Enterprise
by HansaWorld

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

Purchase Ledger Documents

Program version: 7.1 131231

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.

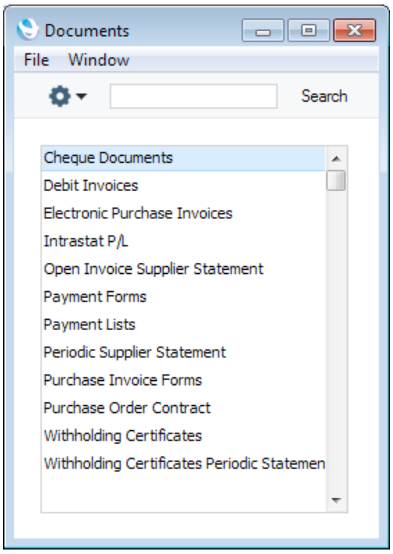
Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended 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.

Contents

Documents

Introduction

Use the ‘Documents’ to print particular documents or Forms in batches. To begin printing documents, ensure you are in the Purchase Ledger and click the [Documents] button in the Master Control panel or use the Ctrl-D (Windows and Linux)/⌘-D (Mac OS X) key combination. The window illustrated below appears, listing the documents that you can print from the Purchase Ledger. Each item in the list (“Document”) will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight the item that you need in the list.

2. If you want to fax the document and your hardware can support this feature, select ‘Fax’ from the Operations menu.

3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the documents that you want to be printed (e.g. which Purchase Invoices or Payments are to be printed). The specification windows for each document are described in detail below.

4. Click [Run] to print the documents.

5. Close the ‘Documents’ window using the close box.

To determine the Form that will be used when you print a document, follow this procedure—

1. For each option, design a Form using the Form register in the System module. This process is fully described in the ‘System Module’ manual. A file containing samples of each Form is supplied with Enterprise by HansaWorld: if you want to use these samples as templates for your own designs, import the “UKForms.txt” file as described in the ‘Importing

Sample Data' section in the 'Introduction to Enterprise by HansaWorld' manual.

2. Change to the Purchase Ledger and open the 'Documents' list window by clicking the [Documents] button in the Master Control panel or using the Ctrl-D (Windows and Linux)/⌘-D (Mac OS X) key combination.

3. Highlight each item in the list in turn and for each one select 'Define Document' from the Operations menu. In the subsequent window, assign a Form (or more than one Form) to each document: this window is fully described in the 'Documents' section of the 'Working Environment' chapter in the 'Introduction to Enterprise by HansaWorld' manual. For example, each document can be printed using different Forms determined perhaps by the Language of the Supplier or the Number Series of the Purchase Invoice or Payment.

4. You only need use the 'Define Document' function once. Afterwards, Form selection will be automatic.

The selection process for each document is described below. Except where specified, leave all the fields in the specification window blank if you want to print documents for every record in the relevant register. If you need to restrict the number of documents printed, use the fields as described.

Where specified below, you can often print documents for a selection range, such as a range of Purchase Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to print Purchase Invoices 001 to 010, enter "001:010" in the Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Standard Fields

There are a number of standard fields that you can include in the Forms that will be used by the documents in the Purchase Ledger. These fields are—

Field in Form	Prints
These fields print information from the Company Info setting—	
Chief Accountant	Chief Accountant
Copy Type	When you design a Form, you can use the 'Copies' function on the Operations menu to specify that more than one copy will be printed, and that each copy will be marked with specified text (e.g. "Office Copy", "Customer Copy", etc). This field will print the specified text
Date	The date when the document was printed
Invalid Invoice	Prints the phrase "Document not valid as an invoice" (prints blank in Sales Cash Notes, Sales Credit Notes, Sales Interest Invoices, Sales Internal Invoices, Sales Invoices, Sales Proforma Invoices and Project Invoices)
Manager / CEO	CEO
Own Address	Company Name and Address. This information will be printed on separate lines, so you should specify a Line Height for this field

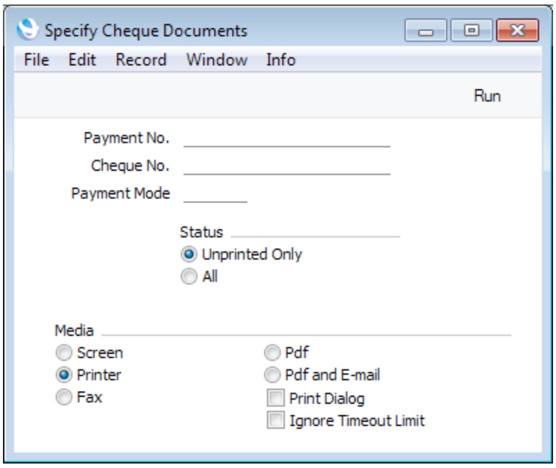
Own Address 2	Address. This information will be printed on separate lines, so you should specify a Line Height for this field
Own ANA Code	ANA Code
Own Bank 1	Bank 1
Own Bank 2	Bank 2
Own Bank Code	Bank Code. This information will only be printed if there is a record in the Banks setting in the Purchase Ledger for the Bank Code specified in the Company Info setting
Own Bank Customer ID	Bank Customer ID
Own Business Name	Business Name
Own Commercial Registration Number	Commercial Reg. No.
Own Country Code	Country
Own E-mail	E-mail
Own Fax Number	Fax
Own Home Community	Home Community
Own Line of Business	Line of Business
Own Name	Company Name
Own Registration Number	Reg. No.
Own Share Capital	Share Capital
Own Telephone Number	Telephone. If you enter “N” as the Field Argument, the Telephone Number will be printed without spaces or other non-numeric characters
Own VAT Reg. Number	VAT Reg. No.
Own WWW Address	WWW Address
Page Number	Page number
Period	The period from the document’s specification window
Product Name	The name of the product you are using (i.e. Enterprise by HansaWorld)
Short Underline	______________
Time	The time when the document was printed

These fields print information from the record in the Banks setting in the Purchase Ledger for the Bank Code specified in the Company Info setting—

Own Bank Account (IBAN)	Account (IBAN)
Own Bank Address	Address. This information will be printed on separate lines, so you should specify a Line Height for this field
Own Bank Address 1	First line of the Address
Own Bank Address 2	Second line of the Address
Own Bank Address 3	Third line of the Address
Own Bank Address 4	Fourth line of the Address
Own Bank Address 5	Fifth line of the Address
Own Bank BIC (SWIFT)	BIC (SWIFT)
Own Bank Corr. Acc.	Corr. Account
Own Bank Clearing	Clearing
Own Bank Name	Name
Own Bank Sorting	Sort Key

Cheque Documents

This document allows you to print cheques for Payments.



Payment No. Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:).

Cheque No. If you specify a Cheque Number here, it will be recorded on flip C of each Payment row in the Payments being printed, being incremented automatically for different Suppliers in each Payment record and for the next Payment.

Payment Mode **Paste Special** Payment Modes setting, Sales/Purchase Ledger

To print Payments with a particular Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered in the header of a Payment, not those on flip C of each Payment row.

Status Use these options to choose whether to print all Payments in the range or only those that have not been printed before.

You can repeatedly print a Payment if it is not marked as Ordered. Such a Payment will retain its Unprinted status until you mark it as Ordered and print it again.

An Ordered Payment will lose its Unprinted status if you print it using this document and using the Payment Forms document.

Take care when using the All option not to issue duplicate cheques if you have incorporated cheques into the design of your Cheque Documents Form.

If you print a Payment that has not been Ordered, the text “Test Printout” will be printed diagonally across the page as a watermark. If you do not want this watermark, use the No Test Printout option in the Optional Features setting in the System module.

If you use this document to print from a Payment record that contains payments issued to more than one Supplier, separate documents will be printed for each

Supplier. So, when you design the Form to be used by the Cheque Document, the fields that you can add fall into three broad categories—

- Fields that print information from the header of a Payment record. These fields will print the same information for each Supplier.
- Fields that print information about the Supplier. This information will be taken from the first row in the Payment for the Supplier or from the Contact record for the Supplier.
- Row fields that list the payments being made to the Supplier.

Listed below are the fields you can use when you design the Form to be used by the Cheque Document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Payment record)

The following fields will print information from the header of a Payment record and will therefore print the same information for each Supplier—

Day	The day from the Trans. Date. For example, the day from 2/1/2013 will be printed as "2"
Document Type	Prints the word "Payment"
From Bank	Comment
From Bank Account	Own Bank A/C
Invalid Invoice	Prints the phrase "Document not valid as an invoice"
Month	The month from the Trans. Date. For example, the month from 2/1/2013 will be printed as "1"
Month in words	The name of the month in the Trans. Date, taken from the record in the Days and Months setting in the System module for the Language of the Supplier or, if that is blank, the Language in the current user's Person record
Note	Prints the text of the first Note attached to the Payment. If you specify a Field Argument, the Note whose Comment is the same as the Field Argument will be printed
Payment Date	Payment Date
Payment Mode	Payment Mode
Payment Number	No.
Payment Number for Russia	Prints the No. of the Payment with the first three characters removed
Reference	Reference
Registration Date	Payment Date
Serial Number (Number Series)	No.
Transaction Date	Trans. Date
Year	The year from the Trans. Date. For example, the year from 2/1/2013 will be printed as "2013"

The following fields will print Supplier-specific information. This information will be taken from the first row in a Payment in which a Supplier is used or from the Contact record for the Supplier—

ANA Code	ANA Code from the Contact record for the Supplier
Comment 2	Text from the first Payment row for a Supplier. To print this information for each row individually, use the “Comment” row field
Currency	I. Cur from the first Payment row for a Supplier
Customer Comment (speclev)	Comment from the Contact record for the Supplier (‘Company’ card)
Customer Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Customer Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Delivery Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Invoice Address from the Contact record for the Supplier. This information will be printed on separate lines, so you should specify a Line Height for this field
Delivery Address 2	Name and Invoice Address from the Contact record for the Supplier. This information will be printed on separate lines, so you should specify a Line Height for this field
Our Customer Number	Their Customer Code from the Contact record for the Supplier
Supplier	No. from the Contact record for the Supplier
Supplier Fax	Fax from the Contact record for the Supplier
Supplier Name	Name from the Contact record for the Supplier
Supplier Telephone	Telephone from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
To Bank Account	To Bank A/C from the first Payment row for a Supplier. To print this information for each row individually, use the “Bank Account” row field

These fields print information from the record in the Banks setting for the Account Operator specified in the Contact record for the Supplier—

Bank Address 0	First line of the Address
Bank Address 1	Second line of the Address
Bank Address 2	Third line of the Address
SWIFT	BIC (SWIFT)
To Bank	Name
To Bank 1	Clearing
To Bank 2	Account (IBAN)

The following fields will print Supplier-specific information that will be calculated by adding all rows in a Payment for a particular Supplier together. The “...in Text” fields will print phrases constructed using the relevant record in the Values in

Text setting for the Language of the Supplier or, if that is blank, the Language in the current user's Person record or in the Company Info setting—

