

Enterprise

by HansaWorld

Integrated Accounting,
CRM and ERP System for
Mac OS X, Windows,
Linux, iOS, Android and AIX

BuyBack Register

Program version: 7.1 131231

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Preface

The Enterprise by HansaWorld range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Mac OS X, Linux, iOS, Android and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows 7 version.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

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The BuyBack Register

The Buyback feature was developed to satisfy a requirement of Apple Premium Resellers (APRs). However, it might be suitable for use by anyone who receives Cost Price refunds from a Supplier when they sell Items as part of a particular campaign or to a certain type of Customer.

For example, an Item may have an advertised retail price and a separate lower price to be used when selling to Customers in education (for example, students or schools). As a dealer of this Item, when purchasing stock from the Supplier you will not know whether the eventual Customer will be retail or in education. You will therefore purchase all stock at the same Cost Price, and will be able to claim a refund or “BuyBack” from the Supplier for any Items that you sell to Customers in education.

Configuration

To configure the Buyback feature, follow these steps—

1. Specify a BuyBack Accrual Account in the Account Usage Stock setting in the Stock module. This will be the default Account to which Buyback refunds will be posted.

The screenshot shows a software window titled "Account Usage Stock: Inspect" with a menu bar (File, Edit, Record, Window, Info) and a "Save" button. The "Purchase Cost" tab is selected, displaying a list of accrual accounts and their values:

Account	Value
Dom. Purchase Accruals	820
EU Purchase Accruals	821
Import Purchase Accruals	822
Freight Accrual	816
Customs Accrual	817
Extra Cost	240
Extra Cost 1 Accrual	811
Extra Cost 2 Accrual	812
Extra Cost 3 Accrual	813
Extra Cost 4 Accrual	814
Extra Cost 5 Accrual	815
Consignment Purch. Accruals	
BuyBack Accrual	823

2. In the Price List register in the Pricing module, set up a Price List in which the Type is “BuyBack”. Specify the BuyBack Supplier (and a BuyBack Accrual Account if you want to override the default Account specified in step 1).

The illustration below shows a Price List that will be used when selling to Customers in education—

The 'Price List: Inspect' window displays the following fields and options:

- Code:** ED
- Description:** Education Price List
- Period:** (blank)
- Time:** (blank)
- Replace:** (blank)
- BuyBack Supplier:** 514
- BuyBack Accr. A/C:** (blank)
- VAT:**
 - ☒ Exclusive
 - ☐ Inclusive, incl. Ext. Tax
 - ☐ Inclusive
- Type:**
 - ☐ Discount
 - ☐ Qty Dep Values
 - ☒ BuyBack

Below the fields is a table with 5 columns: Row Type, Item/Item Group, Price Form., V-Cd, and a vertical scrollbar.

Row Type	Item/Item Group	Price Form.	V-Cd
1			
2			
3			
4			
5			
6			
7			
8			

3. Create records in the Price register for each Item that you want to be included in the Price List. This may include Items that do not qualify for BuyBack (they may be sourced from a different Supplier) but that nevertheless you will sell at a different price to the standard retail. In each record, specify the Price List created in step 2 and the selling Price. If the Item qualifies for BuyBack, check the Generate BuyBack Transaction box (this will be checked by default when you specify a Price List whose Type is "BuyBack") and enter the discounted Cost Price. If the Item does not qualify for BuyBack, you can leave the Cost Price blank. This will mean the standard Cost Price will be used, so gross profit and margin calculations will remain correct. If necessary, specify a BuyBack Accrual Account if you want to override the default Accounts specified in steps 1 and 2.

In the example illustrated below, an Item will be priced at 749.00 when it is sold to Customers in education (the standard retail price is 995.00), and the discounted Cost Price is 499.00 (the standard Cost Price is 625.00)—

The 'Price: Inspect' window displays the following fields and options:

- Item:** 10132
- Price List:** ED
- Comment:** Projector
- Price:** 749.00
- Sales A/C:** (blank)
- Customer:** (blank)
- Cost Price:** 499.00
- BuyBack Accr. A/C:** (blank)
- Options:**
 - ☐ Use this price, don't use any other Pricing Calculations
 - ☐ Do not Recalculate
 - ☒ Generate BuyBack Transaction

4. If necessary, assign the Price List to the relevant Customers.
5. Although not essential for the operation of the BuyBack feature, you should use the following options if you would like original Purchase Invoice Numbers to be copied automatically to BuyBack records. If you do not want

to use any or all of these options, you will be able to enter the original Purchase Invoice Numbers yourself.

