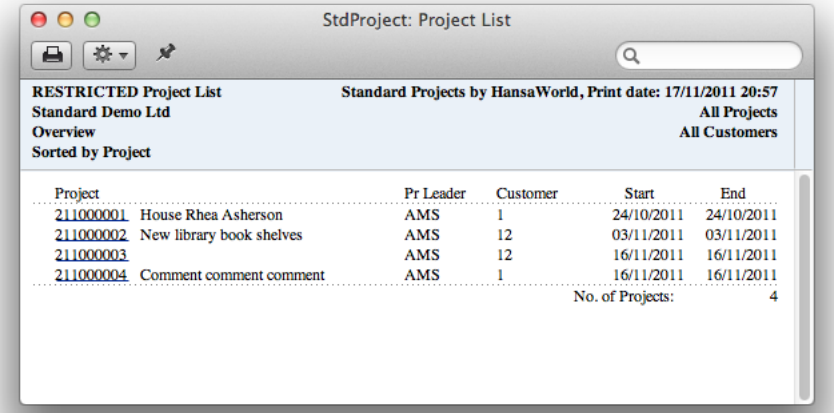
Invoiceable

Project:	211000004	Comment comment comment
Customer:	1	House Rhea Asherson
Proj. Leader:	AMS	Hansa User
Proj. Class:	REN	Renovations

Item	Description	Sum	Budget
		Invoiced	575.00
		Downpay Invoiceable	0.00
		Downpay Invoiced	-10.00

Use this report to see which projects can be invoiced and their invoiceable values. This report is related to the 'create project invoices' maintenance function.

Project List



StdProject: Project List

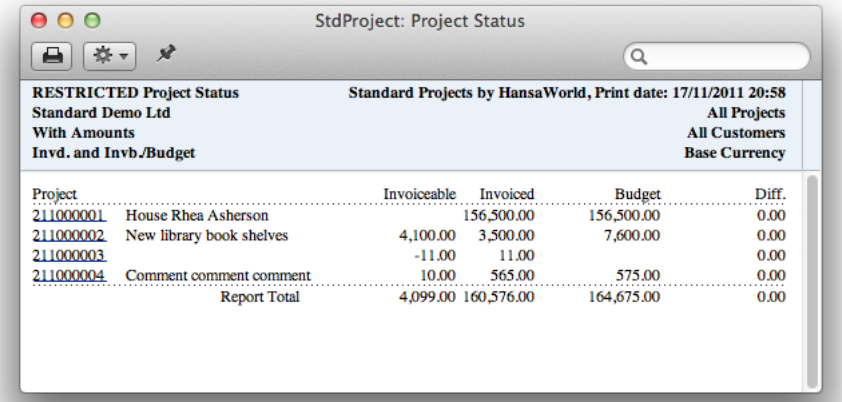
RESTRICTED Project List — **Standard Projects by HansaWorld, Print date: 17/11/2011 20:57**
Standard Demo Ltd — **All Projects**
Overview — **All Customers**
Sorted by Project

Project		Pr Leader	Customer	Start	End
211000001	House Rhea Asherson	AMS	1	24/10/2011	24/10/2011
211000002	New library book shelves	AMS	12	03/11/2011	03/11/2011
211000003		AMS	12	16/11/2011	16/11/2011
211000004	Comment comment comment	AMS	1	16/11/2011	16/11/2011
				No. of Projects:	4

Use this report to see your running projects. You may distinguish between active and finished projects. Even if you have many running projects you can use this report to sort your projects and keep track of them.

Project Status

This is your main tool while working with your ongoing projects. This report gives you information of the



StdProject: Project Status

RESTRICTED Project Status — **Standard Projects by HansaWorld, Print date: 17/11/2011 20:58**
Standard Demo Ltd — **All Projects**
With Amounts — **All Customers**
Invd. and Invb./Budget — **Base Currency**

Project		Invoiceable	Invoiced	Budget	Diff.
211000001	House Rhea Asherson		156,500.00	156,500.00	0.00
211000002	New library book shelves	4,100.00	3,500.00	7,600.00	0.00
211000003		-11.00	11.00		0.00
211000004	Comment comment comment	10.00	565.00	575.00	0.00
	Report Total	4,099.00	160,576.00	164,675.00	0.00

invoiceable, invoiced and budgeted values. While the budget follow-up report does not distinguish between the invoiced and the invoiceable, this report does. Also, this report provides different measures of comparison.