Amount in Text	Prints as a phrase the sum of the Invoice Values for a Supplier.
Amount in Text, Cents	Prints as a phrase the figures after the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, Units	Prints as a phrase the first figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, Tens	Prints as a phrase the second figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, Hundreds	Prints as a phrase the third figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, Thousands	Prints as a phrase the fourth figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, 10 Thousands	Prints as a phrase the fifth figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, 100 Thousands	Prints as a phrase the sixth figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, Millions	Prints as a phrase the seventh figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, 10 Millions	Prints as a phrase the eighth figure before the decimal point in the sum of the Invoice Values for a Supplier
Amount in Text, 100 Millions	Prints as a phrase the ninth figure before the decimal point in the sum of the Invoice Values for a Supplier
Bank Total	Accumulated sum of the Invoice Values from each Payment row, converted to Base Currency 1 using the Exchange Rate for the Trans. Date. For example, if a Payment has four rows with two payments to Supplier 1 and two payments to Supplier 2, this field will print the sum of the Invoice Values from the first two rows on the first page, and the sum of the Invoice Values from all four rows on the second page. To print a total for each Supplier converted to Base Currency 1, use the "To Pay in Base 1" field
Cheque Number 2	Prints as a list each Cheque No. used in the Payment (from flip C). As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header"
Cheque Total 2	Prints as a list the Amounts from the Own Cheque records for each Cheque No. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header". Together with the previous field, this allows you to add a table

to the Form showing the amounts that were paid using each Cheque No. Amounts will only be printed if the Type of the Payment Mode is "Own Cheques"

Payment Mode on Row Non-Duplicate

Prints as a list the Comments from each Payment Mode used for a Supplier. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header"

Payment Mode on Row Non-Duplicate Totals

Prints as a list the sums of the Invoice Values for a Supplier paid using each Payment Mode. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header". Together with the previous field, this allows you to add a table to the Form showing how much was paid using each Payment Mode

Row Sum Total
The sum of (Sent Value + Settlement Discount) for a Supplier in the Sent Currency

Settlement Discount Total
The sum of the Settlement Discounts for a Supplier in the Sent Currency

Settlement Discount 2 Total
The sum of the Settlement Discounts for a Supplier in the Bank Currency

Supplier Invoice Number
Prints the Supp. Inv. No. of each Purchase Invoice being paid, as a string separated by commas. To print this information for each row individually, use the "Invoice Number 2" row field

To Pay
The sum of the Invoice Values for a Supplier. If this figure is less than zero, the word "Void" will be printed

To Pay in Text
Prints as a phrase the sum of the Invoice Values for a Supplier.

To Pay in Base 1
The sum of the Invoice Values for a Supplier, converted to Base Currency 1 using the Exchange Rate for the Trans. Date

To Pay in Text in Base 1
Prints as a phrase the sum of the Invoice Values for a Supplier, converted to Base Currency 1 using the Exchange Rate for the Trans. Date.

To Pay in Base 2
The sum of the Invoice Values for a Supplier, converted to Base Currency 2 using the Exchange Rate for the Trans. Date

To Pay in Text in Base 2
Prints as a phrase the sum of the Invoice Values for a Supplier, converted to Base Currency 2 using the Exchange Rate for the Trans. Date.

To Pay Rus Payment Form
The sum of the Invoice Values for a Supplier, with a dash as the decimal separator. If this figure is less than zero, the word "Void" will be printed

Total excluding Withheld TAX	The sum of the Invoice Values for a Supplier, with Withholding Tax subtracted. In some countries such as Argentina, this is the amount that will be paid to a Supplier because Withholding Tax should be paid directly to the tax authority. If this figure is less than zero, the word "Void" will be printed
Total Row Total	The sum of (Bank Amount + Settlement Discount) for a Supplier in the Bank Currency
Total Sum	The sum of the Bank Amounts for a Supplier in the Bank Currency
Total Sum in Text	Prints as a phrase the sum of the Bank Amounts for a Supplier.
Total Withheld TAX	The sum of the Bank Amounts for a Supplier from rows with a Withholding Tax Code (i.e. the total Withholding Tax amount for the Supplier). If this figure is less than zero, the word "Void" will be printed
VAT Report Value	The sum of the VAT Values for a Supplier
Withholding Certificates No.	Prints the No. of each Withholding Certificate connected to a Payment, as a string separated by commas.

Row Fields (these print once per Payment row, so remember to specify a Line Height and to set the Format to "Matrix")—

Amount	Invoice Value (from flip B)
Amount for Bielaussian Payment Form	Invoice Value, with an equal sign in place of the decimals and decimal separator (for example, 123.45 will be printed as 123=)
Amount for Russian Payment Form	Invoice Value, with a dash as the decimal separator
Bank Account	To Bank A/C (from flip H)
Bank Currency	B. Cur. (i.e. Bank Currency)
Bank Name	Bank Name from the Own Cheque record for the Cheque No. Will only print if the Type of the Payment Mode is "Own Cheques"
Bank Value	Bank Amount
Cheque Number	Ser No. from the Own Cheque record for the Cheque No.
Cheques Serial Number	Cheque No. (from flip C)
Cheque Total	Amount from the Own Cheque record for the Cheque No. Will only print if the Type of the Payment Mode is "Own Cheques"
Comment	Text
Due Date	Due Date of the Purchase Invoice being paid
Effective Date	Effect Date from the Own Cheque record for the Cheque No. Will only print if the Type of the Payment Mode is "Own Cheques"
Invoice Date 2	Invoice Date of the Purchase Invoice being paid

Invoice No.	No. of the Purchase Invoice being paid
Invoice Number 2	Supp. Inv. No. of the Purchase Invoice being paid
Invoice Type (short)	Type of the Purchase Invoice being paid (prints "1" for an Invoice, "2" for a Cash Note or"3" for a Credit Note)
Payment Mode, row	Comment from the Payment Mode (from flip C or, if blank, from the header)
Received Currency	S. Cur. (i.e. Sent Currency)
Received Value	Sent Value
Reference (Invoice)	Reference from the Purchase Invoice being paid
Row Sum	Bank Amount + Settlement Discount in the Bank Currency
Settlement Discount	Settlement Discount in the Sent Currency
Settlement Discount 2	Settlement Discount in the Bank Currency
Total Row	Sent Value + Settlement Discount in the Sent Currency
VAT	VAT Value (from flip E)
VAT for Russian Payment Form	VAT Value, with a dash as the decimal separator
VAT %, row	VAT percentage from the V-Cd (from flip E) (prints blank if the rate is 0%)

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Debit Invoices

This option behaves in the same manner as the Purchase Invoice document described below on page 46. It is provided to enable you to specify a separate Form to be used when printing Debit Invoices (Purchase Invoice Credit Notes). To do this, highlight Debit Invoices in the 'Documents' list and select 'Define Document' from the Operations menu.

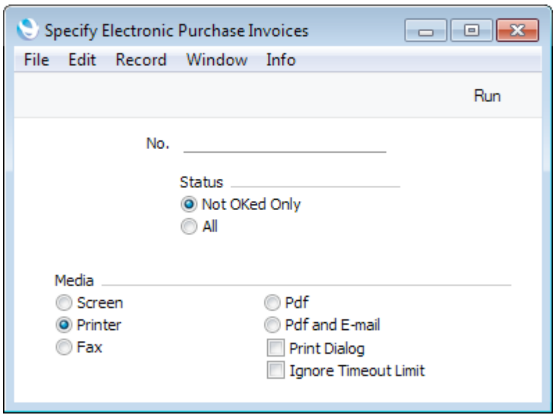
When you open a Purchase Invoice, you can print it by clicking the Printer icon in the Button Bar. If the Purchase Invoice is a Credit Note, it will be printed using the Debit Invoice Form. If you have not assigned a Form to the Debit Invoice document, you will be given the message "Can't find document" when you try to print a Purchase Invoice Credit Note.

When you design the Form to be used by the Debit Invoice document, you can use the same fields that you can use in the Purchase Invoice document. Please refer to the description of that document below on page 46 for details and a list.

Electronic Purchase Invoices

Use this document to print records from the Electronic Purchase Invoice register.

You can also print this document by clicking on the Printer icon when viewing an Electronic Purchase Invoice record, or print it to screen by clicking the Preview icon.



No. Enter the Electronic Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several.

Status Use these options to specify whether you want all Electronic Purchase Invoices in the specified range printed, or only those that have not been approved.

You can use the fields listed below when you design the Form to be used by the Electronic Purchase Invoice document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Electronic Purchase Invoice)
Header Fields (these print once per Electronic Purchase Invoice)	
Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Invoice To Address (from ‘Inv. Address’ card). This will be printed on separate lines, so you should specify a Line Height for this field
Address Name	Name (from ‘Inv. Address’ card)
Amount in Text	Prints the TOTAL as a phrase constructed using the relevant record in the Values in Text setting for the Language of the Supplier or, if that is blank, the Language in the current user’s Person record or in the Company Info setting
Bank Account	Bank Account
Bank Code	Bank
Bank Name	Bank Name
Credited Invoice Number	Text “Regarding Invoice ” followed by Credit of Invoice (not shown in the Electronic Purchase Invoice window)
Currency	Currency

Customer Fax Number	Fax (from the 'Inv. Address' card)
Customer Name	Name (from the 'Inv. Address' card)
Customer Order Number	Our Order No.
Customer Telephone Number	Telephone (from the 'Inv. Address' card)
Customer VAT Reg. Number	Supp. VAT No.
E-mail Supplier	E-mail from the Contact record for the Supplier
Freight	Freight
From Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Invoice Address from the Contact record for the Supplier. This will be printed on separate lines, so you should specify a Line Height for this field
Interest Rate	Interest
Invoice Date	Invoice Date
Invoice Due Date	Due Date
Invoice Header	Comment
Invoice No.	No.
Invoice Type	Type of the Electronic Purchase Invoice (i.e. "Invoice", "Cash Note" or "Credit Note")
Invoice Type (short)	Type of the Electronic Purchase Invoice (i.e. "Invoice", "Cash Note" or "Credit Note")
Official Serial Number	Official Ser. No.
Order Number	Supp. Order No.
Our Reference	Supp. Ref
Own Customer Number	Their Customer Code from the Contact record for the Supplier
Payment Terms	Payment Terms
Payment Terms Comment	Term Comment
Reference	Reference
Salesman A	Salesman
Service Delivery Date	Service Del. Date
Settlement Discount Date	Settlement Discount Date (not shown in the Electronic Purchase Invoice window)
Settlement Discount 2 Date	Settlement Discount Date 2 (not shown in the Electronic Purchase Invoice window)
Shipment Address	Delivery Address, including the first line if you are using the Organisation Name option in the Form Settings setting. This will be printed on separate lines, so you should specify a Line Height for this field
Sum	Subtotal. The number of decimal places will be as in the Electronic Purchase Invoice record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
Supplier	No. from the Contact record for the Supplier
Supplier Fax	Fax from the Contact record for the Supplier

Supplier Invoice Number	Supplier Inv. No.
Supplier Name	Name from the Contact record for the Supplier
Supplier Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Supplier Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Supplier Telephone	Telephone from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
To Bank	Account Operator from the Contact record for the Supplier
To Bank Account	Bank Account from the Contact record for the Supplier
To Pay	TOTAL. The number of decimal places will be as in the Electronic Purchase Invoice record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
Total Quantity (totqty)	Tot Quantity
Total Volume	Tot Volume
Total Weight	Tot Weight
Transaction Date (transdate)	Trans. Date
VAT	VAT. The number of decimal places will be as in the Electronic Purchase Invoice record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
Your (customers) Reference	Attn.