- Items that qualify for BuyBack should be Serial Numbered.
- You should use the Transfer Each Row Separately option in the Purchase Invoice Settings setting in the Purchase Ledger.
- You should also use the Invoices Based on Goods Receipts option in the Purchase Invoice Settings setting if you will create Purchase Invoices from Purchase Orders. This option won't be needed if you will always create Purchase Invoices from Goods Receipts.
- You should not use the PO Number Only On Goods Receipt Rows option in the Stock Settings setting in the Stock module.

Workflow

To record the purchase and sale of an Item that will qualify for BuyBack, follow these steps—

1. When purchasing Items, follow the usual procedure of entering a Purchase Order, creating a Goods Receipt to receive the Items into stock and creating a Purchase Invoice.

Illustrated below is a Purchase Invoice recording the purchase of 10 x Item 10132 at the standard unit Cost Price of 625.00—

The screenshot shows the 'Purchase Invoice: Inspect' window with the following details:

- Header:** No. 960087, Name Apple, Supplier 514, Hold Amount, TOTAL 7500.00, VAT 1250.00. Buttons: New, Duplicate, Cancel, Save.
- Buttons:** OK (checked).
- Tabs:** Terms, Costs, Currency, Comment, Accounts, Inv. Address.
- Invoice Details:**
 - Invoice Date: 2/10/2013, Supp. Inv. No.: B0098453, Receiving Date: , On Hold: ☐ , Prel. Booking: ☐
 - Payment Terms: 30, Signers: , Discount Date: ,
 - Transaction Date: 2/10/2013, Objects: , Sett. Discount: ,
 - Due Date: 1/11/2013, Reference: , Credit of Invoice: ,
- Table:**

	A/C	Objects	Order Type	Stock Type	Amount	Item	Qty	Project	V-Cd	A
1	820		Normal	Purchased	625.00	10132	1		1	B
2	820		Normal	Purchased	625.00	10132	1		1	C
3	820		Normal	Purchased	625.00	10132	1		1	D
4	820		Normal	Purchased	625.00	10132	1		1	E
5	820		Normal	Purchased	625.00	10132	1		1	
6	820		Normal	Purchased	625.00	10132	1		1	
7	820		Normal	Purchased	625.00	10132	1		1	
8	820		Normal	Purchased	625.00	10132	1		1	
9	820		Normal	Purchased	625.00	10132	1		1	
10	820		Normal	Purchased	625.00	10132	1		1	
11										
12										
13										
14										
- Footer:** Currency GBP, Withh. Tax, Ext. Tax, Calculated VAT 1250.00.

2. To sell an Item, create a Sales Order in the normal way. If you did not assign a BuyBack Price List to the Customer, specify one on the 'Price List' card before adding the Item(s).

When you add Items to the Order, the Unit Price (on flip A) and Cost Price (on flip C) will be taken from the relevant record in the Price register—

Order: New

File Edit Record Window Info

< > [Settings] [Print] [Fax] [Phone] New Duplicate Cancel Save

No. 992050 Name Linbury Court School
Customer 015 Official No. [] OK

Terms Items Currency Del. Terms Price List Inv. Address Del. Address

Date 7/10/2013 Our Reference Salesman FF [] Closed
Payment Terms 30 Attention Project [] Reserved
Planned Delivery Objects
Despatch Date Reference Order Class
Despatch Time Cust. Ord. No. Order Type Normal
Sales Contract

Item	Qty	Description	Order Type	Unit Price	%	Cost	GP	
1	10132	1 Projector	Normal	749.00		499.00	250.00	A
2								B
3								C
4								D
5								E
6								F
7								G
8								H
9								
10								
11								
12								

Currency GBP GP % 33.4 TAX2 VAT 149.80 Subtotal 749.00
Total GP 250.00 Ext. Tax Base 898.80 TOTAL 898.80

If an Item is Serial Numbered at the Batch or Unit level and you are using the Cost Price for Serial Number option for that Item, you can have the appropriate Cost Price for the Serial Number brought in to the Cost field when you specify a Serial Number on flip E. If you want to use this option, tick the Use Actual Cost Price for GP Cost box in the Cost Accounting setting in the Stock module.

