HansaWorld Enterprise

Integrated Accounting, CRM and ERP System for Macintosh, Windows, Linux, PocketPC 2003 and AIX

Nominal Ledger

Preface

The HansaWorld Enterprise range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Macintosh, Linux, PocketPC 2003 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 XP version.

This manual covers the Nominal Ledger module in HansaWorld Enterprise. Prior to reading it, you should already be familiar with the Work Area in HansaWorld Enterprise (its modules, registers, windows, menus and buttons, covered in the 'Introduction to HansaWorld Enterprise' manual).

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.

How these manuals are organised

Introduction to HansaWorld Enterprise

Introduction	Installing HansaWorld Enterprise, the basic ideas
Work Area	Basic elements of HansaWorld Enterprise: modules, registers, windows, menus, functions, buttons
Accounting Principles	About the place of HansaWorld Enterprise in your business, integration between ledgers, objects
Starting Work	Entering opening balances

Manuals for each Module

Assets	Asset accounting, calculation of depreciation using user-definable depreciation models, revaluation
Cash Book	Inward and outward cash transactions, receipts and payments
Consolidation	Multi-company reporting, subsidiaries and daughter companies
Contracts	Periodic invoicing and repeat billing, contract renewals, contract quotations, contracts from invoices
CRM	Time management using daily or monthly calendar formats. Contact and customer history. Customer letters and mailshots. Target time. Employee time statistics
Currency	Multi-currency in all modules
Customers, Suppliers and Contact Persons	Customers and suppliers, customer categories and reports
Expenses	Payments to and from employees
Items and Pricing	Products and services, pricing
Job Costing	Project management. Recording time, expenses and purchases. Instalments. Pricing by consultant, project, task and time of day. Budgets and quotations
Mail	Internal mail, external mail (email), conferences, off-line local mail, chat
Nominal Ledger	Transactions, simulations, budgets and revised budgets. Error correction. Account reconciliation. Transaction templates. Flexible management and financial reports with multi-dimensional analysis and drill-down to transaction level
Production	Multi-level assemblies from components
Purchase Ledger	Purchase invoices, payments and payment suggestions, creditor reports, prepayments, accruals, acceptance
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, pipeline management, opportunity forecasting, and conversion ratio reports
Report Generator	User-definable reports
Sales Ledger	Invoices, receipts, debtor reports and documents, deposits and prepayments, accruals
Sales Orders	Orders and deliveries. Invoices from orders
Service Orders	Management of service stock, invoicing of repairs, warranties
Stock	Deliveries, goods receipts and stock movements, batch and serial number tracking, multi-location stock management
System Module	Settings and parameters. System-wide usage

Contents

HansaWorld Enterprise

Nominal Ledger

The Nominal Ledger Module

The Nominal Ledger module is your tool for general accounting, budgeting, forecasting and analysis.

Settings

Introduction

The Nominal Ledger module has the following settings—
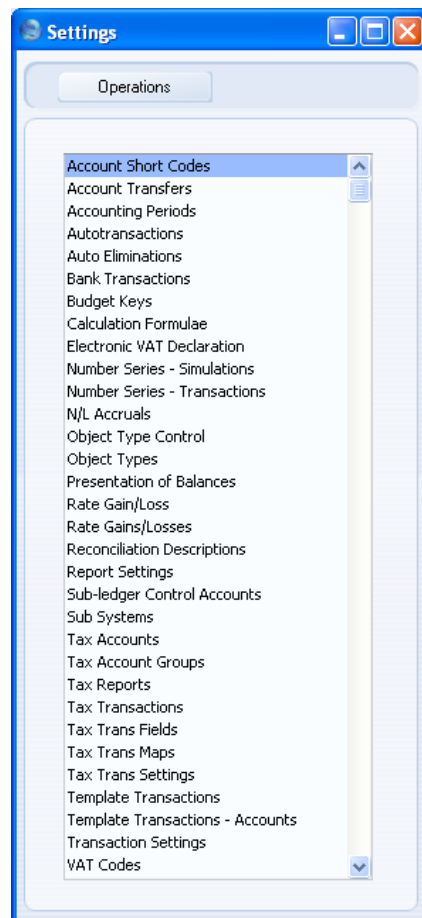
To edit a setting, ensure you are in the Nominal Ledger using the [Select Module] button in the Master Control panel or using the Ctrl-0/⌘-0 keyboard shortcut. Then click the [Settings] button, also in the Master Control panel. The list shown above appears. Then, double-click the relevant item in the list. You can also use the Ctrl-S/⌘-S keyboard shortcut to open the 'Settings' list.

Account Short Codes

Account Short Codes can help reduce errors when selecting Accounts and Objects in Purchase Invoices, Expenses and Stock Depreciations. You can also use them if you do not want members of staff using Purchase Invoices, Expenses and Stock Depreciations to have any access to the Account and Object registers (which means that they will not be able to use the 'Paste Special' function to choose Accounts and Objects).

Once you have defined your Short Codes, using the 'Paste Special' function from the Short Code field in a Purchase Invoice, Expense or Stock Depreciation record means the correct Account and Object will be brought in automatically.

To enter a new Account Short Code or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'Account Short Codes' in the list. The 'Account Short Codes: Browse' window is displayed, showing all Account Short Codes previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Code   Enter a unique Code for the Short Code. You can use up to five characters.

Comment		Enter a name for the Short Code, to be shown in the 'Account Short Codes: Browse' window and the 'Paste Special' list.
A/C	**Paste Special**	Account register, Nominal Ledger/System module

Specify here the Account that is to be brought into a Purchase Invoice, Expense or Stock Depreciation record whenever you use this Short Code.

Objects	**Paste Special**	Object register, Nominal Ledger/System module

Specify here the Object that is to be brought into a Purchase Invoice, Expense or Stock Depreciation record whenever you use this Short Code. You can enter several Objects, separated by commas.

Account Transfers

This setting together with the 'Account Balance Transfer' Maintenance function allows you to transfer balances from one Account to another, or to transfer the balances of a range of Accounts to a single Account. An example use for this feature is in Portugal, where it can be necessary to amalgamate the balances of several VAT Accounts in a single Account at the end of a VAT reporting period. It is also used when closing a financial year. Please refer to the example on page 20 for more details about closing a financial year.

You should use this setting to define the sets of rules that you will then use to control the operation of the Maintenance function. The function will use one of these sets of rules to create a new record in the Simulation or Transaction register containing the necessary postings. Therefore, once you have defined a particular set of rules, you can use it many times.

The Account Transfers setting

To enter a new Account Transfer record or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'Account Transfers' in the list. The 'Account Transfers: Browse' window is displayed, showing all Account Transfer records previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Code   Enter a unique Code by which the Account Transfer record will be identified.

Create   Use these options to determine whether the 'Account Balance Transfer' Maintenance function will create a Simulation or a Transaction.

If the function is to create a Simulation, you will be able to check it for accuracy before converting it into a Transaction using the 'Transactions' Operations menu function on the 'Simulations: Browse' window.

No. Series   You can specify that the Transaction or Simulation created by the 'Account Balance Transfer' Maintenance function will be numbered using a particular number sequence in the Number Series - Transactions or Number Series - Simulations settings. To do this, enter the first number of the number sequence here. If you leave this field empty, the Number Series will be chosen in the usual manner, taking the Number Series Defaults

setting and the 'Serial Nos' card of the user's Person record into account. If you enter a number that does not fall into a recognised or currently valid number sequence, the Maintenance function will not create a Simulation or a Transaction. This will occur most commonly when Number Series are tied to a period such as a calendar year and that period ends.

!   *Be sure to specify a valid Number Series, otherwise no Simulations or Transactions will be created.*

Comment   Enter a name for the Account Transfer record, to be shown in the 'Account Transfers: Browse' window and the 'Paste Special' list. The Comment is also transferred to the Text field of any Simulation or Transaction created by the 'Account Balance Transfer' Maintenance function.

Use the grid to define the set of rules used when moving Account balances. Use as many rows as necessary if you need to transfer balances from different ranges of Accounts. If you need to transfer several balances, it is usually recommended that you do so in the same record and that you do not enter separate records in the setting. This will reduce the number of times you need to run the 'Account Balance Transfer' Maintenance function.

From A/C Range **Paste Special**   Account register, Nominal Ledger/System module

Range Reporting   Alpha

Specify here the Account whose balance is to be transferred. If you want to move balances out of a number of Accounts, enter the first and last Account Numbers in the range, separated by a colon (as shown in the illustration).

To A/C   **Paste Special**   Account register, Nominal Ledger/System module

Specify here the Account that is to receive the balances from the Account(s) specified above.

In the example illustration, the Accounts in the range from 100 to 198 will have their balances moved to Account 199. If the original balance is a positive figure, it will be credited to the original Account and debited to this Account. If the original balance is negative and the

Neg. To A/C field (below) is blank, it will be debited to the original Account and credited to this Account.

Neg. To A/C **Paste Special** Account register, Nominal Ledger/System module

If necessary, you can specify here a separate Account to be credited with balances from the Account(s) specified in the first column if those balances are negative.

Simulation Type **Paste Special** Choices of possible entries

This field has two effects.

First, if the 'Account Balance Transfer' Maintenance function is to create a Simulation, specify here the Status that will be applied to each Simulation row (flip B). Please refer to page 143 below for a description of the "Active", "Transferred" and "Invalid" options, and to page 20 below for details of the "Year End Stage 1" and "Year End Stage 2" options.

Second, irrespective of whether the 'Account Balance Transfer' Maintenance function will create a Simulation or a Transaction, this field controls how the balances that will be transferred are calculated—

Active The balances that will be transferred will be calculated from Transactions and from Simulations whose Status is "Active", "Year End Stage 1" or "Year End Stage 2".

Year End Stage 1

The balances that will be transferred will be calculated from Transactions only (i.e. these balances will be "actual" balances).

Year End Stage 2

The balances that will be transferred will be calculated from Transactions and from Simulations whose Status is "Year End Stage 1" or "Year End Stage 2".
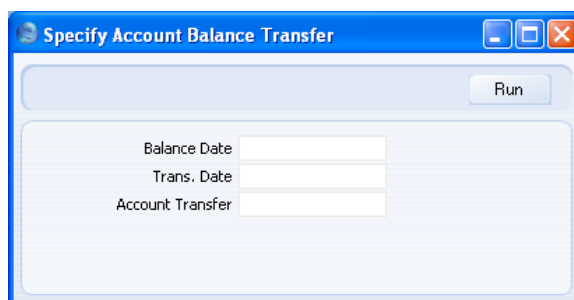
The "Year End" options are used in Portugal, where the Account Balance Transfer process at the end of a year usually includes a number of stages. The first stages ("Year End Stage 1") use Simulations to transfer "actual" income and expense balances to result

Accounts. Later stages ("Year End Stage 2") transfer the balances of these result Accounts calculated from Transactions and the earlier Simulations to final net result Accounts. Please refer to page 20 below for more details.

The 'Account Balance Transfer' Maintenance function

Once you have defined a set of rules using the Account Transfers setting as described above, it will be used by the 'Account Balance Transfer' Maintenance function to create a new record in the Simulation or Transaction register containing the necessary postings.

To use this function, ensure you are in the Nominal Ledger and click the [Routines] button in the Master Control panel. Then click the [Maintenance] button in the subsequent window. Double-click 'Account Balance Transfer' in the list. The following dialogue box appears—

Balance Date	**Paste Special**	Choose date

The balances to be transferred are calculated using a period that ends with the date entered here. This date will also be the start date of the period the next time you run the function for the same Accounts.

If you have not used the function before, the date of the first Transaction will be used as the start date. This may be too early if you have Transactions for several years in your database. In this case, it is recommended that you obtain the correct start date by running the function to create a temporary Simulation using the day before that start date as the Balance Date. Then run the function once again to create the required Simulation or Transaction, this time entering the appropriate Balance Date. Then, if necessary, delete the temporary Simulation.

If you do not enter a date here, the function will have no effect.

Trans Date	**Paste Special**	Choose date

Enter a date to be used as the Transaction Date in the Transaction or Simulation created by the function. If you do not enter a date, the Balance Date (above) will be used.

Account Transfer	**Paste Special**	Account Transfers setting, Nominal Ledger

Enter the Code of a record in the Account Transfers setting. This will determine whether the function will create a Simulation or a Transaction and will specify the Accounts from which balances are to be transferred and the Accounts that are to receive those balances.

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

Example

The example record in the Account Transfers setting shown at the beginning of this section will create a Simulation transferring balances from Accounts 100-198 to Account 199.

The Analytical Balance report (or the Nominal Ledger report if you want more detail) shows the balances that will be transferred—

The 'Account Balance Transfer' function will create this Simulation—

	A/C	Trans. Date	Objects	Description	Debit	Credit	V-Cd
1	100			Sales - Audio	5331.00		
2	199			Sundry Income		5331.00	
3	105			Sales - Audio EU	250.00		
4	199			Sundry Income		250.00	
5	110			Sales - Video	1000.01		
6	199			Sundry Income		1000.01	
7	135			Sales - Misc EU	132.41		
8	199			Sundry Income		132.41	
9	190			Carriage and Packing	672.00		
10	199			Sundry Income		672.00	
11	196			Discounts Offered		36.66	
12	199			Sundry Income	36.66		
13	197			Late Payment Invoicing Fee	20.00		
14	199			Sundry Income		20.00	
15	198			Late Payment Interest	107.91		
16	199			Sundry Income		107.91	
17							
18							
19							
20							
21							

Simulation: Inspect — No. 11, Trans. Date 31/12/2007, Text Amalgamate Sales. Difference 0.00, Total 7549.99 / 7549.99.

Note the treatment of the negative balance of Account 196 compared with that of the positive balances of the other Accounts.

When you are certain that the Simulation is correct, you can convert it into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

Example - End of Year Procedures in Portugal

In Portugal, you should use the Account Balance Transfer feature to post your year-end results. This is a six-stage process as follows—

1. The total operation results from Expense and Income Accounts for the year should be posted to an intermediate operation result Account (an Income Account);

2. The total financial results from Expense and Income Accounts for the year should be posted to an intermediate financial result Account (an Income Account);

3. The total extraordinary results and profits from Expense and Income Accounts for the year should be posted to an intermediate extraordinary result Account (an Income Account);

4. The combined operation and financial results from the two intermediate Accounts (steps 1 and 2) should be posted to the Current Results Account (an Income Account);

5. The extraordinary results from the intermediate Account (step 3) and the current results (step 4) should be combined and posted to an Account for results before taxes (an Income Account);

6. The results before taxes (step 5) and the taxes should be combined and posted to the Net Result Account (an Equity Account).

You should enter a separate record in the Account Transfers setting for each of these steps. At the end of a year, you should run the 'Account Balance Transfer' Maintenance function six times, once for each record in the setting and strictly in sequence, to post the year-end results correctly.

It is recommended that each record in the Account Transfers setting should create a Simulation. If you then make a mistake in the sequence, you can delete the Simulations created so far and start again.

The first three records in the sequence should create Simulations with the "Year End Stage 1" Status. The final three should create Simulations with the "Year End Stage 2" Status. After creating the Simulations, you should print the Analytical Balance report once excluding Simulations, once including "Year End Stage 1" Simulations and once including "Year End Stage 1" and "Year End Stage 2" Simulations, to check the results are correct and to keep a record for official purposes. The report period should be the last month in the financial year. Finally, if you need the result transferred to the following year, you can convert the six Simulations into Transactions using the 'Create NL Transactions' Operations menu function on the 'Simulations: Browse' window.

Illustrated below is the first of the records in the Account Transfers setting—

The first row will calculate a total balance for the Accounts between 61 and 6799999999 (i.e. costs) and post that balance to Account 811. The second row will do the same for the Accounts between 71 and 7699999999 (income). Because the Simulation Type in each row is "Year End Stage 1", the balances that will be transferred will be calculated from Transactions only (i.e. these balances will be "actual" balances).

The rows in the resulting Simulation will each have the Status "Year End Stage 1"—

The second and third Account Transfer records should be similar. The Simulation Type should be "Year End Stage 1" and therefore they will calculate "actual" balances from Transactions that post to the relevant Accounts.

