Enterprise
by HansaWorld

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

Purchase Ledger Maintenance Functions

Preface

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

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

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

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

Contents

Maintenance

Introduction

Maintenance functions allow you to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are three such functions available in the Purchase Ledger. To use ithem, ensure you are in the Production module and click the [Routines] button in the Master Control panel. Then click the [Maintenance] button in the subsequent window. The following window appears—
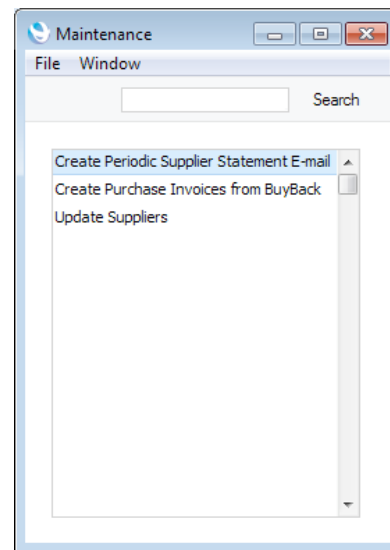
Double-click an item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Periodic Supplier Statement E-mail

This function will send Periodic Supplier Statements to Suppliers by email. The function will create a separate Mail for each Supplier, as follows—

- The sender of each Mail will be the current user or, if the current user has no Mailbox, the From System Mailbox specified in the Mail and Conference Settings setting in the E-mail and Conferences module.

- The Recipient of each Mail will be chosen as follows—

    1. If the Supplier has a record in the Additional Email Recipients setting in the CRM module, the Mail will be sent to the Contact Persons listed with the Document Type "Periodic Supplier Statement" in that record.

    2. If the Supplier does not have a record in the Additional Email Recipients setting or its record has no Contact Persons with the Document Type "Periodic Supplier Statement", the Mail will be sent to the Email Address specified in the Contact record for the Supplier.

    3. If the above points are not satisfied, no Mail will be created for the Supplier.

- The Subject of the Mail will be "Periodic Supplier Statement".

- The Text of the Mail will be empty.

- The Periodic Supplier Statement document will be attached to the Mail as a PDF file. This requires you to have designed a Form to be used by the Periodic Supplier Statement document, and to have assigned that Form to the document using the 'Define Document' function. When you design the Form, you may need to use Styles that will embed fonts in PDF files (this will depend on the fonts you use). You may also need to choose a code page and page setup, which you can do in the Form Properties. Please refer here for details about Styles, here for details about designing Forms and Form Properties, and here for a list of the fields you can include in the Form used by the Periodic Supplier Statement document.

By default, the Mails created by this function will not be marked as Sent. So, you will have the opportunity to check and edit them. If necessary, however, you can have them marked as Sent immediately and automatically.

To send Mails to Suppliers using this function, you must be using the External Gateway module, and you must have configured the E-Mail SMTP Server setting. Please refer here for full details about the mailing features in Enterprise by HansaWorld.

Selecting the function brings up the following dialogue box—

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

Specify a period to be covered by the statements.

Supplier	**Paste Special**	Suppliers in Contact register
	Range Reporting	Alpha

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

Statements will only be mailed to Suppliers who have email addresses (either in the Additional Email Recipients setting in the CRM module or in their Contact records).

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

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

For example—

1,2	Sends statements to Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2	Sends statements to Suppliers with Classifications 1 or 2.
!2	Sends statements to all Suppliers except those with Classification 2.
1,!2	Sends statements to Suppliers with Classification 1 but not to those with Classification 2 (i.e. statements will not be sent to Suppliers with Classifications 1 and 2). Note the comma before the exclamation mark in this example.
!1,!2	Sends statements to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Sends statements to all Suppliers except those with Classifications 1 and 2 (statements will not be sent to Suppliers with Classifications 1, 2 and 3).
!1+2	Sends statements to Suppliers without Classification 1 and those with Classification 2 (statements will not be sent to Suppliers with Classifications 1 and 2).
(1,2)+(3,4)	Sends statements to Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.
1*	Sends statements to Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1	Sends statements to Suppliers with Classifications beginning with 1 but not 1 itself.
*1	Sends statements to Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1	Sends statements to 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 send statements tp Suppliers with a Classification belonging to that Type. If the field is empty, statements will be sent to all Suppliers, with and without Classifications. If you enter a number of Classification Types separated by commas, statements will be sent to 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 statements.

The following fields will print values in Currency or in Base Currency 1, depending on the option that you choose here: "Change during the Period", "Start Balance"; "Sum".