3. Create a Delivery from the Sales Order in the usual way by choosing 'Create Delivery' from the Operations menu.

On flip C of the Delivery, the Cost Price from the Price record will be entered in the BuyBack Pr. field—

Delivery: Inspect

File Edit Record Window Info

< > [Settings] [Print] [Fax]

New Duplicate Cancel Save

No. 960073 Name Linbury Court School

Customer 015 Official No. TREO No. [OK]

Terms Items Del. Terms Packaging Del. Address Comment Freight

Date 8/10/2013 Objects Order No. 992050 [Tel. Message]

Location Branch Order Class

Route Project

Item	Description	BuyBack Pr.	Row FIFO	W. Av. Base2	Base Price	Coeff	
1	10132 Projector	499.00	625.00	992.06	749.00		A
2							B
3							C
4							D
5							E
6							F
7							
8							
9							
10							
11							
12							
13							
14							
15							

Total Qty 1

4. If appropriate, enter the Serial Number of the Item(s) and then approve the Delivery by checking OK and saving. The cost of sales value will be entered to the Row FIFO field as normal—

Delivery: Inspect

File Edit Record Window Info

< > [Settings] [Print] [Search] New Duplicate Cancel Save

No. 960073 Name Linbury Court School
 Customer 015 Official No. TREO No. ☒ OK

Terms Items Del. Terms Packaging Del. Address Comment Freight

Date 8/10/2013 Objects Order No. 992050 ☐ Tel. Message
 Location WHS Branch Order Class
 Route Project

Item	Description	BuyBack Pr.	Row FIFO	W. Av. Base2	Base Price	Coeff
1	10132 Projector	499.00	625.00	992.06	749.00	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Total Qty 1

If you have determined that outgoing cost accounting postings (cost of sales postings) are to be created on the point of delivery, a Nominal Ledger Transaction will be created as usual. However, the postings in the Transaction will differ from the norm, as follows—

- The BuyBack Pr. will be debited to the Cost of Sales Account.
- The difference between the BuyBack Pr. and the cost of sales value will be debited to the BuyBack Accrual Account.
- The cost of sales value will be credited to the Stock Account.

Transaction: Inspect

File Edit Record Window Info

No. 960073 Trans. Date 8/10/2013 Reference

Text 015 Linbury Court School

Account	Objects	Description	Additional Description	Base 1 Debit	Base 1 Credit	V-Cd
1 240		Cost of Sales, Domestic		499.00		
2 823		BuyBack Accruals		126.00		
3 740		Stock Valuation			625.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Difference Base 1 0.00 Total 625.00 625.00

Difference Base 2 0.00 Total 992.06 992.06

Approving the Delivery will also cause a record to be created automatically in the BuyBack register in the Purchase Ledger—

BuyBack: Inspect

File Edit Record Window Info

No. 1 Name Linbury Court School

Customer 015 BuyBack Ref.

Trans. Date 8/10/2013

☐ OK

☐ Reconciled

☐ Invoiced

Item Info Supplier Info

Item 10132 Name Projector

Order No. 992050 Serial No. 32001

Delivery No. 960073 Qty 1.00 Original Price 625.00

Invoice No. VAT Code 1 BuyBack Price 499.00

Orig. Supp. Inv. No. B0098453 Price List ED

The fields in this record are described in detail below on page 15.

If you have determined that cost of sales postings are to be created from Invoices, the cost of sales postings and the creation of the BuyBack record will take place after the next step, when you approve and save the Invoice.

5. Create a Sales Invoice from the Order in the usual way by choosing 'Create Invoice' from the Operations menu. When you approve and save the Invoice, the BuyBack record will be updated with the Invoice Number—

The screenshot shows the 'BuyBack: Inspect' window with the following data:

Item Info		Supplier Info	
No.	1	Name	Linbury Court School
Customer	015	BuyBack Ref.	
Trans. Date	8/10/2013		
Item	10132	Name	Projector
Order No.	992050	Serial No.	32001
Delivery No.	960073	Qty	1.00
Invoice No.	960114	Original Price	625.00
Orig. Supp. Inv. No.	B0098453	VAT Code	1
		BuyBack Price	499.00
		Price List	ED

Buttons: New, Duplicate, Cancel, Save, OK, Reconciled, Invoiced.