Project Transactions

Use this report if you want in-depth info about the numbers behind your income and cost. This report

StdProject: Project Transactions

RESTRICTED Project Transactions **Standard Projects by HansaWorld, Print date: 17/11/2011 21:01**
Standard Demo Ltd **Overview**
Sorted by Project **All Projects**
Period 01/01/2011 : 31/12/2011 **All Items**
Base Currency **All Persons**

Item	Date	Person	Ser.No	Price	Qty	Markup	Total
Project	2		test				ZAR
AC001	16/11/2011	AMS	213000007	150.00	12.00		1,800.00
AC002	16/11/2011	AMS	213000008	75.00	2.00		150.00
		Total Sum					
		Total Time Sheets		1,950.00	14.00		
		Total		1,950.00	14.00		
		Total Cost					
		Total Time Sheets		1,046.00			
		Total		1,046.00			
Project	211000002		New library book shelves				ZAR
BM0021	03/11/2011	AMS	213000004	65.00	2.00		130.00
TP0012	03/11/2011	AMS	213000004	512.00	3.00		1,536.00
SI0003	03/11/2011	AMS	213000004	1.00	50.00		50.00
SI0001	03/11/2011	AMS	213000004	33.00	2.00		66.00
LB002	04/11/2011	EP	213000005	350.00	5.00		1,750.00
LB001	04/11/2011	IB	213000005	250.00	10.00		2,500.00
LB006	04/11/2011	TN	213000005	150.00	20.00		3,000.00
TN	06/11/2011	TN	213000006	130.00	11.00		1,430.00
		Total Sum					
		Total Time Sheets		10,462.00	103.00		
		Total		10,462.00	103.00		
		Total Cost					
		Total Time Sheets		6,802.00			
		Total		6,802.00			

provides all the project transactions by which you can get more understanding of the gross profit.

Invoice Journal

This report will present all the invoices created in the period that you have chosen in the report specification

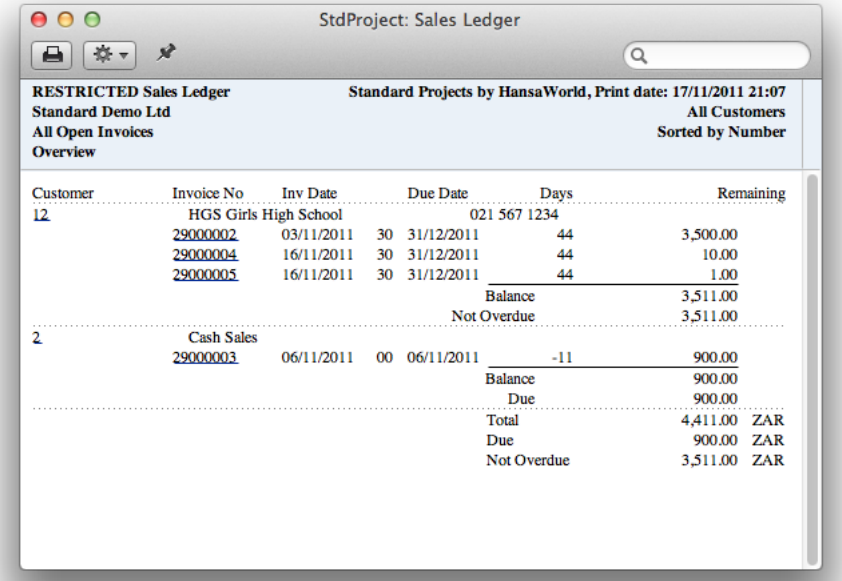
StdProject: Invoice Journal

RESTRICTED Invoice Journal **Standard Projects by HansaWorld, Print date: 17/11/2011 21:05**
Standard Demo Ltd **Period 01/01/2011 : 31/12/2011**
Overview **All Invoices**
Invoices and Cash Notes and Credit Notes
OKed Only