The following fields will always print values in the Purch. Currency specified in the Contact record for 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".

Include Ordered Payments

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

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.

Send e-mails automatically

Choose this option if you would like the Mails created by this function to be marked as Sent automatically. As the Mails will be sent to external e-mail addresses, they will be sent to the Mail Queue immediately. This might be useful if the function creates many Mails but bear in mind that the Mails are created without any Text so you might need to check and update the Mails before sending them.

Create Purchase Invoices from BuyBack

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

When you receive the BuyBack Reference, you should enter it in each relevant BuyBack record. When you receive the Debit and Credit Notes, you should use the 'Distribute BuyBack Invoices' Operation menu function to distribute the amounts to the same BuyBack records. You should then mark the BuyBack records as OK, and then use this function to create Purchase Invoices for the Credit and Debit Notes.

This function will first search for all approved BuyBack records with the same Reference. It will then create two records in the Purchase Invoice register: one for the Credit Note and one for the Debit Note or new Invoice. In both Invoice records, there will be a separate row for each BuyBack Account used in the BuyBack records. The Credit Note will post the sum of the Actual Credit Amounts in the BuyBack records to the relevant BuyBack Accounts, while the Debit Note will post the sum of the Actual Debit Amounts. The Supplier Credit Note No. from the BuyBack records will be copied to the Supp. Inv. No. field in the Credit Note, while the Supplier Debit Note No. will be copied to the Supp. Inv. No. field in the Debit Note. Finally, the Purchase Invoice Number of the new Invoices will be copied to the BuyBack records, which will also be marked as Invoiced.

Selecting the function brings up the following dialogue box—

Period	Paste Special	Reporting Periods setting, System module

The new Purchase Invoices will be constructed from the BuyBack records whose Transaction Dates fall in the period specified here.

BuyBack Reference

Specify the BuyBack Reference for which new records in the Purchase Invoice register are to be created.

The function will first search for all approved BuyBack records with the Reference specified here. The value of the new Credit Note will be the sum of the Actual Credit Amounts in those records, while the value of the Debit Note will be the sum of the Actual Debit Amounts. Unapproved BuyBack records (i.e. records that have not been marked as OK) and BuyBack records from outside the period specified above will not be included in the calculation.

You must specify a BuyBack Reference: the function will have no effect if you leave this field empty.

Debit Note Invoice Pay. Term

| **Paste Special** | Payment Terms setting, Sales/Purchase Ledger |

Specify the Payment Term that is to be used in the Debit Note (new Invoice).

You must specify an Invoice Payment Term: the function will have no effect if you leave this field empty.

Credit Note Pay. Term

| **Paste Special** | Payment Terms setting, Sales/Purchase Ledger |

Specify the Payment Term that is to be used in the Credit Note: take care to choose a Payment Term whose Type is "Credit Note".

You must specify a valid Credit Note Payment Term: the function will have no effect if you leave this field empty or if you specify a non-existent Payment Term or one whose Type is not "Credit Note".

**Purchase Invoice Date**

| **Paste Special** | Choose date |

Specify the date to be used as the Purchase Invoice Date in the new Credit Note and Debit Note or new Invoice. If you leave this field blank, the date of the last Purchase Invoice you entered will be used.

Click [Run] to run the function. When it has finished, you will be returned to the 'Maintenance' list window.

Update Suppliers

This function copies the Bank Account 2 in each Supplier record in the Contact register to the Account Operator field and vice versa.

Selecting the function brings up the following dialogue box—
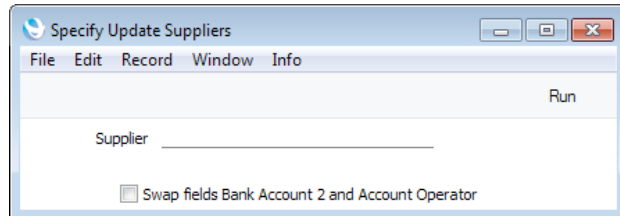
Suppliers	**Paste Special**	Suppliers in Contact register
	Range Reporting	Alpha

Enter a Supplier Number or range of Supplier Numbers to specify the Suppliers to which the function is to be applied. Leave the field blank if all Supplier are to be affected.

Swap fields Bank Account 2 and Account Operator

Check this box to move the information in the Bank Account 2 field in each Supplier record to the Account Operator field and vice versa. The function will have no effect if this box is not checked.

Click [Run] to run the function. It may take a few moments, depending on the number of Suppliers. When it has finished, you will be returned to the 'Maintenance' list window.