6. Run the BuyBack Journal report in the Purchase Ledger module to list the BuyBack records that do not have BuyBack Reference Numbers. This report is described in detail [here](#), and the Detailed version is illustrated below—

The screenshot shows the 'BuyBack Journal' report with the following details:

BuyBack Journal
Radio Import/Export Limited
UnOKed Only

Enterprise by HansaWorld, Print date: 8/10/2013 14:08
Period 1/1/2013 : 31/12/2013
Detailed
Sort by No.

No.	Item	Serial No.	Inv. No.	Supp. Inv. No.	Quant
1	10132	32001	960114	B0098453	1.00
Linbury Court School					

7. If you are an Apple Premium Reseller, log in to the relevant section of Apple's website and, working from the report produced in the previous step, register each sale. You will be given a reference number for each sale: drill down from the report to enter this reference number in the BuyBack Ref. field in each relevant BuyBack record.

BuyBack: Inspect

File Edit Record Window Info

< > [Settings] New Duplicate Cancel Save

No. 1 Name Linbury Court School

Customer 015 BuyBack Ref. REF1 ☐ OK

Trans. Date 8/10/2013 ☐ Reconciled

☐ Invoiced

Item Info **Supplier Info**

Item 10132 Name Projector

Order No. 992050 Serial No. 32001

Delivery No. 960073 Qty 1.00 Original Price 625.00

Invoice No. 960114 VAT Code 1 BuyBack Price 499.00

Orig. Supp. Inv. No. B0098453 Price List ED

8. Apple will issue a Credit Note crediting the full cost and a Debit Note or new Invoice for the discounted cost amount.
9. When you receive the Credit and Debit Notes, you need to distribute the correct amounts to the BuyBack records.

To do this, open the BuyBack register and run the 'Distribute BuyBack Invoices' function from the Operations menu of the 'BuyBacks: Browse' window.

Specify Distribute BuyBack Invoices

File Edit Record Window Info

Run

BuyBack Reference REF1

Item Code 10132

Credit Amount 625.00

Debit Amount 499.00

Commission 0.00

Supp. Cred. Note No. B0098522

Supp. Deb. Note No. B0098523

The 'Distribute BuyBack Invoices' function will update the 'Supplier Info' card of all the relevant BuyBack records in one go: the Credit and Debit Notes might cover several Invoices for the same Customer—

BuyBack: Inspect

File Edit Record Window Info

< > [Settings] New Duplicate Cancel Save

No. 1 Name Linbury Court School

Customer 015 BuyBack Ref. REF1 ☐ OK

Trans. Date 8/10/2013 ☐ Reconciled

☐ Invoiced

Item Info **Supplier Info**

Supplier 514 Purchase Invoice No, Credit Note _____

BuyBack A/C 823 Purchase Invoice No, Debit Note _____

Actual Credit Amount 625.00 Supplier Credit Note No. B0098522

Actual Debit Amount 499.00 Supplier Debit Note No. B0098523

Commission 0.00

10. The 'Distribute BuyBack Invoices' function does not mark BuyBack records as OK. This means that if any record contains a mistake you can still fix it. Check the BuyBack records, mark them as OK and save them.
11. Run the 'Create Purchase Invoices from BuyBack' Maintenance function in the Purchase Ledger.

Specify Create Purchase Invoices from BuyBack

File Edit Record Window Info

Run

Period 1/1/2013:31/12/2013

BuyBack Reference REF1

Debit Note Invoice Pay Term 30

Credit Note Pay Term CN

This function will create Purchase Invoices for the Credit and Debit Notes from approved uninvoiced BuyBack records.