The rows in the fourth Account Transfer record should have a Simulation Type of "Year End Stage 2"—

This will calculate a total balance for the Accounts between 811 and 821 and post that balance to Account 831. Because the Simulation Type is "Year End Stage 2", the balances that will be transferred will be calculated from Transactions (i.e. "actual" balances) and from Simulations whose Status is "Year End Stage 1" or "Year End Stage 2" (i.e. the Simulations created from the first two Account Transfer records).

The rows in the resulting Simulation will have the Status "Year End Stage 2"—

	A/C	Trans. Date	Objects	Status	Debit	Credit	V-Cd
1	811			Year End Stage 2		80.00	
2	831			Year End Stage 2	80.00		
3	821			Year End Stage 2	10.00		
4	831			Year End Stage 2		10.00	

No. 4   Trans. Date 31/12/2007   Reference

Text: Transferencia para Resultados Correntes

Difference 0.00   Total 90.00   90.00

The final two Account Transfer records should be similar. The Simulation Type should be "Year End Stage 2" and therefore they will calculate balances from Transactions and from "Year End Stage 1" and "Year End Stage 2" Simulations that post to the relevant Accounts.

Having used the 'Account Balance Transfer' Maintenance function to create Simulations from the six Account Transfer records strictly in turn, you should print the Analytical Balance report excluding all Simulations. You should choose With Group Accounts as the Presentation option, and the period should be the last month in the financial year. This will show the operation, financial and extraordinary results and profits (Accounts in Groups 6 and 7)—

Analytical Balance Report

Analytical Balance Report
New Company Ltd
Last Reg Date 30/12/2007
Values in EUR

HansaWorld, Print date: 25/3/2008 17:10
Period 1/12/2007 : 31/12/2007
All used accounts
Code 1/12/2007

| Account | Name | Periodic | | Accumulated | | |
		Debit	Credit	Debit	Credit	Balance
11	Caixa	0.00	200.00	0.00	200.00	
						-200.00
111	Caixa - Sede	0.00	200.00	0.00	200.00	
						-200.00
11101	Caixa Sede euros	0.00	200.00	0.00	200.00	-200.00
12	Depositos a ordem	120.00	0.00	120.00	0.00	120.00
121	Dep. a ordem nacionais	120.00	0.00	120.00	0.00	120.00
12101	Banco A	120.00	0.00	120.00	0.00	120.00
121011	Banco A - Balcao	120.00	0.00	120.00	0.00	120.00
62	Forn. Serv. Externos	200.00	0.00	200.00	0.00	200.00
622	Fornecimentos e Servicos	200.00	0.00	200.00	0.00	200.00
62211	Electricidade	200.00	0.00	200.00	0.00	200.00
622111	Electricidade	200.00	0.00	200.00	0.00	200.00
68	Custos e Perdas Financeiras	50.00	0.00	50.00	0.00	50.00
685	Diferencas de cambio desfavoraveis					
		50.00	0.00	50.00	0.00	50.00
6851	Diferencas de cambio desfavoraveis					
		50.00	0.00	50.00	0.00	50.00
69	Custos Perdas Extraordinarios	10.00	0.00	10.00	0.00	10.00
694	Perdas em Imobilizacoes	10.00	0.00	10.00	0.00	10.00
6944	Sinistros Imobilizado	10.00	0.00	10.00	0.00	10.00
71	Vendas	0.00	120.00	0.00	120.00	
						-120.00
711	Vendas - Mercadorias	0.00	120.00	0.00	120.00	
						-120.00
7111	Vendas- Mercadorias	0.00	120.00	0.00	120.00	-120.00
78	Prov. Ganhos Financeiros	0.00	60.00	0.00	60.00	
						-60.00
785	Diferenca de Cambio Favoraveis	0.00	60.00	0.00	60.00	
						-60.00
7851	Diferenca de Cambio Favoraveis	0.00	60.00	0.00	60.00	-60.00
TOTAL		380.00	380.00	380.00	380.00	380.00
						-380.00

The Analytical Balance report including "Year End Stage 1" Simulations will show that the operation, financial and extraordinary results and profits have been moved to the intermediary Accounts (Accounts in Group 8)—

Analytical Balance Report

Operations			Search

Analytical Balance Report
New Company Ltd
Last Reg Date 30/12/2007
Values in EUR

HansaWorld, Print date: 25/3/2008 17:12
Period 1/12/2007 : 31/12/2007
All used accounts
Code 1/12/2007

		Periodic		Accumulated		
Account	Name	Debit	Credit	Debit	Credit	Balance
11	Caixa	0.00	0.00	0.00	200.00	
						-200.00
111	Caixa - Sede	0.00	0.00	0.00	200.00	
						-200.00
11101	Caixa Sede euros	0.00	0.00	0.00	200.00	-200.00
12	Depositos a ordem	0.00	0.00	120.00	0.00	120.00
121	Dep. a ordem nacionais	0.00	0.00	120.00	0.00	120.00
12101	Banco A	0.00	0.00	120.00	0.00	120.00
121011	Banco A - Balcao	0.00	0.00	120.00	0.00	120.00
62	Forn. Serv. Externos	0.00	200.00	200.00	200.00	
622	Fornecimentos e Servicos	0.00	200.00	200.00	200.00	
62211	Electricidade	0.00	200.00	200.00	200.00	
622111	Electricidade	0.00	200.00	200.00	200.00	
68	Custos e Perdas Financeiras	0.00	50.00	50.00	50.00	
685	Diferencas de cambio desfavoraveis					
		0.00	50.00	50.00	50.00	
6851	Diferencas de cambio desfavoraveis					
		0.00	50.00	50.00	50.00	
69	Custos Perdas Extraordinarios	0.00	10.00	10.00	10.00	
694	Perdas em Imobilizacoes	0.00	10.00	10.00	10.00	
6944	Sinistros Imobilizado	0.00	10.00	10.00	10.00	
71	Vendas	120.00	0.00	120.00	120.00	
711	Vendas - Mercadorias	120.00	0.00	120.00	120.00	
7111	Vendas- Mercadorias	120.00	0.00	120.00	120.00	
78	Prov. Ganhos Financeiros	60.00	0.00	60.00	60.00	
785	Diferenca de Cambio Favoraveis					
		60.00	0.00	60.00	60.00	
7851	Diferenca de Cambio Favoraveis					
		60.00	0.00	60.00	60.00	
81	Resultados Operacionais	200.00	120.00	200.00	120.00	80.00
811	Resultados Operacionais	200.00	120.00	200.00	120.00	80.00
82	Resultados Financeiros	50.00	60.00	50.00	60.00	
						-10.00
821	Resultados Financeiros	50.00	60.00	50.00	60.00	-10.00
84	Resultados Extraordinarios	10.00	0.00	10.00	0.00	10.00
841	Resultados Extraordinarios	10.00	0.00	10.00	0.00	10.00
TOTAL		440.00	440.00	820.00	820.00	210.00
						-210.00

Finally, the Analytical Balance report including "Year End Stage 1" and "Year End Stage 2" Simulations will show the net results have been moved to the Net Results Account (Account 881)—

	Analytical Balance Report						

Analytical Balance Report
New Company Ltd
Last Reg Date 30/12/2007
Values in EUR

HansaWorld, Print date: 25/3/2008 17:13
Period 1/12/2007 : 31/12/2007
All used accounts
Code 1/12/2007

		Periodic		Accumulated		
Account	Name	Debit	Credit	Debit	Credit	Balance
11	Caixa	0.00	0.00	0.00	200.00	
						-200.00
111	Caixa - Sede	0.00	0.00	0.00	200.00	
						-200.00
11101	Caixa Sede euros	0.00	0.00	0.00	200.00	-200.00
12	Depositos a ordem	0.00	0.00	120.00	0.00	120.00
121	Dep. a ordem nacionais	0.00	0.00	120.00	0.00	120.00
12101	Banco A	0.00	0.00	120.00	0.00	120.00
121011	Banco A - Balcao	0.00	0.00	120.00	0.00	120.00
62	Forn. Serv. Externos	0.00	0.00	200.00	200.00	
622	Fornecimentos e Servicos	0.00	0.00	200.00	200.00	
62211	Electricidade	0.00	0.00	200.00	200.00	
622111	Electricidade	0.00	0.00	200.00	200.00	
68	Custos e Perdas Financeiras	0.00	0.00	50.00	50.00	
685	Diferencas de cambio desfavoraveis					
		0.00	0.00	50.00	50.00	
6851	Diferencas de cambio desfavoraveis					
		0.00	0.00	50.00	50.00	
69	Custos Perdas Extraordinarios	0.00	0.00	10.00	10.00	
694	Perdas em Imobilizacoes	0.00	0.00	10.00	10.00	
6944	Sinistros Imobilizado	0.00	0.00	10.00	10.00	
71	Vendas	0.00	0.00	120.00	120.00	
711	Vendas - Mercadorias	0.00	0.00	120.00	120.00	
7111	Vendas- Mercadorias	0.00	0.00	120.00	120.00	
78	Prov. Ganhos Financeiros	0.00	0.00	60.00	60.00	
785	Diferenca de Cambio Favoraveis	0.00	0.00	60.00	60.00	
7851	Diferenca de Cambio Favoraveis	0.00	0.00	60.00	60.00	
81	Resultados Operacionais	0.00	80.00	200.00	200.00	
811	Resultados Operacionais	0.00	80.00	200.00	200.00	
82	Resultados Financeiros	10.00	0.00	60.00	60.00	
821	Resultados Financeiros	10.00	0.00	60.00	60.00	
83	Resultados Correntes	80.00	80.00	80.00	80.00	
831	Resultados Correntes	80.00	80.00	80.00	80.00	
84	Resultados Extraordinarios	0.00	10.00	10.00	10.00	
841	Resultados Extraordinarios	0.00	10.00	10.00	10.00	
85	Resultados Antes Impostos	80.00	80.00	80.00	80.00	
851	Resultados Antes Impostos	80.00	80.00	80.00	80.00	
88	Resultado Liquido Exercicio	80.00	0.00	80.00	0.00	80.00
881	Resultado Liquido Exercicio	80.00	0.00	80.00	0.00	80.00
TOTAL		250.00	250.00	1,070.00	1,070.00	200.00
						-200.00

Accounting Periods

When you enter an Invoice or Purchase Invoice, its Due Date will usually be calculated from its Invoice Date using its Payment Terms. However, in some countries (e.g. in southern Africa), Due Dates are not calculated directly from Invoice Dates in this manner. Instead, a Due Date will depend on the Period in which the Invoice Date falls. This Period may not necessarily be a calendar month.
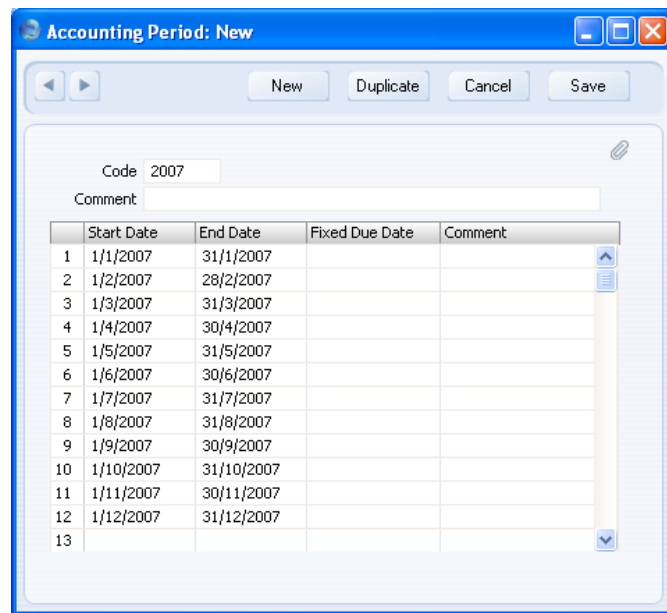
To use this system, follow these steps—

1. To enter a new Accounting Period or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'Accounting Periods' in the list. The 'Accounting Periods: Browse' window is displayed, showing all Accounting Periods previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

2. Enter a Code for the Accounting Period. This must be the same as the Code of a Fiscal Year. When you press Tab or Return, the Fiscal Year

will be divided into twelve periods, one for each calendar month, and these periods will be listed in the grid—

3. Change the Start and End Dates of each Period as necessary. The Start Date of the first Period must be the same as the Start Date of the Fiscal Year. The End Date of the last Period must be the same as the End Date of the Fiscal Year. The Periods can be irregular in duration, but do not omit any dates.

4. Specify Due Dates for each Period in the Fixed Due Dates column—
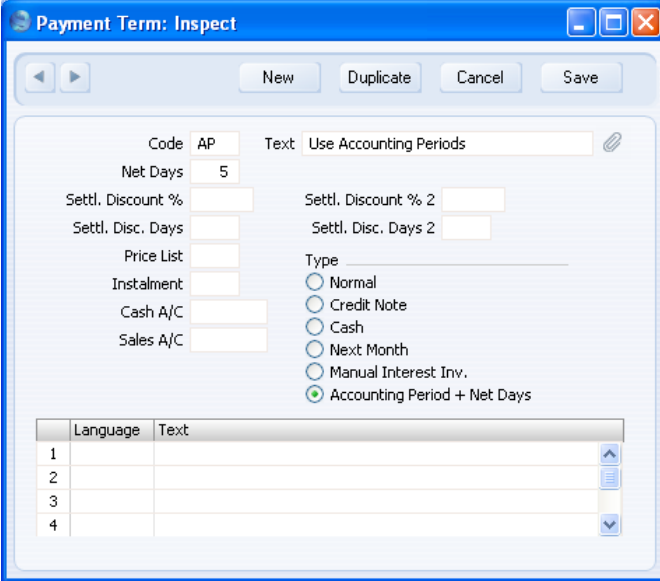
In the example illustrated above, an Invoice or Purchase Invoice dated between 21st June and 26th July will have a Due Date of 26th August.

If you do not specify a Fixed Due Date for a Period, then the End Date of that Period will also be its Due Date.

The Comment will be printed in reports if you decide to use Accounting Periods to determine the ageing periods in those reports. This is described in point 6 below.

5. If you want Accounting Periods to be used when calculating Due Dates, choose the Accounting Period + Net Days option in your Payment Term records—

In the example illustrated above, the Net Days is 5. This means a Due Date will be five days later than the Due Date specified in the Accounting Periods setting. So, our example Invoice or Purchase Invoice dated between 21st June and 26th July will now have a Due Date of 31st August, if it uses this Payment Term.

6. You can also use Accounting Periods to determine the ageing periods in the Sales Ledger report (Aged and Aged Detailed options), the Purchase Ledger report (Aged option), the Customer and Supplier Status reports, the Payments and Receipts Forecast reports, and the Open Invoice Customer and Supplier documents. To do this, use the Use Accounting Periods instead of Age Limits option in the Age Limits setting in the Sales Ledger, and specify how many Accounting Periods you want to use—

If you are using this option, there is no need to specify Periods 1-6 for the purposes of debit and credit management, as illustrated above. However, you may still wish to do so as these fields provide the defaults for the Aged Stock Analysis report in the Stock module.

The example Sales Ledger report illustrated below was produced using the Aged option. It has four ageing periods as specified in the Age Limits setting (in addition to the Not Due column and the column for Invoices that are older than the last ageing period). These ageing periods are the four most recent Accounting Periods at the time the report is produced. The name (column heading) of each ageing period is taken from the Accounting Periods setting illustrated earlier in this section—

The due figure in each ageing period is calculated from the Invoices that became due during the corresponding Accounting Period. In the example illustration, the figures in the 2007/09 column are calculated from the Invoices that became due between 27th August and 26th September.

Autotransactions

Autotransactions are accounting templates that you can use to simplify the entering of various transactions. You can use Autotransactions in Transactions, Simulations, Purchase Invoices and Expenses.

When a certain type of Transaction occurs repeatedly, you can create a template in which you put all the recurring data once and for all, e.g. a certain combination of Account numbers. Next time you wish to enter this type of Transaction, you can use the automatic function instead. This will create a ready-made Transaction, except for the data that is unique for each particular entry. Examples might include rent payments, salary payments and recurring journals. Autotransactions can thus save labour and ensure that you use the correct Accounts every time.