No	Date	Customer	Type	Excl VAT	Incl VAT	
29000001	25/10/2011	House Rhea Asherson	Invoice	137,280.70	156,500.00	ZAR
29000002	03/11/2011	HGS Girls High School		3,070.18	3,500.00	ZAR
29000003	06/11/2011	Cash Sales	Invoice	789.47	900.00	ZAR
29000004	16/11/2011	HGS Girls High School		8.77	10.00	ZAR
29000005	16/11/2011	HGS Girls High School		0.88	1.00	ZAR
			ZAR	141,150.00	160,911.00	
			Total Number of Invoices:		5	

window. This report is useful when you need to see what was invoiced in a particular period of time.

Sales Ledger



StdProject: Sales Ledger

RESTRICTED Sales Ledger — **Standard Projects by HansaWorld, Print date: 17/11/2011 21:07**
Standard Demo Ltd — **All Customers**
All Open Invoices — **Sorted by Number**
Overview

Customer	Invoice No	Inv Date		Due Date	Days	Remaining	
12	HGS Girls High School			021 567 1234			
	29000002	03/11/2011	30	31/12/2011	44	3,500.00	
	29000004	16/11/2011	30	31/12/2011	44	10.00	
	29000005	16/11/2011	30	31/12/2011	44	1.00	
					Balance	3,511.00	
					Not Overdue	3,511.00	
2	Cash Sales						
	29000003	06/11/2011	00	06/11/2011	-11	900.00	
					Balance	900.00	
					Due	900.00	
					Total	4,411.00	ZAR
					Due	900.00	ZAR
					Not Overdue	3,511.00	ZAR

This report will present to you all of your unpaid invoices. If an invoice is fully paid or written off, the invoice will not show in this report. Therefore, this report is a great tool to keep track of all open invoices in order to control your debtors efficiently.

DOCUMENTS

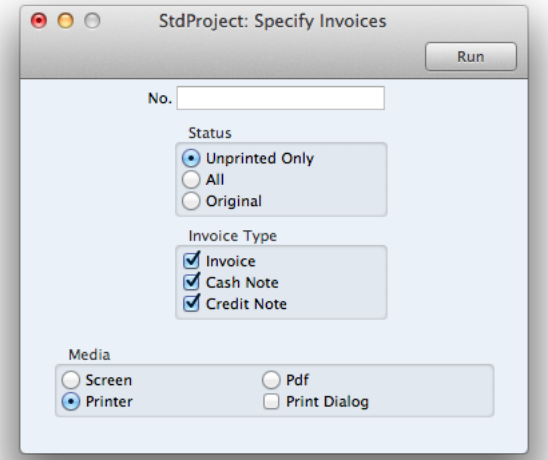
This section is applicable to all documents in Standard Projects by HansaWorld. However, as an example, the invoice document will be used. There are mainly three purposes for documents:

- Printing documents one-by-one or in batches
- Defining the form that the document is printed on
- Defining the page setup of printouts

Printing Documents

Printing document in batches is useful when you have many to print. Instead of printing invoices one by one from the invoice register in the sales ledger module for example, you may print all of them in one go by specifying a range.

First, go to the sales ledger module and choose 'documents' from the master control panel. Then, double click on 'invoices' and you will get the following window:



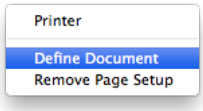
No.: Here, you may enter the invoice numbers you want to print out. If you want to only print out one invoice, enter that invoice number. If you want to print out a range of invoices, enter the first and last invoice numbers separated by colon, e.g. 2011001:2011010.

Status: If you enter a range of invoice numbers but some of these are already printed out and you do not want to print them out again, leave the status radio button at 'unprinted only'. This will solely print all unprinted invoices. If you want to include invoices that are already printed out, you must set this radio button to 'original'.