Purchase Invoice: Inspect

File Edit Record Window Info

New Duplicate Cancel Save

No. 960088 Name Apple

Supplier 514 Hold Amount ☐ OK

TOTAL 750.00 VAT

Terms Costs Currency Comment Accounts Inv. Address

Invoice Date 10/10/2013 Supp. Inv. No. B0098522 Receiving Date ☐ On Hold

Payment Terms CN Signers Discount Date ☐ Prel. Booking

Transaction Date 10/10/2013 Objects Sett. Discount

Due Date 10/10/2013 Reference Credit of Invoice

A/C	Objects	Short.	Description	Amount	V-Cd
1 823			BuyBack Accruals	625.00	1

Purchase Invoice: Inspect

File Edit Record Window Info

New Duplicate Cancel Save

No. 960089 Name Apple

Supplier 514 Hold Amount ☐ OK

TOTAL 598.80 VAT

Terms Costs Currency Comment Accounts Inv. Address

Invoice Date 10/10/2013 Supp. Inv. No. B0098523 Receiving Date ☐ On Hold

Payment Terms 30 Signers Discount Date ☐ Prel. Booking

Transaction Date 10/10/2013 Objects Sett. Discount

Due Date 9/11/2013 Reference Credit of Invoice

A/C	Objects	Short.	Description	Amount	V-Cd
1 823			BuyBack Accruals	499.00	1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Currency GBP Withh. Tax Ext. Tax Calculated VAT 99.80

The function will also update the Buyback records with the Purchase Invoice Numbers of the Credit and Debit Notes and mark them as Invoiced—

BuyBack: Inspect

File Edit Record Window Info

< > [Settings] New Duplicate Cancel Save

No. 1 Name Linbury Court School

Customer 015 BuyBack Ref. REF1 ☒ OK

Trans. Date 8/10/2013 ☐ Reconciled

☒ Invoiced

Item Info Supplier Info

Supplier	<u>514</u>	Purchase Invoice No, Credit Note	<u>960088</u>
BuyBack A/C	<u>823</u>	Purchase Invoice No, Debit Note	<u>960089</u>
Actual Credit Amount	<u>625.00</u>	Supplier Credit Note No.	<u>B0098522</u>
Actual Debit Amount	<u>499.00</u>	Supplier Debit Note No.	<u>B0098523</u>
Commission	<u>0.00</u>		

This Maintenance function is described in detail [here](#).

12. Check the Purchase Invoices created in step 10. In particular, check that the Invoice Dates are correct, as these will default to the date of the last Purchase Invoice entered.

Note that in the case of the Credit Note, the Credit of Invoice field will not be filled in. Some time may have passed between the purchase of the Item and its sale, so you may already have issued a Payment against the Purchase Invoice. If this is not the case, enter the Invoice Number of the original Purchase Invoice (from step 1) so that it will be removed from your Purchase Ledger. Otherwise, you can use this field to allocate the Credit Note to a different Invoice,

When the Invoices are correct, mark them as OK and save them.

The BuyBack Register

The BuyBack register helps maintain a history of BuyBack transactions. A new record will be created automatically at the same time as the cost of sales postings whenever you sell an Item that qualifies for Buyback in a Sales Order or Invoice. To qualify for BuyBack, the Sales Order or Invoice must use a Price List whose Type is “BuyBack”, and there must be a record in the Price register for the Item/Price List combination in which the Generate BuyBack Transaction box has been checked.

BuyBack records can only be created as part of the cost of sales process. You cannot enter records directly to the BuyBack register yourself.

To view BuyBack records, click the [BuyBacks] button in the Master Control panel. The ‘BuyBacks: Browse’ window is opened. Double-click a record in the list to see its details—

The screenshot shows the 'BuyBack: Inspect' window with the following fields and values:

- No.:** 1
- Name:** Linbury Court School
- Customer:** 015
- BuyBack Ref.:** REF1
- Trans. Date:** 8/10/2013
- Item Info:**
 - Item:** 10132
 - Name:** Projector
 - Order No.:** 992050
 - Serial No.:** 32001
 - Delivery No.:** 960073
 - Qty:** 1.00
 - Original Price:** 625.00
 - Invoice No.:** 960114
 - VAT Code:** 1
 - BuyBack Price:** 499.00
 - Orig. Supp. Inv. No.:** B0098453
 - Price List:** ED
- Supplier Info:** (tab selected)
- OK:** ☐
- Reconciled:** ☐
- Invoiced:** ☐

Header

The screenshot shows the 'BuyBack: Inspect' window with the following fields and values:

- No.:** 1
- Name:** Linbury Court School
- Customer:** 015
- BuyBack Ref.:** REF1
- Trans. Date:** 8/10/2013
- Item Info:** (tab selected)
- Supplier Info:** (tab selected)
- OK:** ☒
- Reconciled:** ☐
- Invoiced:** ☒