Creating a new Autotransaction

Double-click 'Autotransactions' in the 'Settings' list. A list of existing Autotransactions appears. Click [New] in the Button Bar to enter a new record. When the Autotransaction has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Code
This is the code that identifies this particular template. The code can consist of up to six alphanumeric characters. Each template must have a unique code, and you should use codes that do not duplicate Account numbers.

When you need to use the Autotransaction in a Transaction, Simulation, Purchase Invoice or Expense record, enter this code in the Account field. When you press Tab or Return, the calculations defined in the grid of the Autotransaction record will be applied to the Transaction, Simulation, Purchase Invoice or Expense record.

Name
Assign a descriptive name to the template, e.g. "Sales VAT included". The name is then shown in the 'Autotransactions: Browse' window.

Don't swap Debit & Credit

> Please refer to the description of the Debit and Credit fields below for details of this option.

Use the grid area that takes up the majority of the window to define the Autotransaction. Usually this will require several rows.

When you use an Autotransaction in a Transaction, you will do so by entering the Autotransaction Code in the Account field in a Transaction row. When you press Tab or Return, the Autotransaction will be applied to the Transaction. Usually, the result of the first row of the Autotransaction will appear in the Transaction row where you entered the Autotransaction Code. The exception is when the Account field in the first Autotransaction row contains !. In this case, the result of the first row of the Autotransaction will appear in the Transaction row above the one where you entered the Autotransaction Code, overwriting what was previously there. The results of the other rows of the Autotransaction will appear in new Transaction rows underneath. Each Autotransaction row will therefore generate a corresponding Transaction row. There is an example below on page 40.

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

> You can make three types of entry in this field, as follows—

An Account Number

> You can enter an Account Number, using 'Paste Special' if necessary to choose the correct one.
>
> This Account Number will be copied to the corresponding Transaction row.

The hash sign (#)   # in this field will cause the Account to be copied from the preceding line of the Transaction when you use the template. # is obtained using Alt-3 on a UK Macintosh keyboard.

The exclamation mark (!)

> ! in this field will cause the amount in the previous line of the Transaction to be overwritten by the result of the Autotransaction row. See the example below on page 40 for a detailed description of how this works.

Object	**Paste Special**	Object register, Nominal Ledger/System module

The Object(s) specified here will be copied to the corresponding Transaction row. You can also enter a # sign to copy the Objects from the preceding line of the Transaction.

Description   By default, the Description in the corresponding Transaction row will be taken from the relevant Account record as usual. If you need this default to be overwritten, enter the new Description here. You can also enter a # sign to copy the Description from the preceding line of the Transaction.

Debit, Credit	**Paste Special**	Calculation Formulae setting, Nominal Ledger

You can either enter a fixed amount here (e.g. a salary or a rent), or a formula for a calculation. You can enter a percentage as a number followed by a % sign (e.g. 30%). The Autotransaction will then apply the specified percentage to the amount on the preceding line of the Transaction. If you enter a number followed by two % signs (e.g. 30%%), the result of the percentage calculation will be rounded to the nearest whole number. You can also define a more complex formula using the Calculation Formulae setting (described below on page 61) and then enter the Code of that formula here. The Autotransaction will then apply the specified formula to the amount on the preceding line of the Transaction.

By default, if you enter the amount or percentage in the Debit field, the calculated amount will be entered on the same side of the Transaction as the original amount. If you enter the amount or percentage in the Credit field, the calculated amount will be entered on the opposite side. But, if you use the Don't Swap Debit & Credit option in the Autoransaction header and you enter the amount or percentage in the Debit field, the calculated amount will be entered on the debit side, irrespective of whether the original amount was a debit or credit. If you enter the amount or percentage in the Credit field, the calculated amount will be entered on the credit column.

However, if you enter a Calculation Formula in the Debit field, it will calculate an amount based on the

figure in the row above and enter the result as a Debit. If you enter the Calculation Formula in the Credit field, the calculated amount will be entered as a Credit. In other words, if you enter a Calculation Formula in an Autotransaction row, that row will always behave as if you are using the Don't Swap Debit & Credit option.

You can balance all the preceding lines of the Transaction by entering an equal sign (=) in the Debit or Credit field.

V-Cd   **Paste Special**   VAT Codes setting, Nominal
                                            Ledger

By default, the VAT Code in the corresponding Transaction row will be taken from the relevant Account record as usual. If you need this default to be overwritten, or if there is no default in the relevant Account record, enter the new VAT Code here. You can also enter a # sign to copy the VAT Code from the preceding line of the Transaction, if the A/C is ! or #.

Example - Autotransactions in Transactions and Simulations

The following example shows a template that distributes an amount across four Objects on a percentage basis after you have entered that amount in a Transaction row. You might use such a template to allocate shares of overhead costs to four departments.

	A/C	Objects	Description	Debit	Credit	V-Cd
1	!	DEPT1	#	10.00%		#
2	#	DEPT2	#	20.00%		#
3	#	DEPT3	#	30.00%		#
4	#	DEPT4	#	40.00%		#
5	831			17.50%		
6	700				=	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Code DIST · Name Distribution of Overheads across Objects · Don't swap Debit & Credit

Autotransaction: Inspect — New, Duplicate, Cancel, Save

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when the Autotransaction is specified in a Transaction, the amount of the previous row of the Transaction is to be overwritten by a figure determined by the application of the Autotransaction (in this case, by a percentage of the original figure). That figure will be on the same side (debit or credit) as the original, as the percentage has been entered to the Debit field of the Autotransaction (and the Don't Swap Debit & Credit option is not being used). In other words, the original figure entered will be reduced by 90%. The Object specified will be entered to the Object field of the Transaction row and the Description and VAT Code will be retained.

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Transaction. The # sign in the Account, Description and VAT Code fields signifies that the Account, VAT Code and Description originally specified are to be used in the new line, which will contain "DEPT2" in its Object field. The third and fourth lines of the Autotransaction will have a similar effect, creating new lines in the Transaction with different Objects and percentages to the original figure.

The fifth line calculates VAT from the original figure at the standard rate of 17.5% and places it in a new row in the Transaction, posting to the VAT Inputs Receivable Account on the same side (debit or credit) as the original figure.

The final line of the Autotransaction contains an Account number and an equal sign (=) in the Credit field. This signifies that the sum of the previous lines of the Transaction is to be posted to that Account. The posting will be on the opposite side (debit or credit) to the original figure, since the equal sign is in the Credit field.

This is an example of a double-sided Autotransaction. The = in the final row means that when you use it in a Transaction, the result will be a Transaction that balances. You can also use a single-sided Autotransaction in a Transaction, in which case you will need to ensure the Transaction balances yourself before you save it.

When you enter a Transaction or Simulation, begin by entering the Account Number for the relevant expense category, and the amount excluding VAT. On the second row, enter the code of the Autotransaction in the Account field.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	440	DEPT1	Gen Office Exps	1000.00		S
2	DIST					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Transaction: New

Operations | New | Duplicate | Cancel | Save

No. 2035   Trans. Date 31/10/2007   Reference

Text Office Expenses October 2007

Difference Base 1	1000.00		Total	1000.00
Difference Base 2	1587.30		Total	1587.30

Press Return. The Autotransaction is applied to the first row of the Transaction, and the amounts are recalculated as follows—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	440	DEPT1	Gen Office Exps	100.00		S
2	440	DEPT2	Gen Office Exps	200.00		S
3	440	DEPT3	Gen Office Exps	300.00		S
4	440	DEPT4	Gen Office Exps	400.00		S
5	831		VAT Inputs Receivable	175.00		
6	700		Bank Current Account		1175.00	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Transaction: New

No. 2035 Trans. Date 31/10/2007 Reference

Text Office Expenses October 2007

| Difference Base 1 | 0.00 | Total | 1175.00 | 1175.00 |
| Difference Base 2 | 0.00 | Total | 1865.08 | 1865.08 |

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If you know that a particular Autotransaction will always be used with an Account, enter it in the Autotrans. field in the Account record—

When you enter the Account in a Transaction or Simulation and press Tab or Return, the Autotransaction Code will be brought in to the next row automatically—

Enter the amount on the first row as normal, then press Return twice. The Autotransaction will be applied to the Transaction or Simulation as previously described.

Example - Autotransactions in Purchase Invoices and Expenses

The Autotransaction in the previous example was designed to be used from the Nominal Ledger and was therefore double-sided to produce a balancing Transaction. As was mentioned in that example, you can also use a single-sided Autotransaction in a Transaction, in which case you will need to ensure the Transaction balances yourself before you save it.

You can also use Autotransactions in Purchase Invoices and Expense records. For example, it may be that you will enter many overhead costs in the Purchase Ledger from your Suppliers' Purchase Invoices. You can enter Autotransaction Codes to the Account field of a Purchase Invoice row in the

same way as illustrated above for Transactions, so in our example Purchase Invoices can also be distributed across departments. However, the Autotransaction that you use in this situation should be single-sided: it should not have the final balancing line posting to the Bank Account. When you post the Purchase Invoice to the Nominal Ledger, a balancing posting to a Creditor Account will be made automatically as normal. Payment will reach the Bank Account when the Purchase Invoice is paid. In addition, any Autotransaction used in Purchase Invoices or Expense records will not need to calculate VAT because that will be handled by the VAT Code.

An example single-sided Autotransaction is shown below—

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when the Autotransaction is specified in a Purchase Invoice (or Expense record), the amount of the previous row of the Purchase Invoice is to be overwritten by a figure determined by the application of the Autotransaction (in this case, by a percentage of the original figure). In effect, that figure will be on the same side (debit or credit) as the original, as the percentage has been entered to the

Debit field of the Autotransaction. In other words, the original figure entered will be reduced by 90%. If the percentage had been entered to the Credit field of the Autotransaction, the original figure entered would be reduced by 90% and made negative, thus in effect changing sides. The Object specified will be entered to the Object field of the Transaction row and the Description and VAT Code will be retained.

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Purchase Invoice. The # sign in the Account, Description and VAT Code fields signifies that the Account, VAT Code and Description originally specified are to be used in the new line, which will contain "DEPT2" in its Object field. The third and fourth lines of the Autotransaction will have a similar effect, creating new lines in the Purchase Invoice with different Objects and percentages to the original figure.

When you enter a Purchase Invoice or Expense record, begin by entering the Account Number for the relevant expense category, and the amount excluding VAT. On the second row, enter the code of the Autotransaction in the Account field.

Press Return. The Autotransaction is applied to the first row of the Purchase Invoice, and the amounts are recalculated as follows—

	A/C	Objects	Short.	Description	Amount	V-Cd
1	440	DEPT1		Gen Office Exps	100.00	S
2	440	DEPT2		Gen Office Exps	200.00	S
3	440	DEPT3		Gen Office Exps	300.00	S
4	440	DEPT4		Gen Office Exps	400.00	S
5						
6						
7						
8						
9						
10						
11						
12						

If you know that a particular Autotransaction will always be used with an Account, enter it in the Autotrans. field in the Account record—

When you enter the Account in a Purchase Invoice or Expense record and press Tab or Return, the Autotransaction Code will be brought in to the next row automatically—

Enter the amount on the first row as normal, then press Return twice. The Autotransaction will be applied to the Purchase Invoice or Expense record as previously described.

Example - Automatic Autotransactions

In the previous example, when we entered an Autotransaction in a Purchase Invoice, its effects were visible immediately. As the Purchase Invoice was not saved at this point, we could then change any of the Purchase Invoice rows, including those that were added and calculated by the Autotransaction. For example, we could remove the row posting to DEPT2 and add that amount to the DEPT3 row.

In some situations (for example, calculating a second tax in addition to VAT that is not included in the price), the ability to change the effects of the Autotransaction might not be necessary or desirable. In this case, you might

want the Purchase Invoice to contain a single row posting to an Account, with the results of the Autotransaction not being editable and only being visible in the Nominal Ledger.

To use this feature, first define the Autotransaction that calculates the extra tax—

	A/C	Objects	Description	Debit	Credit	V-Cd
1	840				3.00%	
2	470			3.00%		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Code EXTRATA Name Extra Tax ☐ Don't swap Debit & Credit

Then, enter the Autotransaction in the Aut. Autotrans. field in the Account record—

Use the Account in a transaction such as a Purchase Invoice as normal—

The results of the Autotransaction are not shown in the Purchase Invoice. But, in the resulting Nominal Ledger Transaction, the Autotransaction causes the extra tax to be calculated and posted to the correct Accounts—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		Creditors		1175.00	
2	440		Gen Office Exps	1000.00		1
3	831		VAT Inputs Receivable	175.00		
4	840		Extra Tax to pay		30.00	
5	470		Extra Tax	30.00		

Transaction: Inspect — No. 960078, Trans. Date 10/12/2007, Text: 503 UK Trading Company Ltd, GBP

Difference Base 1: 0.00 — Total 1205.00 / 1205.00
Difference Base 2: 0.00 — Total 1912.70 / 1912.70

In this example, the Aut. Autotrans was attached to Account 440. The extra tax will therefore be calculated by applying the percentages in the Autotransaction to the amount posted to that Account (3% of 1000.00 in the example). The Don't Swap Debit & Credit option is not being used in the Autotransaction and in the first line the percentage was entered in the Credit field, so the result of the percentage calculation will be placed on the opposite side to the original. In the second line of the Autotransaction, the percentage was entered in the Debit field, so the result of this calculation will be placed on the same side as the original. This means we can use this Autotransaction in both Invoices and Credit Notes.

Unlike other Autotransactions, Automatic Autotransactions will not change the original posting (to Account 440 in the example). So, you cannot use them to distribute amounts to different Objects as was illustrated in the previous examples. You can only use them to add extra postings to

Transactions. Therefore, you should not use the ! character in the first line of these Autotransactions. You can use # in the Objects field if you want to copy the Objects from the original posting to the extra postings.

This is a very powerful feature, to be used with care. It extends the reach of Autotransactions from Purchase Invoices and Expenses to Invoices, Stock Depreciations, Productions, Receipts, Payments, Personnel Payments and Cash In and Cash Out records. Each time you use an Account with an Aut. Autotrans (Account 440 in the example) in any of these records, in the resulting Nominal Ledger Transaction, the extra tax will be calculated as illustrated above. In the case of a Sales Invoice only, you can disable the application of the Autotransaction in Credit Notes using the Don't use Aut. Autotransactions on Credit Notes option on the 'Credit' card of the Account Usage S/L setting in the Sales Ledger.

A second example where Automatic Autotransactions can be used is in Poland, where companies producing their own goods need to post two sets of cost accounting postings when removing those goods from stock. The first set will debit the Cost Account and credit the Stock Account as normal, while the second set will debit the same value to a second Cost Account that depends on where the goods are produced and credit a Cost Reconciliation Account. This second set of postings will be generated automatically from outgoing stock transactions if you specify an Autotransaction in the Aut. Autotrans. field in the main Cost Account. This Autotransaction will debit 100% of the stock value to the second Cost Account and credit 100% of the stock value to the Cost Reconciliation Account.

Creating a new Autotransaction from an existing one

1. Double-click 'Autotransactions' in the 'Settings' list.

    The 'Autotransactions: Browse' window opens, listing existing records.

2. Click the Autotransaction you want to copy, and click [Duplicate] in the Button Bar. Alternatively, double-click the existing Autotransaction and, when it opens, click [Duplicate]. A copy of the selected Autotransaction is shown in the window. The title bar reads 'Autotransactions: New', indicating that a new record has been created but not yet saved.

3. Edit the Autotransaction in the usual way, and enter the missing information. The new Autotransaction must be given a new, unique Code.

4. Save the record using the [Save] button or click [Cancel] to discard the record. Close the window by clicking the close box.

Changing an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

    The 'Autotransactions: Browse' window opens, containing a list of the Autotransactions you have defined.

2. Find the Autotransaction you need to change. If necessary, click in the Search field in the top right-hand corner of the window, enter the Code of the Autotransaction you want to find and press Return.

3. Double-click the row or press the Enter key.

    The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.

4. Edit the Autotransaction in the usual way, and enter the missing information.

5. Confirm by clicking the [Save] button or discard the changes using the [Cancel] button. Close the window by clicking the close box.

Deleting an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

    The 'Autotransactions: Browse' window opens.

2. Find the Autotransaction you are interested in, using the Search field in the top right-hand corner of the window as described above if necessary.