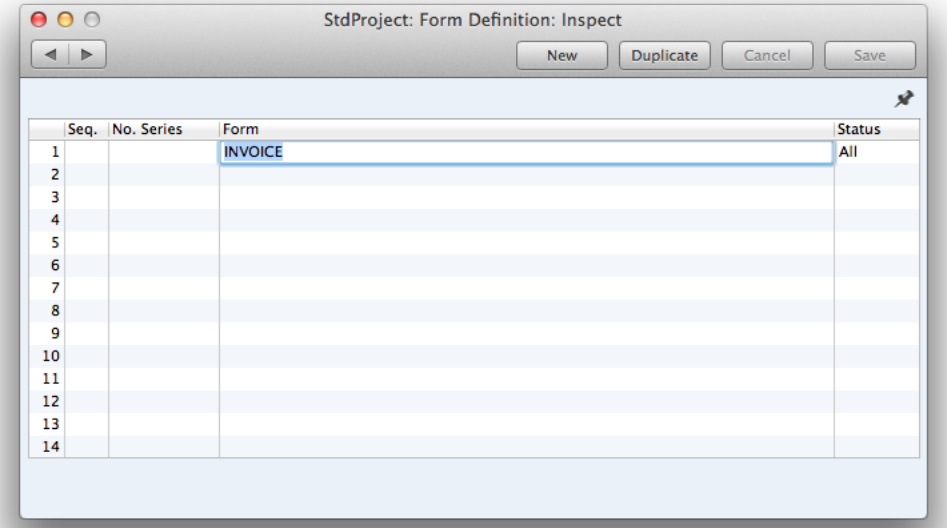
Invoice Type: Tick the check boxes for the invoice types you want to print out. If a credit note is within the entered range of invoice numbers, which you do not want to print out, deactivate the check box for credit notes.

Defining the Document

If you want to change the default document form, you need to change it here. Open documents from the master control panel and highlight 'invoices'. Then choose to 'define document' from the operations menu as shown below:



As you choose to define the document, you will get the following window:



Seq: If you want to print out the invoice in duplicates using different document forms, you need to enter the sequence of the print. In the first two rows you need to enter '1' and '2' meaning that the printing process first will print invoice copy using the form from the first row. The second printout will then use the form defined on the second row.

No. Series: If you use multiple number series for the invoices and you want to separate the invoice printout documents, you need to assign the number series to each form on different rows.

Form: Use the 'paste special' function to open the form paste special window and choose the form you want to apply.

Status: In cases you want to distinguish the printouts of oked and not-oked invoices by document form, you need to assign a status to the form using this field.

EXPORTING AND BACKING UP

Backup

After a day's work with Standard Projects by HansaWorld, you should back up all your data in order to keep your database safe. In cases where you could lose all your data the backup will restore your database to the state when you did your last backup. Therefore, you should do this often.

Additionally, it is important to keep your backup outside your computer such as on a memory stick or external hard drive. If your computer crashes, both your database and backup will not be usable if you do not remove the backup file from your computer.

To do a backup of your Standard Projects by HansaWorld, follow these steps:

- Go to the system module
- Choose 'routines' from the master control panel
- Click on 'exports'
- Double click on 'Database Text Backup'
- Enter a backup comment that will be viewable in your Standard Projects by HansaWorld upon importing. You should include the date of the backup in order to know which backup was created last, e.g. TB20111016. Here TB is used as an abbreviation for “text backup”, and 20111016 is the date written in the format of year, month, day (this helps with sorting purposes).
- Click 'run'
- Enter the file name by which you want to save the backup (here you should use the same name as the backup comment).

When you return to the export window, the backup is complete.

Importing the backup

There are two ways of importing your backup for two separate incidents. If your machine is lost or broken and you need to reinstall your Standard Projects by HansaWorld, download the program from the App Store and install it. When you start it for the first time, use the 'import backup' button on the welcome screen and a dialogue window will open and you can search for your backup file.

The second case is when your database is corrupt. You must first locate your Standard Projects.hdf file. This is located in users/libraries/application support. Delete this file and restart Standard Projects. As the welcome screen appears, you use the 'import text backup' button and locate your backup file.

HANSAWORLD

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	Austraia + 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
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