- No.** The unique identifying number for the BuyBack record. There are no number series, so numbering will start with 1 for the first record and count upwards.
- Customer** The Contact Number of the Customer to whom the Item specified below was sold.
- Trans.Date** The date when the Buyback record was created.
- Name** The Name of the Customer to whom the Item specified below was sold.
- BuyBack Ref.** When the Supplier of the Item (e.g. Apple) authorises your BuyBack claim, they will issue a reference number. Enter that reference number here.
- OK** After authorising your BuyBack claim, the Supplier will issue Credit and Debit Notes. When you receive them, you

then need to distribute the correct amounts to the BuyBack records. You will usually use the 'Distribute BuyBack Invoices' function from the Operations menu of the 'BuyBacks: Browse' window. to do this. This function will update the Actual Credit Amount, Actual Debit Amount, Commission, Supplier Credit Note No. and Supplier Debit Note No. fields on the 'Supplier Info' card.

When you are sure that all figures are correct, you should mark all BuyBack records with the same BuyBack Ref. as OK and save them. You can then use the 'Create Purchase Invoices from BuyBack' Maintenance function to create Purchase Invoices for the Credit and Debit Notes. This function will only create Credit and Debit Notes if the relevant BuyBack records have been marked as OK.

Reconciled

If you check the Reconciled box and save the Buyback record, a Nominal Ledger Transaction will be created that credits the difference between the Original Price and the BuyBack Price (less any Commission) to the BuyBack Accrual Account and debits the same figure to the Stock Revaluation Variance Account specified in the Account Usage Stock setting.

Invoiced

When you use the 'Create Purchase Invoices from BuyBack' Maintenance function to create Purchase Invoices for Credit and Debit Notes from the BuyBack record, the Invoiced box will be checked automatically as part of the process. The Invoiced box therefore shows you at a glance whether you have created Purchase Invoices from the BuyBack record, and it also prevents the Maintenance function from creating Purchase Invoices from the BuyBack record more than once.

Item Info Card

Item Info		Supplier Info	
Item	10132	Name	Projector
Order No.	992050	Serial No.	32001
Delivery No.	960073	Qty	1.00
Invoice No.	960114	VAT Code	1
Orig. Supp. Inv. No.	B0098453	Original Price	625.00
		BuyBack Price	499.00
		Price List	ED

Item

The Item Number of the Item qualifying for BuyBack.

Order No.

The Number of the Sales Order that is the parent of the Delivery from which the BuyBack record was created. This will be empty if your cost of sales postings are created from Invoices, in which case BuyBack records will be created from Invoices as well.

Delivery No.

The Number of the Delivery from which the BuyBack record was created. This will be empty if your cost of sales postings are created from Invoices, in which case BuyBack records will be created from Invoices as well.

Invoice No

The Number of the Invoice from which the BuyBack record was created. If the BuyBack record was created from a Delivery, this field will initially be empty and will be updated when you create, approve and save the Invoice.

Orig. Supp. Inv. No.

The Supplier's Invoice Number of the original Purchase Invoice for the Item.

If the Supp. Inv. No. field in the relevant Purchase Invoice is empty, this field will contain the text "P/INV:" followed by the No. of the Purchase Invoice.

This field will only be filled in if several conditions are met. These conditions are listed in step 5 in the 'Configuration' section above on page 4.

Name

The Description of the Item qualifying for BuyBack.

Serial No.

The Serial Number of the Item.

Qty

The quantity of Items sold.

VAT Code

The VAT Code of the Item, from the originating Order or Invoice row.

Original Price

The unit cost of sales value of the Item.

BuyBack Price

The unit discounted BuyBack Cost Price of the Item, taken from the Cost Price field in the Price record for the Item/Price List combination.

Price List

The Price List, from the originating Order or Invoice.

Supplier Info Card

Item Info	Supplier Info
Supplier 514	Purchase Invoice No, Credit Note 960088
BuyBack A/C 823	Purchase Invoice No, Debit Note 960089
Actual Credit Amount 625.00	Supplier Credit Note No. 80098522
Actual Debit Amount 499.00	Supplier Debit Note No. 80098523
Commission 0.00	

Supplier

The BuyBack Supplier, taken from the Price List.

BuyBack A/C

The BuyBack Accrual Account, taken from the Price record for the Item/Price List combination, the Price List or from the Account Usage Stock setting.

In the cost of sales transaction, this Account will be debited with the difference between the BuyBack Price. and the cost of sales value. When you receive the Credit and Debit Notes from the Supplier, it will be credited with the cost of sales value from the Credit Note, and debited with the BuyBack Price from the Debit Note.