Row Fields (these print once per row, so remember to specify a Line Height and to set the Format to "Matrix")

Description 1	Spec
Discount	%
Environment Tax	Environment Tax
Item Code 2	Item
Object, row	Objects
Order Quantity	S. Qty
Ordered Unit	If the Item has a Purchase Item in the name of the Supplier and with a Supplier Unit, the correct translation of the Unit Name from the Units setting for the Language of the Supplier

Price Factor	P.Factor
Quantity	S. Qty
Row Sum	Sum
Serial Number (serienr)	Serial No
Supplier Item Code	Supp. Item
Unit Price	Unit Price
VAT Code	V-Cd

The following row fields will print information from any VAT Summary rows in an Electronic Purchase Invoice. In all cases except VAT %, these fields will print negative figures if you specify a minus sign as the Field Argument. Decimal places will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting. You should specify a Line Height in these fields, and set the Format to "Header"—

VAT %	VAT percentage
VAT Base	Row Sum excluding VAT
VAT Total	Row Sum including VAT
VAT Value	VAT amount

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

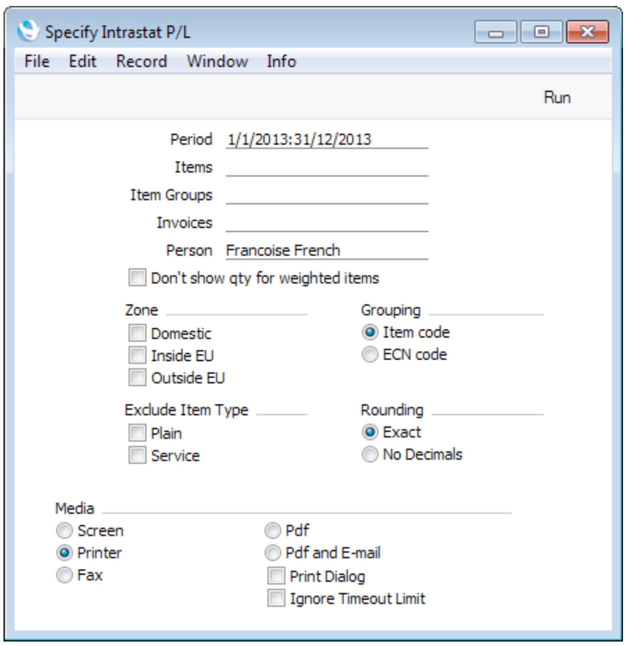
Intrastat P/L

The Intrastat system is used to collect statistics on the physical trade in goods (i.e. the actual movement of goods) between the various member countries of the European Union (EU). If your business is situated in an EU country and its trade with companies in other EU countries is greater than the threshold value, it will be necessary to send an Intrastat report periodically to the relevant authorities.

This document lists the Items purchased from Suppliers in the EU Zone during the relevant period together with quantities and values. This information is taken from the fields on flip B of the relevant Purchase Invoices. When entering Purchase Invoices, make sure these fields are filled out correctly before approving them. If you will be creating Purchase Invoices from Purchase Orders (using the 'Create Purchase Invoice' function on the Operations menu of the Purchase Order screen), make sure you have chosen the Consolidate by Items and Project or Transfer Each Row Separately options in the Purchase Invoice Settings setting. These will ensure the appropriate information is transferred from Purchase Orders to Purchase Invoices automatically.

You should design the Form to conform to official requirements. The available fields are listed at the end of this section.

You can also export this information to a text file using the 'Intrastat Purchase Invoices' Export function.



Period **Paste Special** Reporting Periods setting, System module

Specify the period for the document. The statistics printed in the document will be compiled from Purchase Invoices whose Transaction Dates fall in this period.

Items **Paste Special** Item register

Range Reporting Alpha

If you enter an Item Number or range of Item Numbers separated by a colon here, the statistics printed in the document will be compiled from purchases of those Items during the report period.

Item Groups **Paste Special** Item Group register, Sales Ledger

Range Reporting Alpha

If you enter an Item Group or range of Item Groups separated by a colon here, the statistics printed in the document will be compiled from purchases of Items belonging to those Item Groups during the report period.

Invoices **Range Reporting** Numeric

To gather statistics from a particular range of Purchase Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices received from Suppliers in the EU Zone.

Person Enter a contact name to be printed in the "From Contact" field in the document.

Don't show qty for weighted items

The "Quantity" row field will print the total quantity purchased for each Item/Currency/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination. If you use this option, this figure will only be printed if the Weight in the Item record is blank or zero.

Zone The document can contain statistics compiled from Purchase Invoices received from Suppliers in any or all of the three Zones. Use these options to specify which ones. The EU option includes the Inside EU (Post VAT) Zone, while the Outside EU option includes the Outside EU (Post VAT) Zone. You must choose at least one option.

Grouping A separate row will be printed in the document for each unique Item/Currency/Country/Country of Origin/Delivery Mode/Delivery Terms/Invoice Type combination used in Purchase Invoices recorded during the report period.

The unique Item identifier in this combination can be the Item Number or the EKN Code: use these options to specify which one you want to use.

For example, if there is a Purchase Invoice for Item 10101 and one for Item 10102 (all other factors being identical), this will cause two rows to be printed in the document if you choose to group by Item Number. However, if these Items have the same EKN Code, only one row will be printed in the document (containing aggregated figures).

Exclude Item Type

Use these options to exclude Plain and/or Service Items from the calculations.

Rounding Choose the rounding method that you want to use. This choice will affect the following fields: "Quantity"; "Row Sum"; "Weight, Item".

If you are using the Cut Decimals option in the record in the Values in Text setting for the Language specified in the

Company Info setting, then decimals will always be cut, irrespective of the option chosen here.

When you design the Form to be used by the Intrastat P/L document, the fields that you can use fall into two broad categories—

- Fields that will be printed once. These fields will print information about your company taken from the Company Info setting, and some totals.
- Row fields. A separate row will be printed for each unique Item/Currency/Country/Country of Origin/Delivery Mode/Delivery Terms/Invoice Type combination used in Purchase Invoices recorded during the report period. For example, if there are two Purchase Invoices for Item 10101 in Currency EUR and one Purchase Invoice for Item 10101 in Currency SEK (all other factors being identical), this will cause two rows to be printed in the document. The first row will print total figures from the two EUR Invoices, and the second row will print totals from the SEK Invoice.

Listed below are the fields you can use when design the Form to be used by the Intrastat P/L document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	**Prints**
Header Fields (these print once per document)	
Address 1	First line of the Address from the Company Info setting
Address 2	Second line of the Address from the Company Info setting
Address 3	Third line of the Address from the Company Info setting
Address 5	Fourth line of the Address from the Company Info setting
Address 6	Fifth line of the Address from the Company Info setting
Date with Month In Words	Start Date of the Period from the specification window, with the month as a word. For example, 2/1/2013 will be printed as “02 January 2013”. The Date Order (e.g. day, month, year) will be taken from the Company Date and Numeric Format setting
Day	The day from the Start Date of the Period from the specification window. For example, the day from 2/1/2013 will be printed as “2”
End Date	End Date of the Period from the specification window
From Contact	Person from the specification window
Month	The month from the Start Date of the Period from the specification window. For example, the month from 2/1/2013 will be printed as “1”
Month in words	The name of the month in the Start Date of the Period from the specification window, taken from the record in the Days and Months setting in the System module for the Language in the current user’s Person record

Number of Boxes	Number of lines printed in the document (i.e. number of Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combinations in the document)
Production Date	The date when the document was printed
Subtotal in Base Currency 1	Sum of the values in the “Total in Base Currency 1, row” row field
Total FOB Value, Local	Sum of the values in the “FOB Value, Local” row field
Total Quantity In	Number of lines printed in the document (i.e. number of Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combinations in the document)
Transaction Date	Start Date of the Period from the specification window
Year	The year from the Start Date of the Period from the specification window. For example, the year from 2/1/2013 will be printed as “2013”

Row Fields (these print once for each Item/Currency/Country/Country of Origin/Delivery Mode/Delivery Terms/Invoice Type combination, so remember to specify a Line Height and to set the Format to “Matrix”)

Comment	Comment from the Delivery Terms specified in the Purchase Orders connected to each Purchase Invoice or from the Contact records for each Supplier
Country Code	Country from the Contact records for each Supplier
Country of Origin	Country of O. from the Goods Receipt rows connected to each Purchase Invoice row (if you are using the Country of Origin from Goods Receipts option in the Intrastat Purchase setting) or the third line of the Address in the Default Source specified in each Item record (otherwise)
Currency	Currency from each Purchase Invoice
Delivery Mode	Delivery Mode from the Purchase Orders connected to each Purchase Invoice or Purchase Del. Mode from the Contact records for each Supplier
Delivery Term	Delivery Terms from the Purchase Orders connected to each Purchase Invoice or Purchase Del. Terms from the Contact records for each Supplier
EKN code	EKN Code from each Item record
FOB Value, Local	Sum of (Amount from each Purchase Invoice row / (TOTAL - Calculated VAT) * Statistical Value) i.e. total value for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination, excluding VAT, in Base Currency 1 (converted using