3. Double-click the row or press the Enter key. The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.

4. Select 'Delete' from the Records menu. The Autotransaction is permanently deleted. The previous Autotransaction in the list is shown.

5. Click the close box.

!   *You cannot undo the deletion of an Autotransaction.*

Auto Elimination

Please refer to the 'Consolidation' manual for details of this setting.

Bank Transactions

If your database is registered in Estonia, you can use the SEB Bank Payments Internet Service to make and receive payments through SEB Bank. Built in to the SEB Bank Payments Internet Service is a second Internet Service: SEB Bank Statements. This Internet Service will allow Bank Statements to be sent from SEB Bank to your HansaWorld Enterprise database electronically. When your database receives a bank statement, a new record will be created automatically in this setting for each transaction in the statement. You can then print the Bank Transactions report (described below on page 206) and compare it with the Account Reconciliation or Nominal Ledger reports if you need to reconcile the bank statement with your Nominal Ledger Transactions.

SEB Bank Payments and SEB Bank Statements are chargeable Internet Services. To use them, you must have registered your database in Estonia using the Automatic Internet Enabler method, as described in the 'Enabler Key' section in the first chapter of the 'Introduction to HansaWorld Enterprise' manual. You must also have registered with SEB Bank to enable electronic payments. Please contact your local HansaWorld representative for more details about subscribing to these Services.

Records in the Bank Transactions setting will be created whenever a new bank statement is sent from SEB Bank to your database. You cannot create new records in this setting yourself. To view the records in this setting, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'Bank Transactions' in the list. The 'Bank Transactions: Browse' window is displayed, showing the Bank Transaction records already received. Double-click a record in the list to view it.

The header of each Bank Transaction record contains its unique identifying number, generated automatically when the record is created, and the date when it was created.

The 'Payment' card contains various reference numbers received from SEB Bank, the Currency of the Bank Transaction and its value. The Type field will contain "C" if the Bank Transaction represents the receipt of monies into your bank account, or "D" if it represents a payment issued from your bank account.

The 'Payer' card contains details of the bank account issuing the payment. If the Bank Transaction is a receipt, this will be the Customer's bank account. If the Bank Transaction is a payment, this will be your bank account.

The 'Recipient' card contains details of the bank account receiving the payment. If the Bank Transaction is a receipt, this will be your bank account. If the Bank Transaction is a payment, this will be the Supplier's bank account.

Budget Keys

Budget Keys are one of the tools available in HansaWorld Enterprise to help you calculate budgets. Budget Keys allow you to apply a formula to a yearly budget total in order to divide it into monthly or quarterly figures.

For example, suppose that for a particular Account each month of the year is budgeted to have the same balance, except June, July and August, which are to have balances half the size of the other months. Enter a Budget Key value of 1 for each of the three summer months, and 2 for the other months. The sum will be 21, which then corresponds to the annual balance.

When the sum of the Budget Keys is 100, each month will have a certain percentage of the annual figure. You can use percentage values as Budget Keys, but you don't have to. And remember that in case you start entering percentage values that add up to 100, changing a value will also change the sum away from 100.

You should define your Budget Key records to co-ordinate with your budgeting methods. For example, if you start with an annual budget figure and break it down into quarterly totals, your Budget Keys should feature four lines, one for each quarter. If you work to monthly totals, each Budget Key should have twelve lines, and so on.

Please refer to the description of the Budget register below on page 152 to see how you can use Budget Keys to help calculate budgets.

To enter Budget Keys, double-click 'Budget Keys' in the 'Settings' list. Then, open the 'Budget Key: New' window by clicking the [New] button. When the Budget Key record has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Code	This is a code that identifies the Budget Key, when used for budgeting. You can only use numbers and uppercase letters.
Comment	Give the Budget Key a descriptive name, to be shown in the 'Budget Keys: Browse' and the 'Paste Special' windows. Ideally, the Comment should include a reference to the number of periods (i.e. the number of rows used in the grid, usually 12 for monthly periods or four for quarterly periods). This will help you when entering Budget records because these should have the same number of periods as the Budget Keys they use.
Sum	This figure will be updated automatically as you add the monthly or quarterly key values to the Value grid.
	In most cases, you will enter percentages in the Value grid, in which case the Sum should be 100 when the Budget Key is complete.
Value	Enter the monthly or quarterly key values.
	Usually, you will enter percentages here, although it is not necessary to do so. When you use the Budget Key in a Budget record, each of these key values will be applied in turn to the Budget's Base Value on a ratio basis to produce a monthly or quarterly Budget value. For example, if the Base Value in a Budget is 6000.00 and you apply the Budget Key illustrated above to this

Budget, the first monthly Budget value will be calculated to be 6000 * 10/252, the second monthly Budget value will be calculated to be 6000 * 12/252, and so on.

Calculation Formulae

You can use this setting to define formulae that you can then use in Autotransactions.

Entering a Calculation Formula

Double-click 'Calculation Formulae' in the 'Settings' list. A list of existing Calculation Formulae appears. Click [New] in the Button Bar to enter a new record, or [Duplicate] to create a new record that is based on an existing one. When you have entered the Formula, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

To enter a Calculation Formula, follow these steps—

1. Enter a unique Code by which the Formula can be identified. This can consist of up to 12 alphanumeric characters. Do not use a code that could be mistaken for a formula (e.g. do not use a code of a number followed by a % sign such as "10%" or "+10%").

2. Assign a descriptive name to the Formula, to be shown in the 'Calculation Formulae: Browse' window.

3. Use the grid area to draw up the Formula. This can use any combination of percentages (entered in the % column) and fixed values (entered in the Amount column).

    The example in the illustration above takes an amount and calculates from it a figure based on a graduated percentage scale, in a similar manner to income tax calculations. It functions by adding the following figures together—

    > 1% of the first 99.999 of any amount
    > 5% of the next 99.999
    > 10% of the next 299.999
    > 20% of any remaining amount.

    For example, applying the formula to the figure 5,000 produces 936.00 (1% from the first 99.999 = 1, 5% from the range 100-199.999 = 5.00, 10% from the range 200-499.999 = 30.00 and 20% on the rest = 900.00).

    It is recommended that the number ranges of the different rows of the Formula (the From and To columns) are defined to two decimal places or are almost made to overlap. For example, ranges of 0-99.999 and 100-199.999 (or even 0-100 and 100-200) will produce a more accurate result than 0-100 and 101-200.

Using a Calculation Formula in an Autotransaction

You should attach a Calculation Formula to the Debit or Credit fields of an Autotransaction as follows. If you attach it to the Debit field of the Autotransaction, the Formula will be applied to the value entered in the previous row of the Transaction and the result placed in the Debit field of the Transaction. If you enter the Formula in the Credit field of the Autotransaction, the result will be placed in the Credit field of the transaction.

In the illustration below, the code of the example Formula shown above has been entered to the Debit field of an Autotransaction—

Calculation Formulae in use

When you enter a Transaction, begin by entering the Account code for the relevant expense category, and the amount. On the second row, enter the code of the Autotransaction in the Account field.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	199		Sundry Income		5000.00	1
2	CALC1					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Transaction: New

No. 2036   Trans. Date 31/10/2007   Reference

Text

| Difference Base 1 | -5000.00 | Total | 5000.00 |
| Difference Base 2 | -7936.51 | Total | 7936.51 |

Press Return. The Autotransaction is applied to the first row of the Transaction, and the amounts are recalculated as follows—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd	
1	199		Sundry Income		5000.00	1	A
2	285		Commissions Payable	936.00		1	B
3							C
4							D
5							E
6							F
7							G
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

No. 2036   Trans. Date 31/10/2007   Reference

Difference Base 1	-4064.00	Total	936.00	5000.00
Difference Base 2	-6450.80	Total	1485.71	7936.51

Electronic VAT Declaration

Please refer to page 284 below for details of this setting.

Number Series - Simulations

Use this setting to define the Number Series for Simulations in a similar manner to that described for Transactions below.

Number Series - Transactions

Each record in the Transaction register has its own unique identifying number, based on a sequential series. When you enter a new Transaction, the next number in the series will be used. If required, you can have a number of

such sequences running concurrently, perhaps representing different years or different departments.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you leave the setting empty, Transaction Numbers will start at 1 and continue consecutively.

Once you have defined number sequences for Transactions, you can allocate a specific sequence to an individual user using the Trans No. field on the 'Serial Nos' card of the user's Person record in the System module. When that user enters a new Transaction, its Transaction Number will be the first unused number in that specific sequence. You can also set a universal default sequence in the Number Series Defaults setting, also in the System module. If you do not allocate a specific sequence to a particular user or set a universal default, Transaction Numbers will be taken from the first valid Number Series in this setting. For a particular Transaction, any user can change to the first unused number in any other Number Series using 'Paste Special'.

When you double-click 'Number Series - Transactions' in the 'Settings' list, the following window appears—

Enter each new Number Series on the first blank line. The Comment will be shown in the 'Paste Special' list, so enter some text that will help you choose a number from the correct sequence. Then, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

The N/L field common to all Number Series settings is not used in this instance.

N/L Accruals

In normal circumstances the full value of each Invoice row is posted to a Sales or Purchase Account when the Nominal Ledger Transaction is generated. However, this might not be appropriate if the Invoice is for a service or contract that is spread over time. In this case, it might be appropriate for the Invoice row value to be posted to the Sales or Purchase Account gradually over the period of the service or contract, especially if that period crosses over into a new fiscal year.

For example, you receive an Invoice for a service contract for one year to the value of 120. You do not want the Purchase Account to be debited with the 120 at once: instead it is to be debited with 10 per month over the year (the contract period). When entering such an Invoice, enter the Code of an N/L Accrual record on flip C (flip B in the case of a Sales Invoice). This N/L Accrual will contain the rules governing the accrual process. When you approve the Invoice, the resulting Nominal Ledger Transaction will post its value to the Accrual Account specified in the N/L Accrual record, not to the Purchase Account. A record will also be created in the Simulation register containing the appropriate number of sets of balancing postings (twelve in the example, one per month), each crediting the Accrual Account and debiting the Purchase Account with one twelfth of the total amount (10 in the example). One Nominal Ledger Transaction per month will then be created from these balancing postings when you run the 'Generate N/L Accrual Transactions' Maintenance function (described below on page 71). This process transfers the value of the Invoice row from the Accrual Account to the Purchase Account at the rate of 10 per month.

If you need to see a list of the postings to the Accrual Account that have not yet been debited to Purchase Accounts (or, on the sales side, credited to Sales Accounts), produce an Accrual Report (described below on page 178).

The N/L Accruals setting

To enter a new N/L Accrual record or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'N/L Accruals' in the list. The 'N/L Accruals: Browse' window is displayed, showing all N/L Accrual records previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

	Months	Days	Calculation	VAT Code	
1	0		8.33		
2	1		8.33		
3	2		8.33		
4	3		8.33		
5	4		8.33		
6	5		8.33		
7	6		8.33		
8	7		8.33		
9	8		8.33		
10	9		8.33		
11	10		8.33		
12	11		=		
13					

Code Enter a unique Code by which the N/L Accrual record will be identified. The Code should be one that has not already been used for an Autotransaction.

Description Enter a name for the N/L Accrual record, to be shown in the 'N/L Accruals: Browse' window and the 'Paste Special' list.

Prel. Account **Paste Special** Account register, Nominal Ledger/System module

Specify here an Accrual Account, which will usually be a Balance Sheet Account.

When you specify this N/L Accrual record in a Sales Invoice row, this Account will be credited with the value of the Invoice row (excluding VAT). Use of the 'Generate N/L Accrual Transactions' Maintenance function will then gradually move the value out of this Account into the Sales Account.

When you specify this N/L Accrual record in a Purchase Invoice row, this Account will be debited with the value of the Invoice row (excluding VAT). Again, use of the 'Generate N/L Accrual Transactions' Maintenance function will then gradually move the value out of this Account into the Purchase Account.

Use the grid to define the formula used when creating the record in the Simulation register. Shown below is a sample Simulation, created from a Purchase Invoice using the N/L Accrual record illustrated above. Each row in the N/L Accrual record creates two rows in the Simulation (in this example debiting the Purchase Account and crediting the Accrual Account).

	A/C	Trans. Date	Objects	Description	Debit	Credit	V-Cd
1	740	10/12/2007		Stock Valuation	10.00		S
2	820	10/12/2007		Purchase Accruals, Domestic		10.00	S
3	740	10/1/2008		Stock Valuation	10.00		S
4	820	10/1/2008		Purchase Accruals, Domestic		10.00	S
5	740	10/2/2008		Stock Valuation	10.00		S
6	820	10/2/2008		Purchase Accruals, Domestic		10.00	S
7	740	10/3/2008		Stock Valuation	10.00		S
8	820	10/3/2008		Purchase Accruals, Domestic		10.00	S
9	740	10/4/2008		Stock Valuation	10.00		S
10	820	10/4/2008		Purchase Accruals, Domestic		10.00	S
11	740	10/5/2008		Stock Valuation	10.00		S
12	820	10/5/2008		Purchase Accruals, Domestic		10.00	S
13	740	10/6/2008		Stock Valuation	10.00		S
14	820	10/6/2008		Purchase Accruals, Domestic		10.00	S
15	740	10/7/2008		Stock Valuation	10.00		S
16	820	10/7/2008		Purchase Accruals, Domestic		10.00	S
17	740	10/8/2008		Stock Valuation	10.00		S
18	820	10/8/2008		Purchase Accruals, Domestic		10.00	S
19	740	10/9/2008		Stock Valuation	10.00		S
20	820	10/9/2008		Purchase Accruals, Domestic		10.00	S
21	740	10/10/2008		Stock Valuation	10.00		S

Simulation: Inspect — No. 12, Trans. Date 10/12/2007, Text 503 UK Trading Company Ltd, GBP P/INV.960078. Difference 0.00, Total 120.00 / 120.00.

Months, Days   These two columns are used to calculate the Transaction Date of each balancing set of debit and credit postings in the Simulation. This will become the Date of the Nominal Ledger Transaction when one is created from the pair of postings by the 'Generate N/L Accrual Transactions' Maintenance function.

If a Transaction Date is to be a certain number of months after the Invoice Date, specify that number of months in the Months column. The day in the month will be the same as that of the Invoice Date. If you enter "0", the Transaction Date will be the same as the Invoice Date.

If each Transaction Date is to be a certain number of days after the Invoice Date, specify that number of days in the Days column.

If values are entered in both the Months and Days fields, the Transaction Date will be calculated using both (i.e. Invoice Date + Months + Days).

Calculation   Specify here the percentage of the Invoice value that is to be the value of the corresponding set of debit and credit postings in the Simulation.

On the final row of the grid, you can enter an equal sign (=) to signify that the value of the corresponding set of postings in the Simulation is to be the remaining Invoice amount. This ensures that nothing is lost when reducing the percentage to two decimal places.

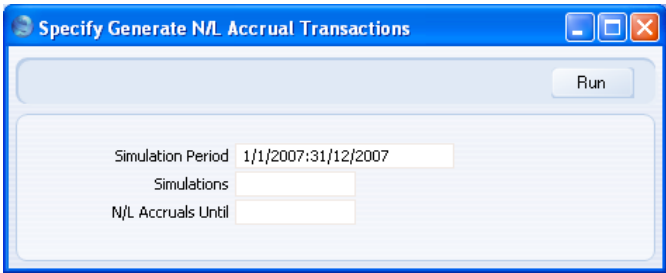**VAT**   **Paste Special**   VAT Codes setting, Nominal Ledger

If you enter a VAT Code here, it will be copied to the corresponding set of debit and credit postings in the Simulation (and, from there, to the Transaction). It will not affect the calculation, but will be used for reporting (e.g. VAT Return).

If you leave this field empty, the VAT Code will be taken from the Invoice or Purchase Invoice row.

The 'Generate N/L Accrual Transactions' Maintenance function

Once a month, you can use the 'Generate N/L Accrual Transactions' Maintenance function to create Transactions from any pair of balancing debit and credit postings in Accrual Simulations whose Transaction Date has passed. This will allow the Invoice amounts to be moved gradually from the Accrual Account to the Sales or Purchase Account as appropriate.