Actual Credit Amount, Actual Debit Amount

If the Supplier is Apple, they will usually issue a Credit Note crediting the full original cost and a Debit Note or new Invoice for the discounted cost amount (i.e. for the BuyBack Price).

These Credit and Debit Notes may cover more than one BuyBack record. When you run the 'Distribute BuyBack Invoices' Operations menu function, the values of those Credit and Debit Notes will be distributed to the relevant BuyBack records (i.e. to BuyBack records with the same

BuyBack Ref.), where they will appear in the Actual Credit Amount and Actual Debit Amount fields. These figures are total figures, not unit figures.

Commission Any commission amount offered by the Supplier for the sale of the Item will be placed in this field when you run the 'Distribute BuyBack Invoices' Operations menu function.

Purchase Invoice No, Credit Note

When you use the 'Create Purchase Invoices from BuyBack' Maintenance function to create Purchase Invoices for Credit and Debit Notes from the BuyBack record, the Purchase Invoice Number of the Credit Note created by the function will be placed here.

Purchase Invoice No, Debit Note

When you use the 'Create Purchase Invoices from BuyBack' Maintenance function to create Purchase Invoices, the Purchase Invoice Number of the Debit Note created by the function will be copied here.

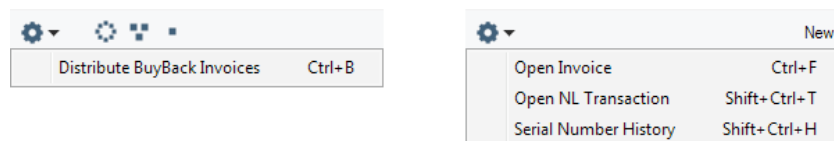
Supplier Credit Note No.

The Supplier's Invoice Number of the Credit Note will be placed here when you run the 'Distribute BuyBack Invoices' Operations menu function. It will then be copied on to the Purchase Invoice for the Credit Note when it is created by the 'Create Purchase Invoices from BuyBack' Maintenance function.

Supplier Debit Note No.

The Supplier's Invoice Number of the Debit Note will be placed here when you run the 'Distribute BuyBack Invoices' Operations menu function. It will then be copied on to the Purchase Invoice for the Debit Note when it is created by the 'Create Purchase Invoices from BuyBack' Maintenance function.

Operations Menu



The Operations menus for BuyBacks are shown above. On the left is the Operations menu for the 'BuyBacks: Browse' window, while on the right is the Operations menu for the 'BuyBack: New' and 'BuyBack: Inspect' windows.

Distribute BuyBack Invoices

When you make a sale that qualifies for BuyBack, you should register the sale with the original Supplier of the Item(s). The Supplier will then give you a reference number (the "BuyBack Reference") authorising the BuyBack discount and then issue you with the relevant paperwork to implement the discount. If the Supplier is Apple, they will issue a Credit Note crediting the full original cost and a Debit Note or new Invoice for the discounted cost amount.

It may be that a single BuyBack Reference and therefore a single Credit and Debit Note combination will be issued to cover the sales of several examples of the same Item. As each sale will have generated its own BuyBack record, several BuyBack records will be affected.

When you receive the BuyBack Reference, you should enter it in each relevant BuyBack record. When you receive the Debit and Credit Notes, you should use this function to distribute the amounts to the same BuyBack records.

This function is only available on the Operations menu of the 'BuyBacks: Browse' window. Before selecting it, highlight one of the records with the relevant BuyBack Reference in the list. Then, when you select the function and the specification window opens, the first two fields will contain default values, taken from the record you highlighted—

BuyBack Reference

Specify the BuyBack Reference of the transaction. The function will search for all Buyback records with the specified Reference and Item, and distribute the Credit and Debit Amounts to those records.

Item Code

Paste Special

Item register

Specify the Item Number of the Item that is the subject of the transaction. The function will search for all Buyback records with the specified Reference and Item, and distribute the Credit and Debit Amounts to those records.

Credit Amount

Enter the full row amount excluding VAT from the Credit Note. If the Supplier is Apple, this will be the full original cost of the Item.

For example, if a Buyback Reference covers the sale of 5 x Item 10132 that were originally purchased for 625.00 each, Apple will issue a Credit Note for $5 \times 625.00 = 3125.00$. Enter 3125.00 in this field.