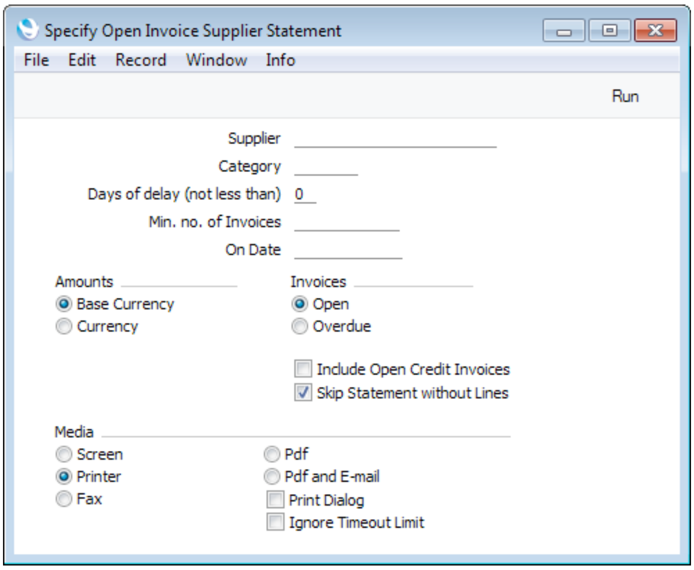
	the exchange rate in the Purchase Invoice), expressed as a proportion of the sum of the Statistical Values from each Purchase Invoice
FOB Value, foreign Currency	Sum of (Amount from each Purchase Invoice row / (TOTAL - Calculated VAT) * Statistical Value) i.e. i.e. total value for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination, excluding VAT, in the Purchase Invoice Currency, expressed as a proportion of the sum of the Statistical Values from each Purchase Invoice)
Invoice Type	Prints "16" for Credit Notes and "10" otherwise (i.e. for Invoices and Cash Notes)
Item Code	No. from each Item record
Item Code 2	Commodity Code from each Item record
Item Type	Description from each Item record
Quantity	Sum of (Qty from each Purchase Invoice row * Unit Coefficient from each Item record) (if an Item has both a Unit 2 and a Unit Coefficient) or sum of (Qty from each Purchase Invoice row) (otherwise) i.e. total quantity for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination. If you use the Don't Show Qty for Weighted Items option in the specification window, this figure will only be printed if the "Weight, Item" row field prints blank. Rounding will depend on the option chosen in the specification window
Quantity In	Line number in the document
Row Sum	Sum of the Amounts from each Purchase Invoice row i.e. total value for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination, excluding VAT and in the Purchase Invoice Currency. Rounding will depend on the option chosen in the specification window
Total in Base Currency 1, row	Sum of the Amounts from each Purchase Invoice row i.e. total value for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination, excluding VAT and in Base Currency 1 (converted using the exchange rate in the Purchase Invoice)
Transaction Number	Number of Purchase Invoice rows in which the Item/Currency/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination has been used

Unit	Unit 2 (if an Item has both a Unit 2 and a Unit Coefficient) or Unit from each Item record
Weight, Item	Sum of (Weight from each Item record * Qty from each Purchase Invoice row) i.e. total weight for each Item/Currency/Country/Country of Origin/Delivery. Mode/Delivery Terms/Invoice Type combination. Rounding will depend on the option chosen in the specification window

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Open Invoice Supplier Statement

The Open Invoice Supplier Statement document prints a list of the open (unpaid) Invoices received from each Supplier, including those that are On Hold. A separate page will be printed for each Supplier. It is similar to the report of the same name, but as it is a document you can design the printed output to meet your requirements using the Form register in the System module.



Supplier — **Paste Special**: Suppliers in Contact register

Range Reporting: Alpha

If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) for whom you wish to print statements.

Category — **Paste Special**: Supplier Categories setting, Purchase Ledger

If you want to print statements for Suppliers belonging to a particular Supplier Category, specify that Category here.

Days of delay (not less than)

If you only wish to include Invoices in the statements that are overdue by more than a certain number of days, enter that number here.

Min. no. of Invoices

If you only want to print statements for Suppliers from whom you have received at least a certain number of Invoices, enter that number here.

On Date — **Paste Special**: Choose date

Enter a date to produce statements for a specific date. All Invoices that were open or due (depending on the choice made below) on that date will be included in the statements, while Invoices and Payments since that date will not be included. Invoices will be aged according to the specified date. If you leave this field empty, the current date will be used.

Amounts Use these options to specify the Currency that will be used when printing some of the values in the statement.

If you choose the Currency option, the following header fields will print values in the Purchase Currency specified in the Contact record for the Supplier: "Change during the Period"; "Sum"; "Sum, Due"; "Sum, Not Due". If a Supplier's Purchase Currency is blank, these fields will print values in Base Currency 1, even if you choose this option.

The "Account Balance Currency" and "Account Balance per Currency" fields list the Currencies and amounts used in a particular Supplier's statement, so they are also affected by these options.

The following row fields will print values in Currency or in Base Currency 1, depending on the option that you choose here: 'Balance"; "Credit Value, row"; "Invoice Amount".

The following fields will always print values in the Purchase Currency of the Supplier (in Base Currency 1 if the Purch. Currency is blank): "Aged Total"; the seven fields from "Aged Value 1" to Aged Value 7".

Invoices Use these options to determine which Invoices are to be included in the statement.

Open This option lists all unpaid Invoices in the statement.

Overdue This option only lists Invoices that are due for payment in the statement. These are Invoices whose Payment Terms have expired (i.e. those whose Due Dates have passed).

Include Open Credit Invoices

Use this option if you would like open Credit Notes to be included in the statement. These will usually be Credit Noted that have not yet been allocated to specific Invoices.

Skip Statement without Lines

This option, which will be used by default, will mean that empty statements will not be printed i.e. statements will not be printed for Suppliers that have no open Purchase Invoices.

When you print statements for a range of Suppliers, separate documents will be printed for each Supplier. So, when you design the Form, the fields that you can use fall into two broad categories—

- Fields that will be printed once per statement. These fields will print information about a Supplier, and statement totals.
- Row fields that will list the open Purchase Invoices in a statement.

Listed below are the fields you can use when you design the Form to be used by the Open Invoice Supplier Statement Document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Supplier)
Header Fields (these print once per Supplier)	
Account Balance Currency	Prints as a list the Currencies used in the statement. So, if you print the statement using the Base Currency option, only the Base Currency will be listed, otherwise all used Currencies will be listed. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header"
Account Balance per Currency	Prints as a list the sums of the Purchase Invoice TOTALs in each Currency. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header". Together with the previous field, this allows you to add a table to the Form showing the sums of the TOTALs in each Currency used
Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Invoice Address from the Contact record for the Supplier. This will be printed on separate lines, so you should specify a Line Height for this field
Address 1	First line of the Invoice Address from the Contact record for the Supplier.
Address 2	Second line of the Invoice Address from the Contact record for the Supplier.
Address 3	Third line of the Invoice Address from the Contact record for the Supplier.
Address 5	Fourth line of the Invoice Address from the Contact record for the Supplier.
Address 6	Fifth line of the Invoice Address from the Contact record for the Supplier.
Aged Total	The total amount that is outstanding on the date specified in the On Date field in the specification window or, if blank, on the date of printing. This includes open and overdue Invoices, irrespective of whether you print the statements using the Open option or the Overdue option. So, if you print the statements using the Overdue option, the Aged Total may not be the same as the statement total printed in the "Sum" field. This figure also includes open Credit Notes, irrespective of whether you use the Include Open Credit Invoices option in the specification window. "Sum", "Sum Due" and "Sum Not Due" do not include Credit Notes if they are not listed in the statement.

	This figure will always be in the Purch. Currency specified in the Contact record for the Supplier. If the Purch. Currency is blank, this figure will be in Base Currency 1.
Aged Value 0	The amount that is not yet due for payment on the date the statement is printed.

Seven fields from **Aged Value 1** to **Aged Value 7**

These fields print the overdue amounts divided into ageing periods. The ageing periods are determined by the Age Limits setting or the Accounting Periods setting.

For example, if you have specified age limits in the Age Limits setting of 30, 60, 90 and 120 days, Aged Value 1 will print the amount outstanding for between 0 and 30 days, Aged Value 2 will print the amount outstanding for between 31 and 60 days, and so on. In this example, as there are four ageing periods, Aged Value 5 will print the amount outstanding for longer than 120 days.

If you want the ageing periods to be determined by the Accounting Periods setting, use the Use Accounting Periods instead of Age Limits option in the Age Limits setting, and specify how many Accounting Periods you want to use.

Even if you specify an On Date in the specification window, the age of an Invoice for the purposes of the Aged Value 0-7 fields will be the number of days between its Due Date and the date the statement is printed.

The figures in the Aged Value 0-7 fields will always be in the Purch. Currency specified in the Contact record for the Supplier. If the Purch. Currency is blank, they will be in Base Currency 1.

Change during the Period	Sum of the values in the “Balance” row field (converted to Base Currency 1 if the a Purchase Currency has not been specified for the Supplier)
Contact Person	Primary Contact from the Contact record for the Supplier
Customer Currency	Purch. Currency from the Contact record for the Supplier or, if blank, Base Currency 1
Customer Fax Number	Fax from the Contact record for the Supplier
Customer Name	Name from the Contact record for the Supplier
Customer Number	No. from the Contact record for the Supplier
Customer Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Customer Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Customer Telephone Number	Telephone from the Contact record for the Supplier

Customer VAT Reg. Number	VAT Reg. No from the Contact record for the Supplier
Debits in the Period	Sum of the values in the "Interest" row field
Delayed plus Interest	"Sum, Due" + the sum of the values in the "Interest" row field
Interest Fee	Base Price from the Item quoted in the Invoicing Fee field in the Interest setting
Interest from day	On Date from specification window or, if blank, the date of printing
Interest Sum	Sum of the values in the "Interest" row field
Number of Delayed	Number of Purchase Invoices in the statement that are overdue. This figure will not include Credit Notes if you do not use the Include Open Credit Invoices option when printing a statement
Number of Not Delayed	Number of Purchase Invoices in the statement that are not yet due for payment. This figure will not include Credit Notes if you do not use the Include Open Credit Invoices option when printing a statement
Prepayments / Unallocated Cash	Total open Prepayment and On Account value
Start Date	On Date from specification window or, if blank, the date of printing
Sum	Sum of the values in the "Balance" row field (converted to Base Currency 1 if the a Purchase Currency has not been specified for the Supplier)
Sum, Due	The total amount that is overdue on the date specified in the On Date field in the specification window or, if blank, on the date of printing. This figure will not include Credit Notes if you do not use the Include Open Credit Invoices option when printing a statement
Sum, Not Due	The total amount that is not yet due for payment on the date specified in the On Date field in the specification window or, if blank, on the date of printing. This figure will not include Credit Notes if you do not use the Include Open Credit Invoices option when printing a statement. If you print the statement using the Overdue option, it will not include Invoices that are not yet due for payment and so nothing will be printed in this field
Sum + interest	Sum of the values in the "Balance" row field + sum of the values in the "Interest" row field
Sum + interest fee	Sum of the values in the "Balance" row field + "Interest Fee"
Sum + interest + interest fee	Sum of the values in the "Balance" row field + sum of the values in the "Interest" row field + "Interest Fee"
Supplier	No. from the Contact record for the Supplier

Supplier Fax	Fax from the Contact record for the Supplier
Supplier Name	Name from the Contact record for the Supplier
Supplier Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Supplier Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Supplier Telephone	Telephone from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No from the Contact record for the Supplier
Total including Prepayments/unalloc. cash	Sum of the values in the "Balance" row field + sum of the values in the "Interest" row field + "Prepayments / Unallocated Cash"
Total Sum	Sum of the values in the "Balance" row field + "Prepayments / Unallocated Cash"

Row Fields (these print once per row (i.e. once for each open Purchase Invoice), so remember to specify a Line Height and to set the Format to "Matrix")—