To use this function, ensure you are in the Nominal Ledger and click the [Routines] button in the Master Control panel. Then click the [Maintenance] button in the subsequent window. Double-click 'Generate N/L Accrual Transactions' in the list. The following dialogue box appears—

Simulation Period	**Paste Special**	Reporting Periods setting, System module
		Enter a report period: all records in the Simulation register whose Transaction Date (shown in the header) falls within this period will be considered by the function.
Simulations	**Range Reporting**	Numeric
		Use this field to ensure the function refers to a particular record in the Simulation register (or range of Simulations).

N/L Accruals Until

> **Paste Special**   Choose date
>
> Enter a date: all rows in the selected Simulations whose Transaction Date is earlier than this date will be converted into Transactions, providing their Status (flip B) is "Active". The Transaction Date in the Simulation header will be used if there are any Simulation rows that do not have their own Transaction Date.

If you do not enter a date here, Transactions will be created for all rows in the selected Simulations, again providing their Status is "Active".

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

An example Transaction is illustrated below. This was created from the Simulation illustrated earlier in this section.

When the function creates a Transaction from each pair of postings, it will change the Status of these postings (shown on flip B of the Simulation) from "Active" to "Transferred", preventing the creation of another Transaction the next time you use the function. The function will only create Transactions from "Active" rows, not from rows with any other Status.

Note that you should use this function with care as it is more powerful than its name suggests: it will create Transactions from all Simulations in the selection, not just those representing Accruals. Therefore, you can use it as a general function to create Transactions from Simulations. Take care to enter a date in the N/L Accruals Until field in the dialogue box: if you do not, Transactions will be created for every row in every Simulatio in the selection. If you would like to see the details of the Transactions before they are created, produce an N/L Accrual Transactions report before using this function.

Object Type Control

This setting allows you to make sure that you will always use an Object belonging to a certain Object Type whenever you post to a particular Account. This feature serves as a handy reminder always to use Objects. It does not prevent you using additional Objects not in the specified Object Type.

! *This setting is valid in the Sales and Purchase Ledgers as well as in the Nominal Ledger.*

Enter and edit the fields in the usual way. (Don't forget the 'Paste Special' feature!)

Type	**Paste Special**	Object Types setting, Nominal Ledger

Specify the Object Type, one of whose members you must use together with the Account(s) specified in the field to the right.

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

Enter the Accounts that require Objects belonging to the Object Type specified in the Type field. You can specify a range of Account numbers by separating the first and the last number in the range with a colon. Use commas to separate single Account numbers (e.g. 1000:2000, 3011, 3013, 3200:3499.)

> If you need to use 'Paste Special' to enter several Accounts, type the comma or colon before opening the 'Paste Special' list. This will cause the next Account to be added to those already entered. Otherwise, the previous Account will be overwritten.

Click [Save] when you are done. Click the [Cancel] button if you wish to close the setting without saving any changes.

If you use an Account in a transaction of any kind and forget to enter an Object belonging to the required Object Type, the following alert will be shown when you try to save the record—
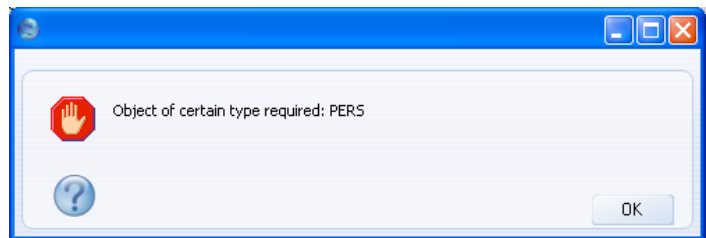
Click [OK] to close the message, and then enter an Object belonging to the requested Object Type.

Assisted Object Entry

If you are using Object Type Control, the Assisted Object Entry feature will help you choose the correct Objects when entering Transactions (rows only), Invoices ('Terms' card and rows), Purchase Invoices ('Terms' card and rows), Deliveries (rows only), Orders (rows only) and Stock Depreciation (header and rows) and Expense records (rows only), as follows—

1. In a Transaction, Invoice, Purchase Invoice, Delivery or Stock Depreciation or Expense record, use an Account that has been quoted at least once in the Object Type Control setting. In the example Object Type Control setting illustrated earlier in this section, this means any Account between 100 and 299.

2. From the Object field, activate the 'Paste Special' feature using Ctrl-Enter or ⌘-Enter as usual. Instead of the usual 'Paste Special' list, the 'Assisted Object Entry' window opens.

In this example, Account 200 has been used in a Transaction. The illustration of the Object Type Control setting earlier in this section shows that Account 200 requires Objects belonging to four different Object Types. As a result, the 'Assisted Object Entry' window has four fields, one for each required Object Type. (The maximum number of Object Types that can be required by a particular Account is seven.)

3. Using 'Paste Special' in the usual way, enter an Object belonging to each Type in the appropriate field. 'Paste Special' here will only list the Objects belonging to the Type in question. Use the Extras field if you want to add another Object belonging to a fifth Type.

4. If you close the 'Assisted Object Entry' window by clicking the [OK] button, the Objects will be added to anything previously in the Object field, providing you typed a comma after the previous Object before activating 'Paste Special'. If you click the [Replace] button, the Objects will replace anything that was previously in the Object field.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	200	ACC,AUDIO,DEPT1,FF	Purchases - Audio			S
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Object Types

Use this setting to define the different Object categories you are going to use in the accounting. Objects are discussed in greater detail in the Objects section of the 'System Module' manual: Object Types allow you to group Objects of a similar nature together.

When you enter a Nominal Ledger Transaction, you can only use one Object of a particular Object Type in a Transaction row. Also, you can only specify one Object of a particular Object Type in a Sub System record (e.g. an Invoice). If you try to use more than one Object of the same Object Type, the following warning appears when you try to save the record—
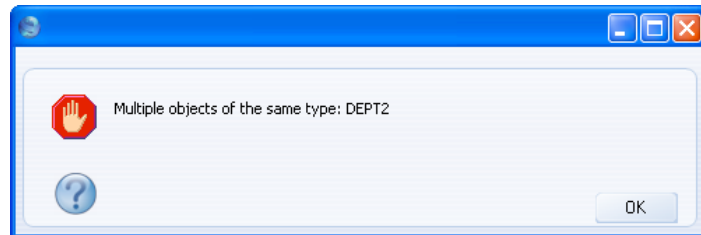
Creating an Object Type

Double-click 'Object Types' in the 'Settings' list. A list of existing Object Types appears. Click [New] in the Button Bar to enter a new record.

Enter the text. The code field will show only uppercase letters. (Lower-case letters are automatically converted to uppercase.) You can move between fields with the arrow keys or with Enter. Use a name that identifies the Object Type as clearly as possible.

If you specify a series of characters in the Start String field, the Object Codes of all Objects belonging to this Type will have to begin with those characters.

If you specify a number of characters in the Length field, the Object Codes of all Objects belonging to this Type will have to have that number of characters.

Confirm the entry by clicking [Save], or, if modifying an existing record, restore the old data by closing the window or by clicking [Cancel]. Close the window with the close box.

Deleting an Object Type

1. Double-click 'Object Types' in the 'Settings' list.

    The 'Object Types: Browse' window opens.

2. Find the Object Type you are interested in, using the Search field in the top right-hand corner of the window if necessary.

3. Press the Enter key (or double-click the line).

    The Object Type is shown in a window with the title 'Object Types: Inspect'.

4. Select 'Delete' from the Records menu. The Object Type is removed permanently. The window changes to show the previous Object Type in the list.

5. Close the window with the close box. The list of Object Types is shown again.

!   *You cannot undo a deletion of an Object Type.*

Presentation of Balances

Internally, HansaWorld Enterprise treats a Credit entry as a value that is to be subtracted from an account balance, while a Debit entry is to be added. Assets and expenses are therefore stored as positive values, while liabilities, equity and incomes are negative.

These internal calculation and storage methods are often impractical when it comes to displaying balances in reports on the screen or on paper. Therefore, you can use the Presentation of Balances setting to control how balances will be printed in reports. You can reverse the sign of each type of Account, so that, for example, liabilities, equity and incomes will be shown as positive values.

On occasion, you may wish to exchange data with other accounting systems using conventions other than your default method. It is not unusual for the board, the bank, auditors, and tax authorities to request different presentations of the company's figures. You can solve this easily by changing the Presentation of Balances setting. You can do this at any time, e.g. between printing two reports of the same kind.

Open the 'Presentation of Balances' window by double-clicking 'Presentation of Balances' in the 'Settings' list.

As you can see, the window contains a set of check boxes. The five rows represent the five Account Types, and the three columns represent various reports, as follows—

Column 1	Balance Sheet, Profit & Loss, Accumulated Monthly P/L Report export
Column 2	Trial Balance report and export, Nominal Ledger report
Column 3	Monthly Balances export

A checked box indicates that the field will be presented with the sign opposite to the internal representation. An empty box means that the standard sign will be used (debits will be presented as positive numbers, and credits as negative numbers).

In the example shown in the illustration, values for Assets and Expenses will always be presented with the standard signs. Income, Equity and Liabilities will be presented with the opposite sign in the Balance Sheet and the Profit & Loss report, and with the standard sign in other reports.

Check the boxes in the window to select your settings.

Confirm your changes by clicking [Save] or revert to the previously saved setting by clicking [Cancel].

Rate Gain/Loss

Please refer to the 'Currency' manual for full details of this setting.

Rate Gains/Losses

Please refer to the 'Currency' manual for full details of this setting.

Reconciliation Descriptions

When you enter records to the Account Reconciliation register, you can record a Reconciliation Code in the Recon. field in the grid on flip D. If you define various standard texts in this setting, you can access them from the grid in the Account Reconciliation record using 'Paste Special'. You can then have the standard texts printed in the Account Reconciliation report (by printing it using the Show Reconciliation Comments option).
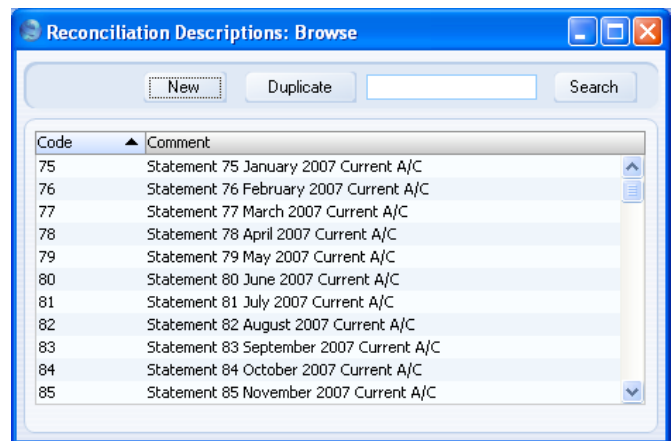
The 'Reconciliation Descriptions: Browse' window lists the available Reconciliation Descriptions: to enter a new item, click the [New] button in the Button Bar. The 'Reconciliation Description: New' window appears: enter the details as appropriate and click [Save] to save the new record.

Report Settings

You can change the appearance and format of some Nominal Ledger reports to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, ensure you are in the Nominal Ledger and click the [Settings] button in the Master Control panel. Then, double-click 'Report Settings' in the subsequent list. Then, highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions windows are described in the sections covering the particular reports later in this manual (the Balance Sheet and Profit & Loss Report, page 184; Key Financial Ratios, page 220; the VAT Report, page 280).
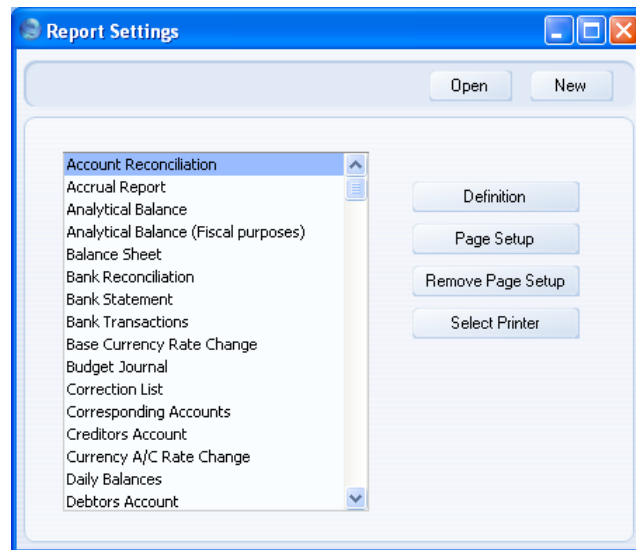
You can only use the [Definition] button with the four reports named above. You can use the remaining three buttons with every report, in every module. If you change to another module using the [Select Module] button in the Master Control panel in the usual way, the list of reports on the left-hand side of the 'Report Settings' window will change appropriately. Highlight a report in the list and then click a button, as described below.

When you have finished working with the 'Report Settings' window, close it by clicking the close box.

Page Setup, Remove Page Setup

> The [Page Setup] button allows you to set the page size, number of copies and other printer options for the highlighted report. These settings will be used whenever you print the report. Windows users can also use this function to choose the printer on which the report is to be printed.
>
> You can also specify the Page Setup of a report by highlighting it in the 'Reports' list and selecting 'Page Setup' from the File menu.
>
> Click the [Remove Page Setup] button to revert to standard.

Select Printer   If you are using a Macintosh, use the [Select Printer] button to re-direct the output of the highlighted report to the modem port, to which you can connect a serial (PC) printer (e.g. a dot matrix printer for printing on pre-printed stock of pin-feed paper).

Sub-ledger Control Accounts

Please refer to the 'System Module' manual for full details of this setting.

Sub Systems

The integration between the different modules in HansaWorld Enterprise means that Nominal Ledger Transactions can be generated automatically when you approve (mark as OK and save) records in other ledgers and modules ("Sub Systems"). For example, when you approve an Invoice in the Sales Ledger, this can cause a Nominal Ledger Transaction to be generated automatically, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

Use this setting to specify when you want this automatic generation of Transactions to be activated, and from which Sub Systems. Double-click 'Sub Systems' in the 'Settings' list to open the following window—

Tick the Sub Systems from which you want Nominal Ledger Transactions to be generated automatically. Further Sub Systems are shown on the 'Logistics' and 'Cash and Other' cards. Whenever you approve a record (i.e. mark the record as OK and save it) in a Sub System register that you have selected here, a Nominal Ledger Transaction will be generated automatically. Make sure you have specified the Accounts that will be used in these Transactions in the appropriate settings (start with Account Usage S/L in the Sales Ledger, Account Usage P/L in the Purchase Ledger and Account Usage Stock in the Stock module).

Once you have specified that a particular Sub System is to generate Nominal Ledger Transactions, you can make an exception for Sub System records that

fall within a particular number sequence. For example, if it is the general case that Invoices will generate Nominal Ledger Transactions when they are approved, you can choose to not have Transactions created for Invoices whose Number falls within a particular range. You should do this using the appropriate Number Series setting for the Sub System in question (Number Series - Invoices in the example). Please refer to the section describing the appropriate Number Series setting for details.

Use the From Date field to indicate the date from which Transactions are to be generated. This will be useful when you are entering opening balances when you are changing to HansaWorld Enterprise from another accounting system. If you have entered an overall opening balance for the Debtor Account for example, any Invoices that you transfer from the old system and enter as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

It is therefore recommended that you switch on the check boxes according to your requirements and that, for each Sub System, you enter a From Date that is later than the Transaction Date used in all your opening balance transactions. This will ensure that the opening balances will not be posted to the Nominal Ledger, and there will also be no danger that you will forget to switch the check boxes on when you need to enter new Sub Systems transactions. Please refer to the 'Starting Work' chapter in the 'Introduction to HansaWorld Enterprise' manual for more information about entering opening balances.

If you do not wish to use the feature whereby Nominal Ledger Transactions are generated automatically, or if you forget to turn it on, you can use the N/L Transfer Sub Systems report in the Nominal Ledger to print a list of all Sub System transactions. You can use this report as a basis for entering the equivalent Nominal Ledger Transactions manually. This report is described below on page 251. You can also use the 'Create N/L Transactions' Maintenance function in the System module to create such Nominal Ledger Transactions in batches.

Tax Accounts

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Account Groups

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Reports

You can use this setting together with the Tax Calculations report and the Tax Report document to design and produce custom reports. The basic steps in this process are—

1. Use the Tax Reports setting to define the calculation formulae that are to be used in your report.

2. Use the Tax Calculations report to test your formulae and to check the results.

3. Use the Form register in the System module to design a Form to be used by the Tax Report document.

4. Use the Tax Report document to print a report for sending to the tax authorities.

These steps are now described in detail.