Debit Amount

Enter the full row amount excluding VAT from the Debit Note (new Invoice). If the Supplier is Apple, this will be the full cost of the Item after BuyBack discount.

For example, if a Buyback Reference covers the sale of 5 x Item 10132 whose unit discounted cost is 499.00, Apple will issue a Debit Note for $5 \times 499.00 = 2495.00$. Enter 2495.00 in this field.

You must enter a value in this field. If the Supplier did not follow the Apple model and did not issue you with a Debit Note (new Invoice), enter 0.00.

Commission If the Supplier gave you a commission for the sale of the Item, enter the value of the commission here.

You must enter a value in this field. If you did not receive a commission, enter 0.00.

Supp. Cred. Note No.

Enter the Supplier's Invoice Number of the Credit Note.

Supp. Deb. Note No.

Enter the Supplier's Invoice Number of the Debit Note (new Invoice).

Click the [Run] button to run the function. It will find all Buyback records with the specified Reference and Item, and distribute the Credit and Debit Amounts and the Commission to the Actual Credit Amount, Actual Debit Amount and Commission fields in those records proportionally. The Supplier's Credit and Debit Note Numbers will be copied to the relevant fields in each record.

After running this function, use the 'Create Purchase Invoices from BuyBack' Maintenance function (described [here](#)) to create Purchase Invoices for the Credit and Debit Notes.

Open Invoice

Use this function to open the Sales Invoice from which a BuyBack record was created. This is the Invoice quoted in the Invoice No. field. The Invoice will be opened in a new window.

Open NL Transaction

When you mark a BuyBack record as Reconciled and save it, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

When you select the function, the Transaction will be opened in a new window.

You can use Access Groups to control who can open Transactions from BuyBack records. To do this, deny access to the 'Open Transactions from Operations Menu' Action or to the Nominal Ledger altogether. Access Groups are described in the 'System Module' manual.

Serial Number History

This function produces a report for the Serial Number shown in the Serial No. field. This is a comprehensive report showing the full history of the Serial Numbered Item.

As is shown in the example illustration below, the report is structured as follows—

- Basic Item, Customer and warranty information. Drill down from the Serial Number to the relevant record in the Known Serial Number register and from the Customer Number to the Customer record.
- Contract status. To appear in this section, the Item and Serial Numbers must be quoted in the Original Item and Original Serial No. fields on flip E of the Contract. Drill down from the Contract Number to the Contract record.
- Batch Quality Control history. Drill down from the Analyse Date to the Batch Quality Control record.
- Activity history. Separate sections are provided for Activities that have been marked as Done and those that have not been marked as Done. To appear

in this section, the Item and Serial Numbers must be quoted in the Item and Serial No. fields on the 'Service' card of the Activity. Drill down from the Comment to the Activity record and from the Service Order Number if there is one to the Service Order record.

- Work Sheets recording previous work on the Item/Serial Number. Drill down from the Work Sheet Number to the Work Sheet record.
- Original sale information including the sales Invoice issued by you to the Customer and the Goods Receipt that originally received the Item into your stock. Drill down from the Invoice Number to the Invoice record, and from the Goods Receipt Number to the Goods Receipt record.

The report period begins with the Start Date of the first record in the Fiscal Years setting in the Nominal Ledger and ends with the End Date of the first record in the Reporting Periods setting in the System module. This ensures that every event can be included in the report.

Known Serial Number History

File Edit Record Window Info

Enterprise by HansaWorld, Print date: 10/10/2013 14:31
Period 1/1/2008 : 31/12/2013

Known Serial Number History
Radio Import/Export Limited

Serial No.	Item	Name	Sold	Warranty Ends
32001	10132	Projector	8/10/2013	7/10/2014

Current Owner Information

[Q15](#) Linbury Court School

Dunhambury
Sussex
BN21 8HY

Tel:
Fax:
No E-mail address

Contract	Start Date	End Date

Analyse Date	New Status	Tested By	Comment

Not Done Activities	Comment	SVO No.	Priority

Work Sheet	Item	Desc.	Qty	Sum	Date

Service Order	Date	Customer	Name	Class	Completed

Date	Type	No	Info	Location	Serial Number	Qty
10132		Projector				
2/10/2013	G.Rec.	5147	514, Apple	WHS	32001	1
8/10/2013	Deld	960073	015	WHS	32001	-1
						0.00
						0.00