Balance	Outstanding amount, in the Currency chosen in the specification window
Comment	Comment
Comment 2	Comment from the relevant row for the Purchase Invoice in the Number Series - Purchase Invoices setting
Credit Value, row	TOTAL, in the Currency chosen in the specification window
Currency	Currency (if you use the Currency option in the specification window) or Base Currency 1 (otherwise)
Delayed	Number of days from the Due Date to the date specified in the On Date field in the specification window or, if blank, to the date of printing. If a Purchase Invoice is not yet due for payment, a positive figure will be printed if you are using the Open and Overdue option in the Age Limits setting, while 0 will be printed if you are using the Overdue Only option in the same setting.
Interest	Interest payable on the Invoice, calculated using the Rate in the Interest setting and the outstanding amount in the Currency chosen in the specification window
Invoice Amount	TOTAL, in the Currency chosen in the specification window
Invoice Day	Invoice Date
Invoice Due Date	Due Date
Invoice Number	No.
Invoice Text	String made up of the Type of the Purchase Invoice (i.e. "Invoice", "Cash Note" or "Credit Note") + space + No.
Invoice Type	Type of the Purchase Invoice (i.e. "Invoice", "Cash Note" or "Credit Note")
Invoice Type (short)	Type of the Purchase Invoice, abbreviated (i.e. "INV", "CASH" or "CRED")

KID Checksum	KID Code checksum
KID Code	KID Code (formatted depending on the Bank, Client Code (OCR) and OCR Code option specified on the 'OCR' card of the Bank Transfer setting)
KID code with no Checksum	KID Code without checksum
Our Reference (ourref)	Reference
Received Value	TOTAL - Outstanding amount (i.e. amount already paid or credited), in the Currency chosen in the specification window
Supplier Invoice Number	Supp. Inv. No.
Transaction Number	No.

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

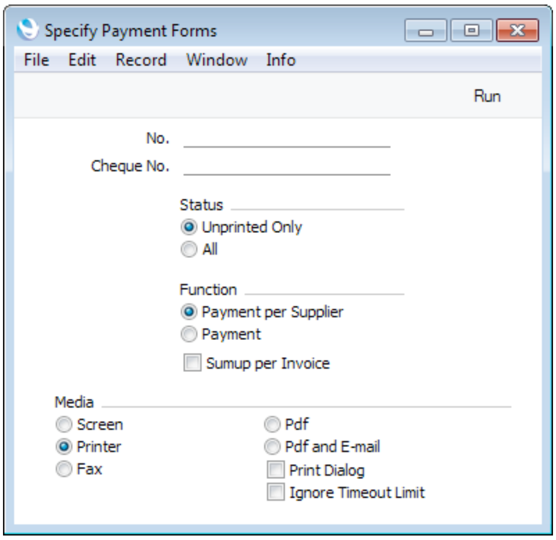
Payment Forms

Use this function to print records from the Payment register. Please refer to the 'Printing Payment Forms and Cheques' section above for details of how to ensure this function complies with your requirements.

A printed payment form can be useful as documentation of the cheques you have issued from the program. If you write your cheques manually, this document can provide you with a valuable tool for reconciliation.

The Payment Form is unusual in that it will not necessarily be printed using the Form specified in the 'Define Document' window as described in the introduction to this section. If the Payment Mode quoted in the header of a Payment is one in which you have specified a Form in the Document field on flip B, this Form will be used instead.

You can also print a Payment Form from an individual Payment record by opening it and clicking the Printer icon in the Button Bar. This method of printing a Payment Form will behave as though the All and Payment per Supplier options are selected.



No.
Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:).

Cheque No.
If you specify a Cheque Number here, it will be recorded on flip C of each Payment row in the Payments being printed, being incremented automatically for different Suppliers in each Payment record and for the next Payment.

Status
Use these options to choose whether to print all Payments in the range or only those that have not been printed before.

You can repeatedly print a Payment if it is not marked as Ordered. Such a Payment will retain its Unprinted status until you mark it as Ordered and print it again.

An Ordered Payment will lose its Unprinted status if you print it using this document and using the Cheque Documents document.

Use the All option only if you want to reprint Ordered and approved Payments that you have already printed. Take care when using this option not to issue duplicate cheques if you have incorporated cheques into the design of your Payment Form.

Function These options control how many pages will be printed.

Payment per Supplier

A separate page will be printed for each Supplier included in a Payment record.

For example, if a Payment record pays two Purchase Invoices from Supplier 1 and one from Supplier 2, one page will be printed for Supplier 1 and a separate page will be printed for Supplier 2.

If you are printing a range of Payment records, one page will be printed for Supplier 1 for the first Payment record, and a separate page will be printed for Supplier 1 for the second Payment record.

Payment A single page will be printed for each Payment record. Payments to different Suppliers will be listed together on the same page.

Sumup per Invoice

Usually the printed document will contain a separate row for each row in a Payment. If a Payment contains more than one row paying the same Purchase Invoice, use this option if you want those rows to be aggregated into a single row on the printed document.

For example, you may pay a Purchase Invoice partially in cash and partially by credit card in the same Payment record. If you print the Payment Form using this option, it will contain a single row for the total payment amount. If you do not use this option, the two partial payments will be listed separately.

You can only use this option together with the Payment per Supplier option above. It will have no effect when used together with the Payment option.

If you print a Payment that has not been Ordered, the text “Test Printout” will be printed diagonally across the page as a watermark. If you do not want this watermark, use the No Test Printout option in the Optional Features setting in the System module.

If you use this document to print from a Payment record that contains payments issued to more than one Supplier and you use the Payment per Supplier option, separate documents will be printed for each Supplier. If you use this option, this document behaves in the same way as the Cheque Document described above on page 7. Please refer to the description of that document for details about the fields you can include in the Form design. If you use the Payment option, a single page will be printed for each Payment so some fields will behave differently, as described below. As a result, you may need different Form designs if you are likely to use both options at different times.

Listed below are the fields you can use when design the Form to be used by the Payment Forms document when you print it using the Payment option. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Payment record)

The following fields will print information from the header of a Payment record—

Bank Total	Sum of the Invoice Values from each Payment row, converted to Base Currency 1 using the Exchange Rate for the Trans. Date
Current User	Signature of the current user
Day	The day from the Trans. Date. For example, the day from 2/1/2013 will be printed as "2"
From Bank	Comment
From Bank Account	Own Bank A/C
Month	The month from the Trans. Date. For example, the month from 2/1/2013 will be printed as "1"
Month in words	The name of the month in the Trans. Date, taken from the record in the Days and Months setting in the System module for the Language of the Supplier or, if that is blank, the Language in the current user's Person record
Number of Invoices	Number of Purchase Invoices being paid
Payment Date	Payment Date
Payment Mode	Payment Mode
Payment Number	No.
Payment Number for Russia	Prints the No. of the Payment with the first three characters removed
Reference	Reference
Registration Date	Payment Date
Serial Number (Number Series)	No.
Transaction Date	Trans. Date
Year	The year from the Trans. Date. For example, the year from 2/1/2013 will be printed as "2013"

Row Fields (these print once per Payment row, so remember to specify a Line Height and to set the Format to "Matrix"). The "...in Text" fields will print phrases constructed using the relevant record in the Values in Text setting for the Language of the Supplier or, if that is blank, the Language in the current user's Person record or in the Company Info setting—

Amount	Invoice Value (from flip B)
Amount for Bielaussian Payment Form	Invoice Value, with an equal sign in place of the decimals and decimal separator (for example, 123.45 will be printed as 123=)
Amount for Russian Payment Form	Invoice Value, with a dash as the decimal separator
Amount in Text	Prints as a phrase the Invoice Value
Amount in Text, Cents	Prints as a phrase the figures after the decimal point in the Invoice Value

Amount in Text, Units	Prints as a phrase the first figure before the decimal point in the Invoice Value
Amount in Text, Tens	Prints as a phrase the second figure before the decimal point in the Invoice Value
Amount in Text, Hundreds	Prints as a phrase the third figure before the decimal point in the Invoice Value
Amount in Text, Thousands	Prints as a phrase the fourth figure before the decimal point in the Invoice Value
Amount in Text, 10 Thousands	Prints as a phrase the fifth figure before the decimal point in the Invoice Value
Amount in Text, 100 Thousands	Prints as a phrase the sixth figure before the decimal point in the Invoice Value
Amount in Text, Millions	Prints as a phrase the seventh figure before the decimal point in the Invoice Value
Amount in Text, 10 Millions	Prints as a phrase the eighth figure before the decimal point in the Invoice Value
Amount in Text, 100 Millions	Prints as a phrase the ninth figure before the decimal point in the Invoice Value
ANA Code	ANA Code from the Contact record for the Supplier
Bank Account	To Bank A/C (from flip H)
Bank Currency	B. Cur. (i.e. Bank Currency)
Bank Name	Bank Name from the Own Cheque record for the Cheque No.
Bank Value	Bank Amount
Cheque Number	Ser No. from the Own Cheque record for the Cheque No.
Comment	Text
Comment 2	Text
Cheques Serial Number	Cheque No. (from flip C)
Currency	I. Cur (from flip B)
Customer Comment (speclev)	Comment from the Contact record for the Supplier ('Company' card)
Customer Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Customer Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Delivery Address	Name (if you are using the Organisation Name option in the Form Settings setting) or first line of the Invoice Address from the Contact record for the Supplier
Delivery Address 2	Name from the Contact record for the Supplier
Due Date	Due Date of the Purchase Invoice being paid
Effective Date	Effect Date from the Own Cheque record for the Cheque No.
Invoice Date 2	Invoice Date of the Purchase Invoice being paid
Invoice No.	No. of the Purchase Invoice being paid
Invoice Number 2	Supp. Inv. No. of the Purchase Invoice being paid
Invoice Type (short)	Type of the Purchase Invoice being paid (prints "1" for an Invoice, "2" for a Cash Note or"3" for a Credit Note)

Open Invoice Value	Any value that is still outstanding against the Purchase Invoice being paid when you print the document
Our Customer Number	Their Customer Code from the Contact record for the Supplier
Our Reference	Reference Number (from flip G)
Our Reference (ourref)	Bank Reference (from flip H)
Payment Mode, row	Comment from the Payment Mode (from flip C or, if blank, from the header)
Prepayment Number	Prepayment No. (from flip D)
Received Currency	S. Cur. (i.e. Sent Currency)
Received Value	Sent Value
Reference (Invoice)	Reference from the Purchase Invoice being paid
Registration Date	Reg. Date from the Own Cheque record for the Cheque No.
Supplier	No. from the Contact record for the Supplier
Supplier Invoice Number	Supp. Inv. No. of the Purchase Invoice being paid
Supplier Name	Name from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
To Bank Account	To Bank A/C (from flip H)
To Pay	Invoice Value (from flip B). If this figure is less than zero, the word “Void” will be printed
To Pay in Text	Prints as a phrase the Invoice Value.
To Pay in Base 1	Invoice Value, converted to Base Currency 1 using the Exchange Rate for the Trans. Date
To Pay in Text in Base 1	Prints as a phrase the Invoice Value, converted to Base Currency 1 using the Exchange Rate for the Trans. Date.
To Pay in Base 2	Invoice Value, converted to Base Currency 2 using the Exchange Rate for the Trans. Date
To PayRus Payment Form	Invoice Value, with a dash as the decimal separator. If this figure is less than zero, the word “Void” will be printed
VAT	VAT Value (from flip E)
VAT for Russian Payment Form	VAT Value, with a dash as the decimal separator
VAT %, row	VAT percentage from the V-Cd (from flip E) (prints blank if the rate is 0%)