The Tax Reports setting

Use this setting to define the tax calculation formulae that will be used in your custom reports. Each record in this setting contains a complete report definition.

To enter a new Tax Report definition or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the Ctrl-S/⌘-S keyboard shortcut. Double-click 'Tax Reports' in the list. The 'Tax Reports: Browse' window is displayed, showing all Tax Report definitions previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Code   The unique code identifying this Tax Report record (i.e. this set of report definitions).

Name   Enter a name for the Tax Report record, to be shown in the 'Tax Records: Browse' window and the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Tax Report record easy for all users.

Delimiter   Specify the character that you will use to separate the parameters in the formula commands. It is recommended that you use the semi colon (;). This has been used in the illustration above and in the examples below. Do not use the colon (:) because this is used to separate the first and last Accounts in a range.

                           If you leave this field empty, you should use the comma to separate the parameters in the formula commands. But this may produce unexpected (and incorrect) results if you are using the comma as the Thousands, Decimal or

Date Separator in the Company Date and Numeric Formats setting in the System module (or, if you are using them, in the Client Date and Numeric Formats setting in the User Settings module or on the 'Date and Numbers' card of the user's Person record). If you are using the comma as the Thousands, Decimal or Date Separator, make sure you enter a different character here as the Delimiter, and that you use that character to separate the parameters in the formula commands.

Enter the report definitions (formulae) in the grid. Do not include any spaces in the formulae.

Flip A

Code   A unique Code identifying each row.

You should use this Code to refer to the row in other formulae (i.e. in other rows), when it must be preceded by the # character. #SALES and #TAXPERC in row 3 of the illustration are examples, referring to rows 1 and 2 respectively. The Code referred to must already have been defined. Therefore, in the example illustration, the TAXSUM row must appear below the SALES and TAXPERC rows. If you place the TAXSUM row above the SALES and TAXPERC rows, the result of the TAXSUM row will be 0.00. # is alt-3 on the UK Macintosh keyboard.

Formula   The formula used to calculate the value of this row.

Comment   The name of this row of the report, to be shown in the Tax Calculations report. You can choose to omit rows without a Comment from this report.

Flip B

Format   You can specify a Format to be used when the result of the formula is printed. You must specify separate formatting rules for positive numbers, zero and negative numbers, in that order, separated by semi-colons (;). For example—

#,###.##;0.00;(#,###.##)

###$;0$;-# ###$

####;zero;(-####)

> If you do not specify a Format, the decimal and thousands separators will be taken from the Date and Numeric Format setting, and the following Format will be used—

#,###.##;0.00;-#,###.##

> If you specify a Format, you then have a choice whether to use it when you print the Tax Calculations report. If you want to use it, use the Use Format option when you print the report. However, the Format will always be used in the Tax Report document.

Several commands are available for use in the Formula field. They are not case sensitive. Use the Delimiter character to separate the parameters in each command.

TO(Account Code;Date 1;Date 2;Type)

> This command returns the net change between Date 1 and Date 2 for the specified Account.
>
> Use the Type parameter as follows—

C	returns the net change resulting from credit postings to the specified Account
D	returns the net change resulting from debit postings to the specified Account
A	returns the overall net change (Debit - Credit)

> Some examples of the use of this command are as follows—

TO(100;01/01/2007;31/12/2007;C)

> Returns the sum of the credit postings to Account 100 for the year 2007.

TO(100:1999;01/01/2007;31/12/2007;A)

> Returns the sum of the net changes in Accounts 100 to 1999 for the year 2007. The Account range is determined using an alpha sort, rather than a numeric one. Thus Account 1000001 will be included in the example range, while Account 200 will not.

-TO(100:1999;01/01/2007;31/12/2007;A)

> As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in HansaWorld Enterprise. Prefixing the TO command with a minus sign will cause sales to be displayed as positive figures in the report.

OTO(Object Code;Account Code;Date 1;Date 2;Type)

> This command is similar to TO, but in calculating the net change during the period for the specified Account, only postings with the specified Object Code are taken into account.
>
> The reference to the Object Code is case sensitive. For example—

OTO(A;100;01/01/2007;31/12/2007;C)

> Returns the sum of the credit postings with Object A to Account 100 for the year 2007. Credit postings with Object A will not be included.

VTO(VAT Code;Account Code;Date 1;Date 2;Type)

> This command is similar to TO, but in calculating the net change during the period for the specified Account, only postings with the specified VAT Code are taken into account.
>
> The reference to the VAT Code is case sensitive.

TO2(Account Code 1;Account Code 2;Date 1;Date 2)

> This command returns the net change between two Accounts (i.e. between two corresponding Accounts) between Date 1 and Date 2. For example—

TO2(750;100;01/01/2007;31/12/2007)

> Returns the sum of the postings during the year 2007 where Account 750 is the debit Account and 100 is the corresponding credit Account.

TO2(750;100:1999;01/01/2007;31/12/2007)

> Returns the sum of the postings during the year 2007 where Account 750 is the debit Account and

> any Account between 100 and 1999 is the corresponding credit Account.

OTO2(Object Code;Account Code 1;Account Code 2;Date 1;Date 2)

> This command is similar to TO2, but in calculating the net change between the corresponding Accounts, only double-sided postings where the specified Object Code is used on both sides are taken into account.
>
> The reference to the Object Code is case sensitive.

BAL(Account Code;Date;Type)

> This command returns the balance for the specified Account on the specified Date. It therefore differs from the TO command in that balances brought forward from previous periods are taken into account.
>
> The command can return the sum of the balances of a range of Accounts in the same manner as the TO command: please refer to the description of the TO command above for examples.

OBAL(Object Code;Account Code;Date;Type)

> This command is similar to BAL, but in calculating the balance for the specified Account on the specified date, only postings with the specified Object Code are taken into account.

VBAL(VAT Code;Account Code;Date;Type)

> This command is similar to BAL, but in calculating the balance for the specified Account on the specified date, only postings with the specified VAT Code are taken into account.

ABS(expression) This command returns the absolute (positive) value of the expression. The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

ABS(-1) Returns 1

ABS(1) Returns 1

ABS(TO(100:1999;01/01/2007;31/12/2007;A))

> Returns the sum of the net changes in the income Accounts 100 to 1999 for the year 2007,

expressed as a positive figure. Balances for income Accounts are stored as negative figures in HansaWorld Enterprise.

SIGN(expression) This command returns the following—

1	if the value of the expression is positive
-1	if the value of the expression is negative
0	the value of the expression is zero

The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

SIGN(TO(100:1999;01/01/2007;31/12/2007;A))

Returns -1 since the balances of income Accounts are negative

SIGN(ABS(TO(100:1999;01/01/2007;31/12/2007;A)))

Returns 1, since the ABS command expresses the balances of income Accounts as positive figures

ROUND(expression;number of decimal places)

This command returns the value of the expression rounded to the specified number of decimal places. The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

ROUND(1234.24;0)

Returns 1234

ROUND(1234.24;1)

Returns 1234.2

ROUND(1234.24;-2)

Returns 1200

ROUND(TO(100:1999;01/01/2007;31/12/2007;A);2)

Returns the sum of the net changes in the income Accounts 100 to 1999 for the year 2007, rounded to two decimal places.

IF(expression;return 1;return 2)

This command returns the following—

return 1   if the value of the expression is positive or zero

return 2   if the value of the expression is negative

The expression, return 1 and return 2 can all be hard-coded numbers or formulae using one of the Tax Report commands. For example—

IF(BAL(100;31/12/2007;A);1;-1)

Returns 1 if BAL(100;31/12/2007;A) is positive or -1 if it is negative

NOT(expression)

Returns 1 if the value of the expression is 0 or 1 otherwise.

APDUE(Number of days;Date 1)

This command returns the total in the Purchase Ledger that is overdue for payment by the specified number of days on Date 1. For example, APDUE(20;31/12/2007) will return the total that became due 20 days or more before 31/12/2007.

ARDUE(Number of days;Date 1)

This command is the Sales Ledger equivalent of APDUE above.

Dates   If you need to include a date in a formula, you can hard-code it as in the examples above, or, preferably, you can use one of the following variables—

#D1   The first date of the report period, as entered in the report or document specification window.

#D2   The last date of the report period, as entered in the report or document specification window.

#D3, #D4   The Previous Dates, as entered in the report or document specification window. You could use these two dates, for example, to define a period whose figures are to be compared with the main report period (#D1 and #D2).

It is recommended that you use these variables, to ensure that you can use your formulae at any time without modification.

For example, to print the closing balance for Account 100 for the report period 1/1/2007:31/12/2007, you could hard-code the date in the formula as follows—

BAL(100;31/12/2007;A)

Alternatively, you could take the date from the report period, as follows—

BAL(100;#D2;A)

The Tax Calculations Report

You should use the Tax Calculations report to test your formulae and to check the results. As you add or change formulae in a record in the Tax Report setting, you can recalculate this report to see the consequences of the changes immediately.

On double-clicking 'Tax Calculations' in the 'Reports' list in the Nominal Ledger, the 'Specify Tax Calculations' window opens—

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

Specify the period to be covered by the report.

To refer to the first date of this period in your formulae, use the expression #D1.

To refer to the last date of this period in your formulae, use the expression #D2.

Previous Date (D3), Previous Date (D4)

> **Paste Special**   Choose date
>
> Enter any comparison dates, as required by the formulae in your record in the Tax Report setting. To refer to these dates in your formulae, use the expressions #D3 and #D4.

Report   **Paste Special**   Tax Reports setting, Nominal Ledger

> Specify the record in the Tax Report setting that contains the formulae that you wish to test.

Display Values in   **Paste Special**   Currency register, System module

> Specify the Currency that is to be used in the report. Leave the field empty to use the home Currency (Base Currency 1).

Don't Show Formulas

> By default, the Code and Formula of each row in the Tax Report record will be printed in the report. Use this option if you don't want this information to be printed.
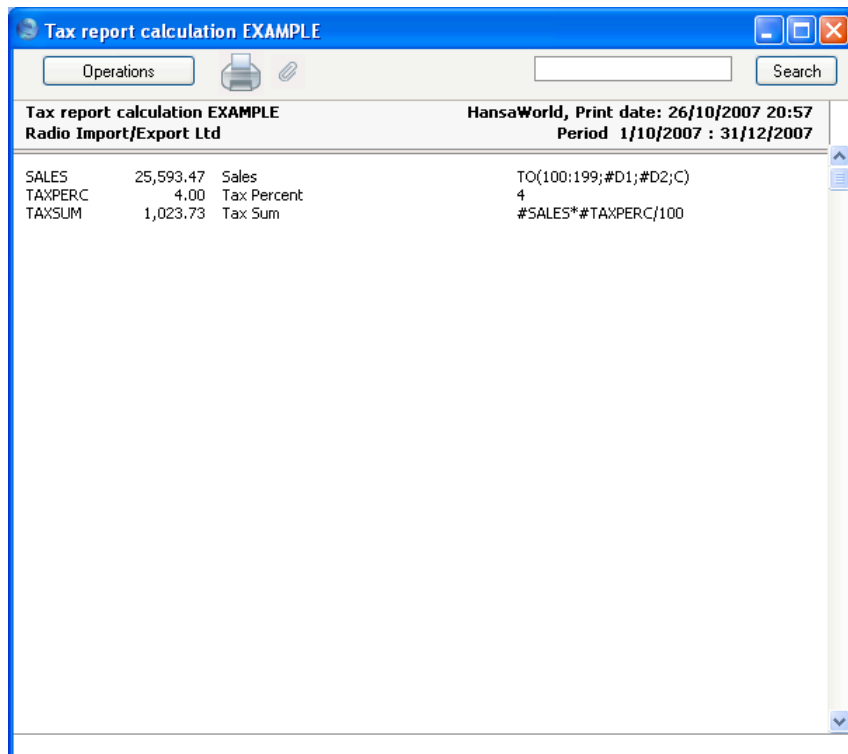
Don't Show Rows with Empty Comments

> Use this option if you want any rows in the Tax Report record that do not have Comments to be omitted from the report.

Use Format   Use this option if you have specified a Format on flip B of any row in the Tax Report record and if you want the figure resulting from that row to be printed using that Format.

When the specification window is complete, click the [Save] button in the Button Bar. The resulting report contains a separate line for each row in the record in the Tax Reports setting—
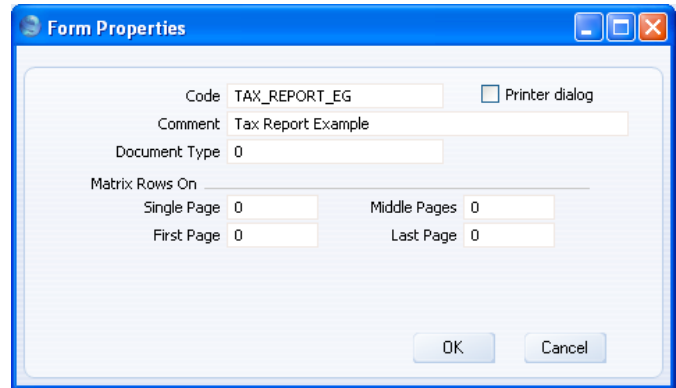
The calculated result of the formula is shown in the second column, while the formula itself is shown in the fourth column.

Designing a Form to be used with the Tax Report Document

The Tax Report document prints the results of your formulae, using the correct formatting. Design the Form used by this document in the usual way (as described in the 'System Module' manual) with these exceptions—

1. When creating a new Form, select 'Properties' from the Operations menu. Enter an appropriate Code and Comment (name), but leave the Document Type blank—

2. You should link a particular Form to a single record in the Tax Reports setting. You will establish this link using the 'Define Document' function. Each field in the Form will relate to a particular row in the Tax Report record. When you add fields to the Form, leave the Fieldname blank. Instead, enter the Code of the row in the Tax Report record as the Field Argument—

3. Since a particular Form is linked to a single record in the Tax Reports setting, you should design a new Form for each record in that setting.

When the design of the Form is complete, click the [Save] button in the Button Bar to save it. Then, change to the Nominal Ledger and open the 'Documents' window by clicking the [Documents] button in the Master Control panel or using the Ctrl-D/⌘-D keyboard shortcut. Highlight 'Tax Report' in the list and select 'Define Document' from the Operations menu.

Use this window to link a record in the Tax Reports setting to a Form. Enter the Code of a Tax Report record in the first column, and its associated Form in the second. You can use 'Paste Special' in both cases if necessary. As you create further Tax Report records and design the Forms to go with them, list them in the document definition window—
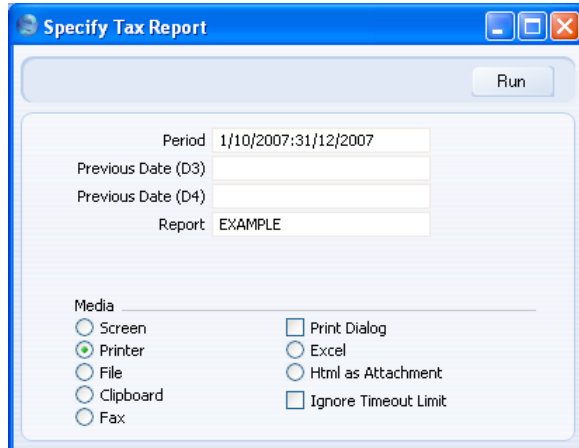
Click [Save] to save the Tax Report document definition.
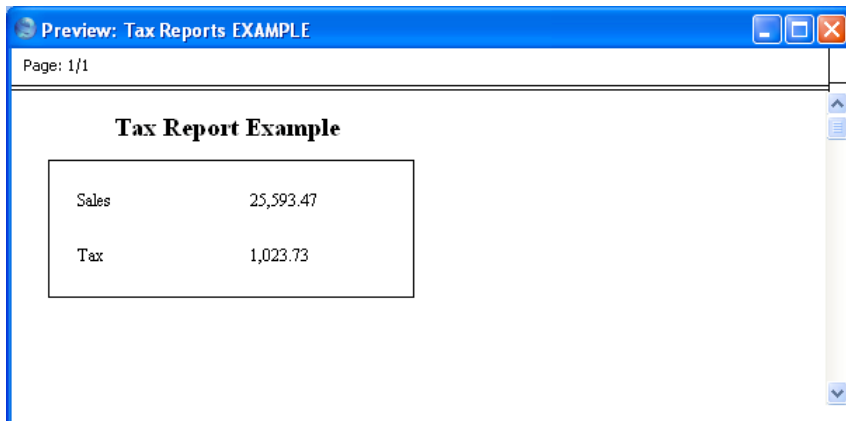
The Tax Report Document

When the time comes, you can print the Tax Report document in the usual way, by opening the 'Documents' list in the Nominal Ledger and double-clicking 'Tax Report'. The 'Specify Tax Report' window appears—

Use this window in the same way as the 'Specify Tax Calculations' window described above. Specify the Tax Report record to be printed in the Report field: the correct Form for that Tax Report record will be printed, providing you have completed the document definition window as described above. Click the [Run] button in the Button Bar to print the document. If you have checked the Preview box, it will be printed to screen—

Tax Transactions

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Trans Fields

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Trans Maps

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Trans Settings

This setting is used in Russia. Please refer to your local HansaWorld representative for details.