These fields print information from the record in the Banks setting for the Account Operator specified in the Contact record for the Supplier (these print once per Payment row, so remember to specify a Line Height and to set the Format to “Matrix”).—

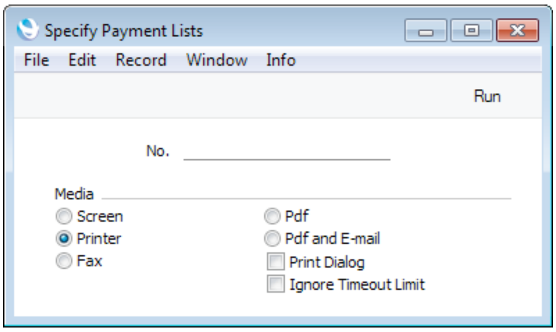
Bank Address 0	First line of the Address
Bank Address 1	Second line of the Address
Bank Address 2	Third line of the Address
SWIFT	BIC (SWIFT)

To Bank	Name
To Bank 1	Clearing
To Bank 2	Account (IBAN)

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Payment Lists

Use the Payment List document when you need to print a summary of the payments issued from each Payment record.



No. **Range Reporting** Numeric

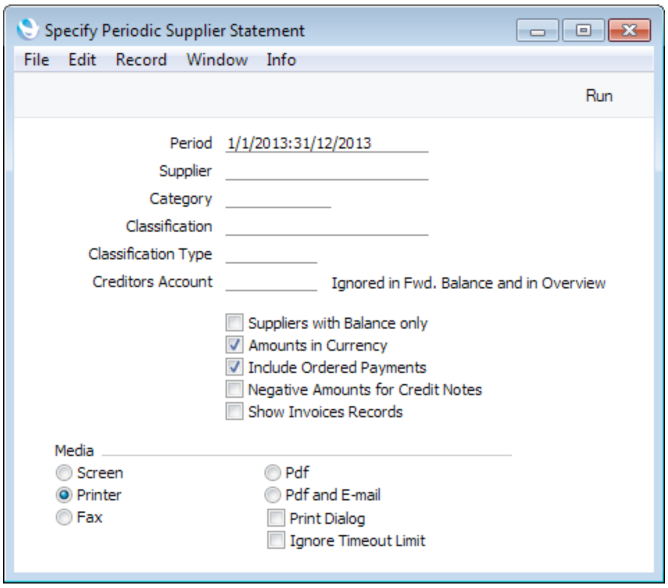
Enter the Payment Number to print a single Payment, or a range of Payment Numbers, separating them with a colon (:). A separate page will be printed for each Payment record. Any Payments in the range that have not been marked as Ordered will not be printed.

Unusually, the design of the Form used by the Payment Lists document is pre-defined and can't be changed.

Periodic Supplier Statement

This document prints a list of all the purchase transactions recorded for each Supplier during a specified period. A separate page is printed for each Supplier. Whereas the Open Invoice Supplier Statement is simply a list of open (unpaid) Purchase Invoices, the Periodic Statement lists paid and unpaid Invoices and Payments in chronological order (together with any other relevant transactions such as Cash transactions and Nominal Ledger Transactions). The Periodic Statement therefore provides a full transaction history for each Supplier. This document is similar to the report with the same name, but as it is a document, you are able to configure the output to suit your requirements by changing the design of the Form.

If you want to send Periodic Supplier Statements to Suppliers by email, use the 'Create Periodic Supplier Statement E-mail' Maintenance function described here. This function will create PDF files using the Periodic Statement Form and therefore to use it you must have assigned a Form to this document using the 'Define Document' function.



Period **Paste Special** Reporting Periods setting, System module

Specify a period to be covered by the statements. For each Supplier, the balance at the beginning of the period will be calculated, all purchase transactions from the period will be listed, and finally a closing balance for the end of the period will also be calculated.

Supplier **Paste Special** Suppliers in Contact register

Range Reporting Alpha

If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) for whom you wish to print statements.

Category	**Paste Special**	Supplier Categories setting, Purchase Ledger

If you want to print statements for Suppliers belonging to a particular Supplier Category, specify that Category here.

Classification	**Paste Special**	Contact Classifications setting, CRM module

Enter a Classification Code in this field if you want to print statements for Suppliers with a certain Classification. If the field is empty, statements will be printed for all Suppliers, with and without Classifications. If you enter a number of Classifications separated by commas, statements will only be printed for those Suppliers featuring all the Classifications listed. If you enter a number of Classifications separated by plus signs (+), statements will be printed for Suppliers featuring at least one of the Classifications listed. If you enter a Classification preceded by an exclamation mark (!),statements will be printed for Suppliers featuring any Classification except the one listed.

For example—

1,2	Prints statements for Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2	Prints statements for Suppliers with Classifications 1 or 2.
!2	Prints statements for all Suppliers except those with Classification 2.
1,!2	Prints statements for Suppliers with Classification 1 but not for those with Classification 2 (i.e. statements will not be printed for Suppliers with Classifications 1 and 2). Note the comma before the exclamation mark in this example.
!1,!2	Prints statements for all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Prints statements for all Suppliers except those with Classifications 1 and 2 (statements will not be printed for Suppliers with Classifications 1, 2 and 3).
!1+2	Prints statements for Suppliers without Classification 1 and those with Classification 2 (statements will not be printed for Suppliers with Classifications 1 and 2).
(1,2)+(3,4)	Prints statements for Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.
1*	Prints statements for Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1	Prints statements for Suppliers with Classifications beginning with 1 but not 1 itself.
*1	Prints statements for Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).

1*,*1 Prints statements for Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want to print statements for Suppliers with a Classification belonging to that Type. If the field is empty, statements will be printed for all Suppliers, with and without Classifications. If you enter a number of Classification Types separated by commas, statements will be printed for Suppliers featuring a Classification belonging to any of those Types.

Creditors Account **Paste Special** Account register, Nominal Ledger/System module

If you need the statements only to list the Purchase Invoices and Payments that post to a particular Creditor Account, specify that Account here.

This field will not be used when calculating opening balance figures.

Suppliers with Balance Only

Check this box to exclude Suppliers with no current balance.

Amounts in Currency

Use this option to specify the Currency that will be used when printing some of the values in the statement.

If you use this option, the following header fields will print values in the Purchase Currency specified in the Contact record for the Supplier: “Change during the Period”, “Start Balance”; “Sum”. If a Supplier’s Purchase Currency is blank, these fields will print values in Base Currency 1, even if you choose this option.

The following fields will always print values in the Purchase Currency of the Supplier (in Base Currency 1 if the Purch. Currency is blank): “Account Balances”.

The following row fields will always print values in the Currency of the transaction: “Balance”; “Credit Value, row”; “Debit Value, row”; “Invoice Amount”; “Received Value”.

The "Account Balance Currency" and "Account Balance per Currency" fields list the Currencies and amounts used in a particular Supplier's statement, so they are also affected by these options.

Include Ordered Payments

Use this option if you want to include Payments that have been Ordered but not approved in statements.

Negative Amounts for Credit Notes

By default, Credit Note amounts will be printed in the “Debit Value, row” field. Use this option if you would like them to be printed as negative figures in the "Credit Value, Row" field instead.

Show Invoices Records

By default, transactions will be listed in chronological order in statements. For example, if you receive three Purchase Invoices from a Supplier and then pay all three, the statement will list the three Invoices followed by the Payments.

If you use this option, Purchase Invoices will still be listed in chronological order, but the connected Payment(s) will follow immediately. In the example, a statement printed using this option will list the first Purchase Invoice followed by the corresponding Payment, then the second Purchase Invoice followed by its Payment and so on.

When you print statements for a range of Suppliers, separate documents will be printed for each Supplier. So, when you design the Form, the fields that you can use fall into two broad categories—

- Fields that will be printed once per statement. These fields will print information about a Supplier, and statement totals.
- Row fields that will list the various transactions in a statement (i.e. Purchase Invoices, Payments, Nominal Ledger Transactions where Purchase Invoices have been created or paid on flip E, and Cash Out and Cash In records).

Listed below are the fields you can use when you design the Form to be used by the Periodic Supplier Statement Document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	**Prints (from Supplier)**
Header Fields (these print once per Supplier)	
Account Balance Currency	Prints as a list the Invoice Currencies used in the statement. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header"
Account Balance per Currency	Prints as a list the sums of the Purchase Invoice TOTALs in each Invoice Currency. As it prints a list, you should specify a Line Height for this field. You should also set the Format to "Header". Together with the previous field, this allows you to add a table to the Form showing the sums of the TOTALs in each Currency used
Account Balances	Sum of the TOTALs of the Purchase Invoices listed in the statement. This figure will always be in the Purch. Currency specified in the Contact record for the Supplier. If the Purch. Currency is blank, this figure will be in Base Currency 1.
Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Invoice Address from the Contact record for the Supplier. This will be printed

	on separate lines, so you should specify a Line Height for this field
Address 1	First line of the Invoice Address from the Contact record for the Supplier.
Address 2	Second line of the Invoice Address from the Contact record for the Supplier.
Address 3	Third line of the Invoice Address from the Contact record for the Supplier.
Address 5	Fourth line of the Invoice Address from the Contact record for the Supplier.
Address 6	Fifth line of the Invoice Address from the Contact record for the Supplier.
Change during the Period	Sum of the values in the "Credit Value, row" row field - sum of the values in the "Debit Value, row" row field. For Currency Suppliers, this figure will be converted to Base Currency 1 if you do not use the Amounts in Currency option in the specification window
Contact Person	Primary Contact from the Contact record for the Supplier
Customer Currency	Purch. Currency from the Contact record for the Supplier or, if blank, Base Currency 1
Customer Fax Number	Fax from the Contact record for the Supplier
Customer Name	Name from the Contact record for the Supplier
Customer Number	No. from the Contact record for the Supplier
Customer Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Customer Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Customer Telephone Number	Telephone from the Contact record for the Supplier
Customer VAT Reg. Number	VAT Reg. No from the Contact record for the Supplier
Start Balance	Opening balance. For Currency Suppliers, this figure will be converted to Base Currency 1 if you do not use the Amounts in Currency option in the specification window
Sum	Start Balance + sum of the values in the "Credit Value, row" row field - sum of the values in the "Debit Value, row" row field (i.e. "Start Balance" + "Change during the period"). For Currency Suppliers, this figure will be converted to Base Currency 1 if you do not use the Amounts in Currency option in the specification window
Supplier	No. from the Contact record for the Supplier
Supplier Fax	Fax from the Contact record for the Supplier
Supplier Name	Name from the Contact record for the Supplier
Supplier Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Supplier Registration No. 2	Reg. No. 2 from the Contact record for the Supplier

Supplier Telephone	Telephone from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No from the Contact record for the Supplier

Row Fields (these print once per row (i.e. once for each transaction), so remember to specify a Line Height and to set the Format to "Matrix")—

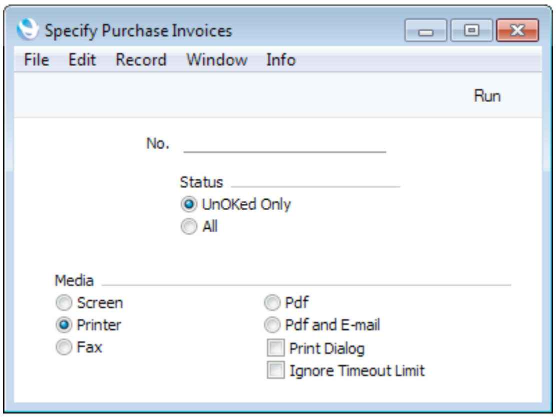
Balance	Value of each transaction (e.g. TOTAL from each Purchase Invoice and Sent Value from each Payment row), in the Currency of the transaction
Comment	Comment from each Purchase Invoice, blank for other transactions
Comment 2	Comment from the relevant rows for each Purchase Invoice in the Number Series - Purchase Invoices setting, blank for other transactions
Credit Value, row	TOTAL from each Purchase Invoice in the Currency of the Purchase Invoice, blank for other transactions. Will include the TOTALs from each Credit Note as negative figures if you are using the Negative Amounts for Credit Notes option in the specification window
Currency	Currency of each transaction (Sent Currency in the case of Payment rows)
Debit Value, row	Value of each outgoing payment (e.g. Sent Value from each Payment row) in the Currency of the payment. Will include the TOTALs from each Credit Note if you are not using the Negative Amounts for Credit Notes option in the specification window. Blank for transactions that are not outgoing payments.
Invoice Amount	TOTAL from each Purchase Invoice in the Currency of the Purchase Invoice, blank for other transactions. Will include the TOTALs from each Credit Note as negative figures if you are using the Negative Amounts for Credit Notes option in the specification window
Invoice Day	Date of each transaction (e.g. Invoice Date from each Purchase Invoice and Trans. Date from each Payment)
Invoice Due Date	Due Date from each Purchase Invoice and Trans. Date from the other transactions
Invoice Number	No. of each transaction (e.g. Purchase Invoice No., Payment No., etc)
Invoice Text	For each Purchase Invoice, a string made up of the Type of the Purchase Invoice (i.e. "Invoice", "Cash Note", "Credit Note" or "N/L Transaction") + space + No. For other transactions, only the No. is printed
Invoice Type	Type of each Purchase Invoice (i.e. "Invoice", "Cash Note", "Credit Note" or "N/L Transaction"), blank for other transactions

Invoice Type (short)	Type of each transaction (prints "INV" for an Purchase Invoice, "CASH" for a Cash Note, "CRED" for a Credit Note, "PAYMT" for a Payment (including On Account Payments and Prepayments, and Ordered Payments), "N/L" for a Nominal Ledger Transaction, "CSHIN" for a Cash In record and "CSHOT" for a Cash Out record)
KID Checksum	KID Code checksum for each transaction
KID Code	KID Code for each transaction (formatted for the Bank specified on the 'OCR' card of the Bank Transfer setting)
KID code with no Checksum	KID Code without checksum for each transaction
Our Reference (ourref)	Reference from each Purchase Invoice, blank for other transactions
Received Value	Value of each outgoing payment (e.g. Sent Value from each Payment row) in the Currency of the payment, printed as a negative figure. Blank for transactions that are not outgoing payments
Supplier Invoice Number	Supp. Inv. No. from each Purchase Invoice, blank for other transactions
Transaction Number	No. of each transaction (e.g. Purchase Invoice No., Payment No., etc)

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Purchase Invoice Forms

Depending on your Form design, the Purchase Invoice document should contain a summary of all the information registered for a particular Invoice. This can include Supplier data, dates, Payment Terms, Account usage etc. The documentation can serve as a support to the persons checking the invoice and authorising payments.



No. Enter the Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several. You must specify a Purchase Invoice Number or range of Numbers: if you leave this field empty, no documents will be printed.

Status Use these options to specify whether you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

You can also print this document by clicking on the Printer icon when viewing a Purchase Invoice record, or print it to screen by clicking the Preview icon.

You can use the fields listed below when you design the Form to be used by the Purchase Invoice document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Purchase Invoice)
Header Fields (these print once per Purchase Invoice)	
Branch Account Operator	Account Operator of the Contact specified in the Branch field
Branch Address	Name and Address of the Contact specified in the Branch field. This information will be printed on separate lines, so you should specify a Line Height for this field
Branch Bank Account	Bank Account of the Contact specified in the Branch field
Branch Bank Account 2	Bank Account 2 of the Contact specified in the Branch field
Branch E-mail	E-mail of the Contact specified in the Branch field
Branch Fax	Fax of the Contact specified in the Branch field

Branch IBAN	IBAN Code of the Contact specified in the Branch field
Branch Phone	Telephone of the Contact specified in the Branch field
Branch Primary Contact	Primary Contact of the Contact specified in the Branch field
Branch Registration No. 1	Reg. No. 1 of the Contact specified in the Branch field
Branch Registration No. 2	Reg. No. 2 of the Contact specified in the Branch field
Branch WWW Address	Web Site of the Contact specified in the Branch field
Currency	Currency
Customer Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Customer Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Customer VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
Invoice Date	Invoice Date
Net Amount	Sum of the Amounts from each Purchase Invoice row
Payment Terms	Pay. Terms
Person	Signers
Reference (Invoice)	Reference
Sales Invoice No.	Invoice Number of connected Sales Invoice (Sales Invoices will be created from Purchase Invoice Credit Notes if you are using the Create Sales Invoice from Credit Note option in the Account Usage P/L setting)
Serial Number (Number Series)	No.
Sum	TOTAL
Supplier	Supplier
Supplier Invoice Number	Supp. Inv. No.
Supplier Name	Name
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
To Pay	If VAT in the Purchase Invoice header is blank, prints TOTAL - Withh. Tax - Calculated VAT. Otherwise, prints TOTAL - Withh. Tax - VAT
Transaction Date (transdate)	Trans. Date
VAT	If VAT in the Purchase Invoice header is blank, prints Calculated VAT. Otherwise, prints VAT
Withholding Amount	Withh. Tax

Row Fields (these print once per row, so remember to specify a Line Height and to set the Format to “Matrix”)

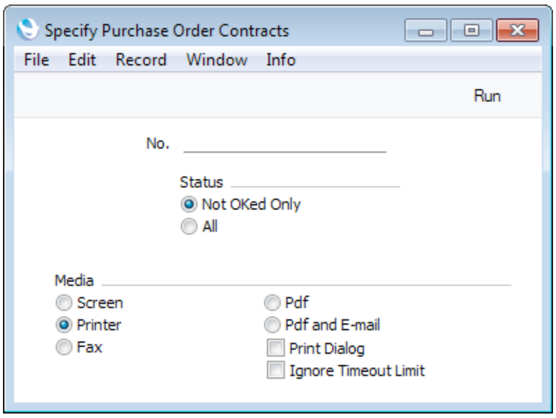
Comment	Description or, if blank, the Name from the Account record
Cost Account	A/C
Description 1	The correct translation of the Item Description for the Language of the

	Purchase Invoice, or the Item description itself
Item Code	Item
Object, row	Objects
Quantity	Qty
Row Number	Row number (only printed if a row has an A/C)
Row Sum	Amount
Unit	If the Item has a Unit, the correct translation of the Unit Name from the Units setting for the Language of the Purchase Invoice
Unit Price	Amount/Qty. This figure will be rounded to three decimal places if, in the Round Off setting, you have set Discount Calculation to Row Sum. If you have set Discount Calculation to Unit Price, rounding will obey the Default for Calculated Values rounding rules in the same setting. However, you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1".
VAT	V-Cd

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Purchase Order Contract

Use this function to print records from the Purchase Order Contract register.



No. Enter the Purchase Order Contract Number if you wish to print a single Contract, or a range of numbers separated by a colon (:) if you wish to print several. You must specify a Purchase Order Contract Number or range of Numbers: if you leave this field empty, no documents will be printed.

Status Use these options to specify whether you want all Purchase Order Contract s in the specified range printed, or only those that have not been approved.

You can also print this document by clicking on the Printer icon when viewing a Purchase Order Contract record, or print it to screen by clicking the Preview icon.

You can use the fields listed below when you design the Form to be used by the Purchase Order Contract document. If you do not want to print the decimal places in numeric fields, choose the Cut Decimals option in the record in the Values in Text setting for the Language specified in the Company Info setting.

Field in Form	Prints (from Purchase Order Contract)
Header Fields (these print once per Purchase Order Contract)—	
Address	Name (if you are using the Organisation Name option in the Form Settings setting) and Ordering Address. This will be printed on separate lines, so you should specify a Line Height for this field
Address Name	Name
Comment	Comment. This will be printed on separate lines, so you should specify a Line Height for this field
Currency	Currency
Delivery Address	Delivery Address. The first line will only be printed if you are using the Organisation Name option in the Form Settings setting. This will be printed on separate lines, so you should specify a Line Height for this field
Delivery Mode (levsatt)	Del. Mode

Delivery Mode Text (levsattext)	The correct translation of the Delivery Mode Comment from the Delivery Modes setting for the Language of the Purchase Order Contract, or the Delivery Mode Comment itself
Delivery Term (shipterm)	Del. Terms
Delivery Term Text (shiptermtext)	The correct translation of the Delivery Term Comment from the Delivery Terms setting for the Language of the Purchase Order Contract, or the Delivery Term Comment itself
E-mail Contact	E-mail from the Contact record for the Supplier
Invoice To	Name and Invoice Address from the Contact record for the Factoring Supplier. This will be printed on separate lines, so you should specify a Line Height for this field
Location	Location
Object	Objects
Order Class	Class
Order Date	Trans. Date
Our Reference	Our Ref
Own Customer Number	Their Customer Code from the Contact record for the Supplier
Payment Terms	The correct translation of the Payment Term Text from the Payment Terms setting for the Language of the Purchase Order Contract, or the Payment Term Text itself
Payment Terms Comment	Text from the Payment Term used in the Purchase Order Contract
Person	Signers
Planned Delivery Date	Plan. Del.
Reference	Purch. Ref.
Salesman A	Salesman
Serial Number (Number Series)	No.
Sum	Sum. The number of decimal places will be as in the Purchase Order Contract record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
Supplier Code	Supplier
Supplier Fax	Fax from the Contact record for the Supplier
Supplier Telephone	Telephone from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
To Pay	TOTAL. The number of decimal places will be as in the Purchase Order Contract

	record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
To Pay in Text	Prints the TOTAL as a phrase. The phrase is constructed using the relevant record in the Values in Text setting for the Language of the Purchase Order Contract or, if that is blank, the Language in the current user's Person record or in the Company Info setting
Total Taxable Including VAT	Sum + VAT
Total Volume	Sum of (Qty * Item Volume from the Item record) for each row
Total Weight	Sum of (Qty * Weight from the Item record) for each row
VAT	VAT. The number of decimal places will be as in the Purchase Order Contract record, although you can overrule this by specifying a Field Argument for this field. For example, to round to one decimal place, enter "1" as the Field Argument, or to round to the nearest ten, enter "-1". With or without a Field Argument, decimals will be cut if so specified in the record in the Values in Text setting for the Language specified in the Company Info setting
Your (customers) Reference	Attn.