Template Transactions, Template Transactions - Accounts

The Template Transactions setting provides you with a alternative method of entering Nominal Ledger Transactions. This method is commonly used in Denmark. To use this method, follow these steps—

1. This first step is optional. Use the Template Transactions - Accounts setting to specify up to four Accounts whose balances you want to be visible each time you enter a Template Transaction. You can enter one record to this setting for each user.

Use 'Paste Special' to choose the Person and the four Accounts.

2. The next step is to enter the Template Transaction itself. You can use various methods when entering a Template Transaction. In all cases, the

Template Transaction must balance before you can save it (i.e. the figure in the Total field in the bottom right-hand corner must be 0.00). The various methods are—

i.   You can enter the individual journal postings on separate rows. In the example illustrated below, Account 355 will be debited and Account 700 will be credited. You can choose the Accounts using 'Paste Special'.

In this example, a VAT Code was brought in automatically from the Account record when we entered Account 355. It is also possible to enter a VAT Code manually. If there is a VAT Code, the amount in that row (145.00 in the example) should include VAT.

In a more complex Template Transaction with many rows, you can enter a balancing amount by placing the insertion point in one of the rows and selecting 'Balance Transaction' from the Operations menu. The Debit or Credit value in that row will be changed, to ensure the Template Transaction balances.

ii.   If two journal postings balance each other exactly, you can enter them both in a single row—

In this example, the amount is in the Debit field. This means it will be debited to the Acc. (Account 355 in the illustration) and credited to the Acc. 2 (Account 700 in the illustration). If the amount was in the Credit field, it would be credited to the Acc. and debited to the Acc. 2. You can choose the Acc. and the Acc. 2 using 'Paste Special'.

As in example (i), a VAT Code was brought in automatically from the Account record when we entered Account 355. It is also possible to enter a VAT Code manually. If there is a VAT Code, the amount in that row (145.00 in the example) should include VAT. If one of the Accounts has a VAT Code, you must enter this Account in the Acc. field, not the Acc. 2 field. If both Accounts have VAT Codes, use method (i).

If the Template Transaction affects the Bank or Cash Account, you can enter that Account in the Acc. 2 field as shown above, or you can enter the appropriate Payment Mode in the PM field using 'Paste Special'. The relevant Account will be placed in the Acc. 2 field automatically, brought in from the Payment Mode—

Note the different Account balances above the matrix for the Bank and Cash Accounts in the two previous illustrations. These are balance figures for the four Accounts specified in the Template Transactions - Account setting in step 1. These balance figures include the Template Transaction you are working on, even though it hasn't yet been saved. They will be updated as you add or change details in the rows. In this case, the balances reflect the change from the Bank to the Cash Account in the Acc. 2. field.

iii.   If you need to post an amount in Currency, you can use either of the two methods described above. If both sides of the Transaction are in Currency, you should use method (i). If one side of the Transaction

is in Currency and you use method (ii), you should enter the Currency Account in the Acc. field.

After entering the Transaction Date and Currency Account, go to flip D and specify the Currency. The Exchange Rate for the Transaction Date is brought in. Enter an amount in the Cur. D. (Currency Debit) or Cur. C. (Currency Credit) field as appropriate. An amount converted to your home Currency will be placed in the Base 1D. or Base 1 C. field.

iv. You can use Template Transactions to pay off Sales and Purchase Invoices. First, enter the appropriate Payment Mode in the PM field using 'Paste Special'. The relevant Bank or Cash Account will be placed in the Acc. 2 field automatically, brought in from the Payment Mode. Then, change to flip C. Set the T (Type) field to "C" (if you are receiving a payment against a Sales Invoice) or "S" (if you are issuing a payment against a Purchase Invoice). Use 'Paste Special' from the Invoice field to choose an open Invoice. The outstanding (unpaid) value of the Invoice will be placed in the

Credit field (in the case of Sales Invoices) or the Debit field (in the case of Purchase Invoices) on flip A. You can amend this figure if necessary.

3. When you are sure the Template Transaction is complete and correct, approve it by clicking the OK check box and saving. A Nominal Ledger Transaction will be generated, and you will no longer be able to modify the Template Transaction. You can open the Nominal Ledger Transaction from the Template Transaction by selecting 'Open NL Transaction' from the Operations menu.

The example Nominal Ledger Transaction illustrated below was generated from the Template Transaction illustrated in step 2i above (that in step 2ii would create an identical Transaction). Since Account 355 had a VAT Code, VAT has been calculated using the percentage specified in that VAT Code. Since Account 355 is an Expense Account, the VAT is posted to the VAT Input Account specified in the VAT Code. If we had used an Income Account, the VAT would be posted to the VAT Output Account. The Text in the Transaction header is copied from the Comment in the Template Transaction header.

The Transaction Number is copied back to the Tr. no. field in each row in the Template Transaction—

4. If you approve a Template Transaction and then discover it contains a mistake, duplicate it by clicking the [Duplicate] button. Then, select 'Swap Debit & Credit' from the Operations menu. All Debit values will be moved, to become Credits, and all Credit values will be moved, to become Debits. Alternatively, you can use the 'Change Sign' command, also on the Operations menu. This will change the sign (negative to positive, positive to negative) of all Debit and Credit amounts in the Template Transaction. In either case, when you approve this second Template Transaction, you will effectively cancel the Template Transaction containing the mistake.

5. At any time while entering a Template Transaction, you can produce a Nominal Ledger report listing the previous postings to one of the Accounts in the Template Transaction. The previous postings listed in the report will be those made during the first period in the Reporting Periods setting in the System module. To do this, place the insertion

point in the Acc. or Acc. 2 field and select 'Nominal Ledger Report' from the Operations menu. A Nominal Ledger report for the Account in that field will be opened. Please refer to page 231 below for more details about the Nominal Ledger report.

Transaction Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Transaction screen.
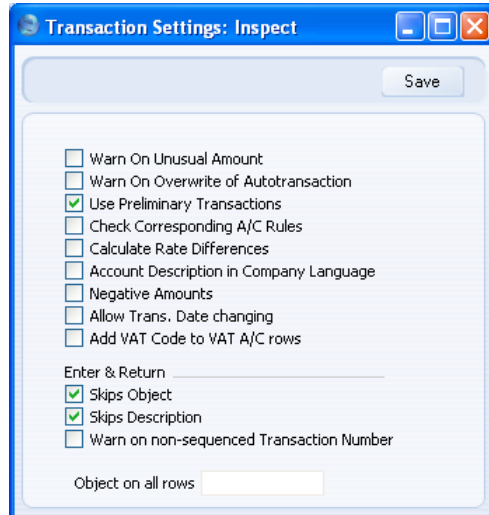
Warn On Unusual Amount

When you define Accounts using the Account register (available in the Nominal Ledger and in the System module), you should specify whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts that are normally used on one side only (for example, debit), you can have a warning appear if you try, in the example, to credit the Account when entering a Transaction. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on

Use Preliminary Transactions

This option allows Nominal Ledger Transactions to remain fully editable even after you have saved them. If

you are using this feature, you can restrict its scope using the Not Preliminary Transactions field in the Locking setting in the System module. If you enter a date in this field, you will only be able to modify Transactions whose Transaction Date is later than this date (i.e. they will be "Preliminary" Transactions); you will not be able to modify Transactions whose Transaction Date is on or before that date (i.e. they will be of "actual" status).

When you print reports for a month that is not locked, the report heading will state that the report contains Preliminary Transactions.

You must lock months chronologically. You cannot close transactions for June while May is still open. (When a month is locked for Preliminary Transactions it may still be open for "actual" Transactions, depending on the Lock Transactions date in the Locking setting.)

Check Corresponding A/C Rules

Corresponding Account Rules can help ensure that you will enter every Transaction clearly, so that you will easily be able to see which credit posting is balancing which debit posting. The following examples illustrate compliance with these rules—

Eg	Account	Debit	Credit	
1	750	1000		
	110		1000	OK
2	750	1000		
	110		800	
	831		200	OK
3	750	1000		
	120	200		
	110		1000	
	831		200	Wrong
4	750	1000		
	110		1000	
	120	200		
	831		200	OK

Use this option if you want to make sure that every Transaction complies with these rules. This is mandatory in some countries. You will be given an error message if you try to save a Transaction that does not comply with the rules.

If you are using this option and you need to enter a Transaction where the correspondence is not clear (i.e. one that you will not be able to save), you will need to establish correspondence manually using the Corr. field on flip F of the Transaction screen. Please refer to page 132 below for full details.

Calculate Rate Differences

Please refer to the description on page 127 below of flip E of the Transaction record for details about this check box.

Account Description in Company Language

You can use the 'Texts' card of each Account record to enter various translations of each Account Name.

When you use an Account in a Transaction or Simulation row, its Account Name will be copied to the Description field. This applies both when you create the Transaction yourself by entering it to the Transaction register and when you create it by approving a Sub System record. Similarly, when you use an Account in a Purchase Invoice row, its Account Name will be copied to the Description field. However, if the Purchase Invoice has a Language specified on its 'Others' card, the appropriate translation of the Account Name will be copied there.

When you print the Balance Sheet, Nominal Ledger, Profit & Loss, Transaction Journal and Trial Balance reports, you can specify the Language that you want to be used. The appropriate translations of the Account Names will be printed in the report.

However, it may be that you want a particular translation to be used by default (i.e. in a Transaction or Simulation row, in a Purchase Invoice row if the Language field is empty, and in the four reports if you produce them without specifying a Language. If so, specify the Language that you want to use in the Company Info in

the System module, and use this option. This may be useful in a company where many Languages (and a multi-language version of HansaWorld Enterprise) are used, and you want Account Names in Nominal Ledger Transactions always to be in the same Language (one that was not used for the Account Names themselves).

Negative Amounts

When you create a Sales or Purchase Credit Note, Returned Goods record or Returned Goods to Supplier record, the Nominal Ledger Transaction will usually reverse the postings of the original Invoice, Delivery or Goods Receipt. For example, in the case of the Sales Credit Note, the Debtors Account will be credited and the Sales and Output VAT Accounts will be debited. If you are using this option, negative amounts will be posted, on the same side as in the original Transaction. In the case of the example Sales Credit Note, negative amounts will be debited to the Debtors Account and credited to the Sales and Output VAT Accounts.

Allow Trans. Date changing

Invoices, Receipts, Point Of Sale Invoices and Personnel Payments all contain separate fields for registration date and transaction date. In some countries, these dates can be different, while in other countries they must be the same. For example, in some countries, the Invoice Date of an Invoice can be different to its Transaction Date. This can mean there will be a difference between your Sales and Nominal Ledgers, visible when comparing the Aged Debtors report with the Debtor Account. Use this option if you would like to allow different registration and transaction dates.

Add VAT Code to VAT A/C rows

In the Nominal Ledger Transaction that is created when you approve a Sub System record (e.g. Invoice or Purchase Invoice), the appropriate VAT Code will be copied to the V-Cd field in each Transaction row posting to a Sales or Cost Account. However, by default, the VAT Code will not be copied to the rows posting to a VAT Account. If you would like the VAT Code to be copied to these rows as well, use this option. This option also applies to the Transaction rows posting VAT from

Expenses, Cash In and Cash Out records, and from Receipts or Payments if you are posting VAT from them. This can help with VAT reporting: please refer to the description of the VAT Report Definition below on page 280 for an example.

Enter and Return

When you press the Return or Enter key when the insertion is in the Account field in a Transaction row, it will usually move to the Object field and then to the Description field. Use one or both of these options if you would like the insertion point to skip these fields (going to the Base 1 Debit field if you are using both options). You will still be able to move the cursor into those fields using the mouse or the Tab key if necessary.

Warn on non-sequenced Transaction Number

Use this option if you would like to be given a warning if you enter a new Transaction whose Transaction Number is not one greater than the previous Transaction Number used. You will still be able to save the Transaction (assuming the new Transaction Number has not already been used, and assuming it is in a valid Number Series).

Object on all rows   **Paste Special**   Object register, Nominal Ledger/System module

If you would like an Object to be added to every Transaction row automatically, specify that Object here. This includes Transaction rows in Transactions created automatically when you approve Sub System records, in Transactions created by Maintenance functions, and those in Transactions that you enter to the Transaction register yourself. In the last case, this Object will be placed in the Transaction row when you enter a debit or credit amount.

VAT Codes

In order to comply with VAT regulations in various countries, you may need to charge or pay VAT at different rates, depending on the Item in question. You also need to differentiate between domestic, EU and external trade. To

address these issues, you should use the VAT Codes setting to define as many VAT Codes as you need, with different accounting specifications.

After defining your VAT Codes, you can then assign them to Customers, Suppliers, Items and also to individual Sales and Purchase Accounts. VAT Codes ensure HansaWorld Enterprise will use the correct VAT percentages, post VAT to the correct Nominal Ledger Accounts and provide VAT statistics. The standard VAT Codes used in the UK are supplied with the program.

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

To edit a VAT Code, simply click in the field to be changed and overtype the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows—

Flip A

Code	Each VAT Code record should be identified by a unique Code.
Excl %	Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount.
	You must specify an Input or Output Account if the percentage is zero, as shown in the illustration above.
Incl %	Specify the percentage to be applied to a figure that includes VAT in order to calculate the VAT amount.

Outp A/C	**Paste Special**	Account register, Nominal Ledger/System module

Specify here the VAT Outputs Account to be credited whenever you use this VAT Code in a sales transaction.

In any Nominal Ledger Transaction resulting from Purchase Invoices from the EU Zone, VAT is debited to the Input Account of the selected VAT Code and credited to the Output Account. Therefore, it is recommended that you use a dedicated VAT Code for VAT on EU Acquisitions, with an Output Account that is not used in any other VAT Code.

O/P A/C	**Paste Special**	Account register, Nominal Ledger/System module

You only need use this field if you are using the Post Receipt VAT and/or Post Prepayment VAT options on the 'VAT & Tax' card of the Account Usage S/L setting. Users of the Cash VAT scheme in the UK will need to use both options, users resident in the Baltic States may only need to use the Post Prepayment VAT option, and users in Poland may only need to use the Post Receipt VAT option.

If you are using the Post Receipt VAT option, your output VAT liability is calculated from your Receipts, not from your Invoices. In this case, the Outp A/C will be treated as a preliminary VAT Output Account, to be credited whenever you approve an Invoice. When the Invoice is paid, the Transaction from the Receipt will include an extra VAT element, in which the VAT is moved from the Outp A/C to the O/P A/C. This therefore becomes the final VAT Output Account. The Post Receipt VAT option also posts VAT from On Account Receipts (Receipts with no Invoice Number or Prepayment Number).

If you are using the Post Prepayment VAT option, VAT will also be posted from Prepayment Receipts (Receipts with no Invoice Number but with a Prepayment Number). VAT will be credited to the O/P A/C and debited to the Prepayment VAT Account specified in the Account Usage S/L setting.

In all cases, if a particular VAT Code does not have an O/P Account, the VAT (C/A) Account from the 'VAT & Tax' card of the Account Usage S/L setting will be used instead.

If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Outp Account.