Row Fields (these print once per row, so remember to specify a Line Height and to set the Format to "Matrix")

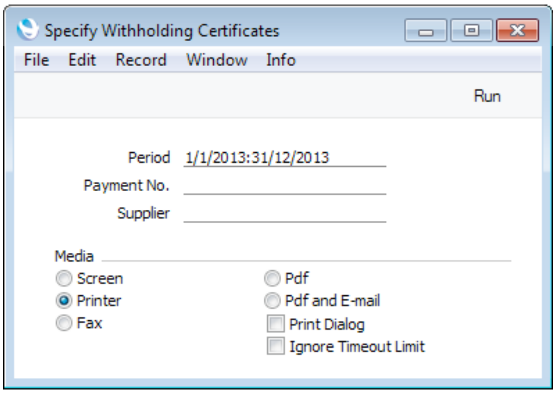
Cost Account	Cost A/C
Depth	Item Depth from the Item record
Description 1	Description
Discount	%
Document Comment, row	Comment
Height	Item Height from the Item record
Item Barcode BC39	Barcode from the Barcodes setting in the Stock module, or Barcode or Item Number from the Item record, printed using the Code 39 barcode format. You should give this field a Style that uses a Code 39 barcode font
Item Barcode EAN 13	Barcode from the Barcodes setting in the Stock module, or Barcode or Item Number from the Item record, printed using the EAN 13 barcode format. You should give this field a Style that uses an appropriate EAN 13 barcode font
Item Code	Item
Item Code 2	Item

Object, row	Objects
Order Quantity	Ordered
Our Quantity	Qty
Planned Delivery Date, row	Plan. Del.
Price Factor	Price Factor
Price per Unit (incl. Price Factor)	Unit Price / Price Factor (if there is a Price Factor) or Unit Price (otherwise)
Quantity	Supp. Qty
Row Sum	Sum
Supplier Item Code	Supp. Item
Supplier Item Code in BC39	Supp. Item, printed using the Code 39 barcode format. You should give this field a Style that uses a Code 39 barcode font
Supplier Unit	If the Item has a Default Purchase Item with a Supplier Unit, the correct translation of the Unit Name from the Units setting for the Language of the Purchase Order Quotation
Unit	If the Item has a Unit, the correct translation of the Unit Name from the Units setting for the Language of the Purchase Order Quotation
Unit Price	Unit Price
VAT Code	V-Cd
VAT Value, row	Row VAT (prints blank if the Sum is blank).
VAT Value in Base Currency 1, row	Row VAT in Base Currency 1 (prints blank if zero)
VAT Value in Base Currency 2, row	Row VAT in Base Currency 2 (prints blank if zero)
Volume	Item Volume from the Item record
Weight, Item	Weight from the Item record
Width	Item Width from the Item record

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Withholding Certificates

Use this function to print records from the Withholding Certificates setting.



Period **Paste Special** Reporting Periods setting, System module

Specify a period: all Withholding Certificates whose Pay. Dates fall within that period will be printed.

Payment No. **Range Reporting** Numeric

If you enter a Payment Number or range of Payment Numbers here, all Withholding Certificates connected to the specified Payments will be printed.

Supplier **Paste Special** Suppliers in Contact register

Enter a Supplier to print Withholding Certificates for that Supplier.

You can also print this document by clicking on the Printer icon when viewing a Withholding Certificate record, or print it to screen by clicking the Preview icon.

The Withholding Certificate is unusual in that it will not necessarily be printed using the Form specified in the 'Define Document' window as described in the introduction to this section. You can specify different Forms for each Withholding Tax regime in the Withholding Taxes setting. If the Withh. Tax field in a Certificate refers to a Withholding Tax regime in which you have specified a Form in the Document field, this Form will be used instead.

You can use the following fields when you design the Form to be used by the Withholding Certificate document—

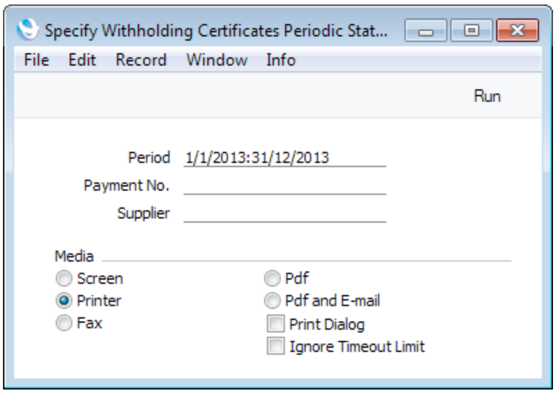
Field in Form	Prints (from Withholding Certificate)
Amount	Amount
Calculation Formula	Calc. Formulae
Comment	Comment
Comment 2	Pay. Comment
Currency	Currency
Description	Name from the Withholding Calculation Formula
Description 1	Text from the Payment row from which the Withholding Certificate was generated (only printed if the Payment Row field is not empty)

Number	No.
Payment Date	Pay. Date
Payment Mode	Payment Mode (not shown in the Withholding Certificate window)
Payment Number	Pay. No.
Reference	Pay. Reference
Row Base	Base Amounts from the rows. You should specify a Line Height for this field
Row Sum	Amounts from the rows. You should specify a Line Height for this field
Salesman	User
Salesman Name	User Name
Supplier	Supplier
Supplier Address	Invoice Address from the Contact record for the Supplier. This will be printed on separate lines, so you should specify a Line Height for this field
Supplier Invoice Number	Invoice Nos from the rows (if the Payment Row field is empty) or the Supp. Inv. No. of the Purchase Invoice being paid (otherwise). As this field can print more than one Invoice No, you should specify a Line Height
Supplier Name	Supplier Name
Supplier Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Supplier Registration No. 2	Reg. No. 2 from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
TAX Article	Final characters (up to a dash or stroke) in the Tax Code in the relevant row in the Withholding Taxes setting (usually three characters)
TAX Code	Initial characters (after a dash or stroke) in the Tax Code in the relevant row in the Withholding Taxes setting (usually three characters)
TAX Comment	Tax Comment
Total Base	Base

Please refer to page 5 above for details of the standard fields that you can also include in the Form.

Withholding Certificates Periodic Statement

This document prints a summary of the Withholding Certificates connected to each Supplier. Separate pages will be printed for each Supplier, in which there will be separate rows printed for each Calculation Formula, containing aggregate figures compiled from the Withholding Certificates in the Withholding Certificates setting.



Period — **Paste Special** — Reporting Periods setting, System module

Specify a period: all Withholding Certificates whose Pay. Dates fall within that period will be included in the statement calculations.

Payment No. — **Range Reporting** — Numeric

If you enter a Payment Number or range of Payment Numbers here, all Withholding Certificates connected to the specified Payments will be included in the statement calculations.

Supplier — **Paste Special** — Suppliers in Contact register

Range Reporting — Alpha

Enter a Supplier to print a Withholding Certificates Periodic Statement for that Supplier.

If you leave this field empty (or specify a range), statements will be printed for every Supplier (or every Supplier in the range). Blank statements will be printed for Suppliers with no Withholding Certificates entered during the report period.

When you design the Form to be used by the Withholding Certificate Periodic Statement, bear in mind that if you print statements for a range of Suppliers, separate documents will be printed for each Supplier. So, the fields that you can use fall into two broad categories—

- Fields that print information about each Supplier. These fields will be printed once for each Supplier.

- Row fields. A separate row will be printed for each Calculation Formula used in Withholding Certificates in a Supplier's name. For example, if there are two Withholding Certificates with Calculation Formula RIBB2 and one Withholding Certificates with Calculation Formula RGALQ, this will cause two rows to be printed in the document. The first row will print total figures from the two RIBB2 Certificates, and the second row will print totals from the RGALQ Certificate.

Listed below are the fields you can use when you design the Form to be used by the Withholding Certificate Periodic Statement Document—

Field in Form	Prints (from Supplier)
Header Fields (these print once per Supplier)	
Period End Date	End Date of the Period from the specification window, printed in the format MMDDYY
Period Start Date	Start Date of the Period from the specification window, printed in the format MMDDYY
Supplier	No. from the Contact record for the Supplier
Supplier Address	Invoice Address from the Contact record for the Supplier. This information will be printed as a long string on a single line
Supplier Delivery Address	Delivery Address from the Contact record for the Supplier. This information will be printed as a long string on a single line
Supplier Name	Name from the Contact record for the Supplier
Supplier Registration No. 1	Reg. No. 1 from the Contact record for the Supplier
Supplier Registration No. 2	Reg. No .2 from the Contact record for the Supplier
Supplier VAT Reg. Number	VAT Reg. No. from the Contact record for the Supplier
Total Amount	Sum of the values in the “Amount” row field
Total Base	“Total Base in 1st Month” + “Total Base in 2nd Month” + “Total Base in 3rdMonth”
Total Base in 1st Month	Sum of the values in the “Base in 1st Month” row field
Total Base in 2nd Month	Sum of the values in the “Base in 2nd Month” row field
Total Base in 3rdMonth	Sum of the values in the “Base in 3rd Month” row field

Row Fields (these print once for each Withholding Calculation Formula used with a particular Supplier, so remember to specify a Line Height and to set the Format to “Matrix”)

Field in Form	Prints (from Supplier)
Amount	Sum of the Amounts from each Withholding Certificate
Base in 1st Month, Base in 2nd Month, Base in 3rd Month	Sum of the Bases from each Withholding Certificate, divided into calendar quarters. If the Pay. Date in a Withholding Certificate is in January, April, July or October, its Base will be included in the Base in 1st Month figure. If the Pay. Date is in February, May, August or November, the Base will be included in the Base in 2nd Month figure. Otherwise, the Base will be included in the Base in 3rd Month figure.
Calculation Formula	Calc. Formulae

Calculation Formula Name	Name from the Withholding Calculation Formula
Row Base	Sum of the Bases from each Withholding Certificate

Please refer to page 5 above for details of the standard fields that you can also include in the Form.