Inp A/C	**Paste Special**	Account register, Nominal Ledger/System module

Specify here the VAT Inputs Account to be debited whenever you use this VAT Code in a purchase transaction.

I/P A/C	**Paste Special**	Account register, Nominal Ledger/System module

You only need use this field if you are using the Post Payment VAT and/or Post Prepayment VAT options on the 'VAT' card of the Account Usage P/L setting. This will be the case for users in Latvia and for users of the Cash VAT scheme in the UK. Users in Poland may only need to use the Post Payment VAT option.

If you are using the Post Payment VAT option, the value of the input VAT that you can reclaim is calculated from your Payments, not from your Purchase Invoices. In this case, the Inp A/C will be treated as a preliminary VAT Input Account, to be debited whenever you approve a Purchase Invoice. When you pay the Purchase Invoice, the Transaction from the Payment will include an extra VAT element, in which the VAT is moved from the Inp A/C to the I/P A/C. This therefore becomes the final VAT Input Account. The Post Payment VAT option also posts VAT from On Account Payments (Payments with no Invoice Number or Prepayment Number).

If you are using the Post Prepayment VAT option, VAT will also be posted from Prepayment Payments (Payments with no Invoice Number but with a Prepayment Number). VAT will be debited to the I/P A/C and credited to the On Account VAT Account specified in the Account Usage P/L setting.

In all cases, if a particular VAT Code does not have an I/P Account, the Prepayment VAT Account from the

'VAT' card of the Account Usage P/L setting will be used instead.

If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Inp Account.

Description   The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen.

Flip B

Tax %, Tax A/C, Tax Min.

These three fields will be useful in situations where you need to apply a second tax such as an environmental tax to Sales and Purchase Invoices, and where this tax is calculated as a percentage of the Invoice value. This additional tax is usually termed "Extra Tax". If you need to charge an additional tax on the sales side only that is based on the weight of the Items sold, use the Environment Tax setting in the Sales Ledger.

To add an Extra Tax to a VAT Code, enter the taxable percentage in the Tax % field and the Account to be credited by the tax amount in the Tax A/C field, using 'Paste Special' if necessary. If there is a minimum tax amount, enter this figure in the Tax Min. field.

The tax will be applied when you use an Item with a VAT Code with the Extra Tax provision in a Quotation, Sales or Purchase Order, Goods Receipt or Sales or

Purchase Invoice. The Zone must be Domestic, Inside EU (Post VAT) or Outside EU (Post VAT). The tax amount will be shown in the Ext. Tax field in the footer area of the transaction. It will also be shown in the Tax Sum field on the 'Del.' card of the Quotation.

The calculation of the Extra Tax in both the Sales and Purchase Ledgers is controlled using the TAX options on the 'VAT & Tax' card of the Account Usage S/L setting in the Sales Ledger, as follows—

Calculate TAX on Sum incl. VAT

The tax amount will be calculated from the transaction total including VAT.

Item Price	1000.00
VAT (17.5%)	175.00
Subtotal	1175.00
TAX (10% of Subtotal)	117.50
Total	1292.50

Calculate TAX on Sum excl. VAT

The tax amount will be calculated from the transaction total excluding VAT

Item Price	1000.00
VAT (17.5%)	175.00
Subtotal	1175.00
TAX (10% of Item Price)	100.00
Total	1275.00

Calculate TAX on Sum excl. VAT and calculate VAT on TAX

The tax amount will be calculated from the transaction total excluding VAT, and VAT will be charged on the extra tax amount.

Item Price	1000.00
VAT (17.5%)	175.00
Subtotal	1175.00
TAX (10% of Item Price)	100.00
VAT on TAX	17.50
Total	1292.50

A single VAT figure of 192.50 will be shown on the Invoice and in the Nominal Ledger Transaction.

If you have specified a Tax Min. figure, no Extra Tax will be levied if the calculated Extra Tax is less than the minimum. For example, the Tax % is 10% and the minimum is 100.00. If you buy or sell an Item for 100.00, the Extra Tax will be 10.00 (if you are calculating it using the Calculate TAX on Sum excl. VAT option). This is less than the minimum, so the Extra Tax in the Invoice will be blank and no Extra Tax will be charged. You will need to buy or sell Items with the same VAT Code to the value of at least 1000.00 in the Invoice to incur the Extra Tax. Note that the Tax Min. is in Currency, so you will incur the Extra Tax in Invoices whose value is USD 1000.00 or more, and those whose value is GBP 1000.00 or more.

On the sales side only, if you have a Customer that is not to be charged Extra Tax, check the No Extra Tax box on the 'Terms' card of the Contact record for the Customer. If you want to charge Extra Tax to a Customer but at a discounted rate, use the Extra Tax Customer Discounts setting in the Sales Ledger. On the purchase side, Extra Tax will always be calculated at the full rate for the VAT Code, subject to the minimum.

Real Sales   **Paste Special**   Choices of possible entries

You should use the options attached to this field for specific reporting requirements as follows—
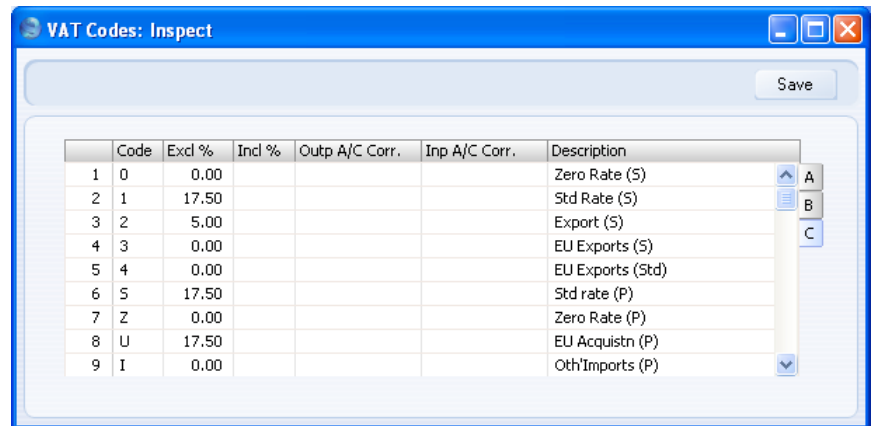
-   Choose this option when the VAT Code is to have no special properties.

Exclude from Official Reports

Choose this option if rows with this VAT Code in Invoices and Purchase Invoices are to be excluded from the VAT Customer Sales and VAT Supplier Purchases reports respectively. These reports are designed for use in Portugal. You should only use this option for zero-rated VAT Codes.

No VAT   This option is used by the Sales Book and Purchase Book reports, designed for use in Russia. Please refer to your local HansaWorld representative for more information.

Flip C

	Code	Excl %	Incl %	Outp A/C Corr.	Inp A/C Corr.	Description	
1	0	0.00				Zero Rate (S)	
2	1	17.50				Std Rate (S)	
3	2	5.00				Export (S)	
4	3	0.00				EU Exports (S)	
5	4	0.00				EU Exports (Std)	
6	S	17.50				Std rate (P)	
7	Z	0.00				Zero Rate (P)	
8	U	17.50				EU Acquistn (P)	
9	I	0.00				Oth'Imports (P)	

Outp A/C Corr., Inp A/C Corr.

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

> These fields must contain values if you will be using the VAT Correction feature in the Sales and Purchase Ledgers. Please refer to the description of this feature in the 'Sales Ledger' and 'Purchase Ledger' manuals for details.

The Transaction Register
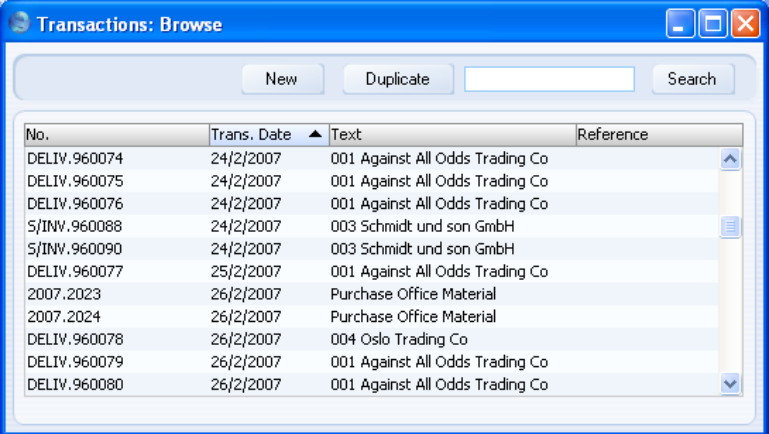
You should record every accounting event as a separate Transaction in the Transaction register. Depending on the nature of an individual Transaction, you can enter it directly to the Transaction register yourself, or it can be created remotely from the Sales and Purchase Ledgers or the Stock module.

You can decide which Transactions are to be entered directly to the Transaction register and which are to be created remotely from other Ledgers (or "Sub Systems"). You should do this in the Sub Systems setting described above on page 84.

Typically, Transactions representing Sales and Purchase Invoices, Receipts and Payments will be generated remotely from the Sales and Purchase Ledgers. Transactions representing inward and outgoing movements of stock and movements of stock between warehouses will be generated remotely from the Stock module, and Transactions representing the movement of cash will be generated remotely from the Cash Book module. You will enter other types of transactions directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

Before you start entering Transactions, you must ensure that you have defined the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a basic journal number series for Transactions using the Number Series - Transactions setting in the Nominal Ledger.

To open the Transaction register, ensure you are in the Nominal Ledger, then click the [Transactions] button in the Master Control panel. The 'Transactions: Browse' window is opened, showing a list of Transactions already entered.

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the financial year: the Transactions numbered 2007.2023 and 2007.2024 in the illustration are examples of this. The characters representing the financial year are taken from the Fiscal Years setting in the System module. Transactions that have been created from a Sub System are shown with their Transaction Numbers preceded by a code depending on their nature. In their case, the Transaction Numbers themselves are determined in the Sub System in which they were created. For example, Transactions generated from Sales Invoices have a Transaction Number that is the same as their Invoice Number, and are shown in the browse window with a prefix of S/INV.

!   ***You can have different Transaction and Registration Dates in a Transaction. This is particularly important in relation to your external reporting, e.g. the VAT reporting, and your internal accounting, where you may wish Transactions to go into the correct month.***

In the Text column you can see the short explanatory text that was entered for each Transaction. For those Transactions created from Sub Systems, the Text column usually shows details of the Customer or Supplier involved and, if appropriate, the Currency and Exchange Rate used.

As in other browse windows, you can change the sort order by clicking on the column headings. The current sort column is shown with its heading coloured blue. You can also scroll the list using the scroll bars. Finally, you can search

for a record by entering a keyword in the field in the top right-hand corner. When you press the Return or Enter key, the first record with a match for the keyword in the current sort column will be highlighted. If you need to search for a particular Transaction Number, include the prefix in your keyword e.g. search for "2007.2023" not "2023" or for "DELIV.960077" not "960077".

There are four things you can do with your Transactions—

- Enter Transactions

- Inspect Transactions

- Make corrections

- Print the Transactions

Entering a Transaction

To enter a Transaction, first open the Transaction register using the [Transactions] button in the Master Control panel.

Then, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight a Transaction similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

In the following list you will find short descriptions of each of the fields in the above picture.

Header

No	**Paste Special**	Select from another Number Series

The number of the Transaction. The default is the first unused number in the number sequence allocated to the current user on the 'Serial Nos' card of their Person record or specified in the Number Series Defaults setting in the System module, or from the Number Series - Transactions setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Transaction Number is assigned when you first save the Transaction.

If you are using the Warn on non-sequenced Transaction Number option in the Transaction Settings setting, you

will be given a warning if you enter a new Transaction whose Transaction Number is not one greater than the previous Transaction Number used. You will still be able to save the Transaction (assuming the new Transaction Number has not already been used, and assuming it is in a valid Number Series).

Trans. Date   **Paste Special**   Choose date

The date of the Transaction does not have to coincide with the date when the Transaction was recorded. The last used Transaction Date is offered as a default.

Reference   An optional reference field whose contents are shown in the 'Transactions: Browse' window.

Text   A short description of the Transaction.

Footer

Difference Base 1

Any difference between the sums of Debited and Credited amounts in your home Currency (Base Currency 1) is shown here: the two sums must be the same before you can save the Transaction. A balancing entry shows a zero difference in this field.

Difference Base 2

If you are using the Dual-Base system, any difference between the sums of Debited and Credited amounts in Base Currency 2 is shown here. A balancing entry shows a zero difference in this field. If a Transaction does not balance in Base Currency 1, the Difference Base 1 (above) will not be zero and you will not be able to save the Transaction. If it is balanced in Base Currency 1 but not Base Currency 2, the Base 2 Credit figure in the final row will be adjusted when you save the Transaction and so the Difference Base 2 will be set to zero automatically. If you want to prevent this adjustment, add a final balancing row that posts to a Base Currency Round Off Account before saving. For more details, please refer to the 'Currency' manual.

Total   These two fields show the sums of Debits and Credits for this Transaction.

The remainder of the screen contains the rows of the Transaction, where you should list the postings to the individual Accounts. These must balance (the debits must equal the credits) before you can save the Transaction.

The Transaction row matrix is divided into seven horizontal flips. When you click a flip tab (marked A-G), the two or three right-hand columns of the grid are replaced.

To add rows to a Transaction, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Flip A

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

Specify here the Account used by the Transaction row.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described above on page 35.

Objects	**Paste Special**	Object register, Nominal Ledger/System module

You can assign up to 20 Objects, separated by commas, to each Transaction row. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. Full details can be found in the description of the Object register in the 'System Module' manual.

You can use the Skips Object option in the Transaction Settings setting to have the insertion point skip over this

field when you press Return or Enter (but not Tab) if you don't use Objects.

If you enter more than one Object, they will automatically be sorted alphabetically when you move to the next field.

If you have specified an Object On All Rows in the Transaction Settings setting, that Object will be placed here automatically when you enter a debit or credit amount.

Description   The Account Name will be entered here automatically when you specify the Account above. You can change it for this Transaction if necessary.

You can use the Skips Description option in the Transaction Settings setting to have the insertion point skip over this field when you press Return or Enter (but not Tab).

If you have entered a Language in the Company Info setting in the System module, you have entered an appropriate translation of the Account Name on the 'Texts' card of the Account screen and you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger, then the appropriate translation of the Account Name for the Company Info Language will be used here.

Base 1 Debit, Base 1 Credit

For each row, specify a debit or credit amount. Use figures in Base Currency 1 as specified in the Base Currency setting in the System module or in your home Currency if you are not using the Dual-Base Currency system. The debits total must equal the credits total before you can save the Transaction: each Transaction must therefore have at least two rows. If you are using the Warn On Unusual Amount option in the Transaction Settings setting and a particular Account can only have amounts posted to one side (debit or credit) you will be warned if you attempt to post a figure to the other side. Note that this warning will not be enforced and you can override it.

V-Cd	**Paste Special**	VAT Codes setting, Nominal Ledger
	Default taken from	Account

You can mark each row in a Transaction with a VAT Code. This Code may be brought in automatically when you enter the Account number, or you can enter it manually. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct VAT Code (if any), since it will affect the accuracy of the figures for Net Sales and Net Purchases in your VAT Return, as shown in the illustration of the VAT Report Definition below on page 280.

Flips B-D: Multi Currency accounting

If you are using the Dual-Base Currency system, you should enter values in Base Currency 2 on flip B. The Dual-Base system will be useful for companies that have offices in two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old national Currency for comparison purposes.

If the Transaction is one that uses a simple conversion from a foreign Currency to the home Currency, you should enter the foreign Currency together with values in that Currency on flip C. If you use an Account where a Currency has been specified, this Currency will be brought in automatically. When you specify the Currency or it is brought in from the Account, the current Exchange Rates will be brought in to flip D.

For full details of these features, please refer to the 'Currency' manual.

In the case of Transactions solely in the home Currency where you are not using the Dual-Base or simple conversion systems, you can ignore flips B-D.

Flip E

You can use Flip E to pay off Sales and Purchase Invoices. On one row of the Transaction, specify the Bank Account to be debited (in the case of a Sales Invoice) or credited (in the case of a Purchase Invoice). On the next line, on flip E, specify the Invoice(s) being paid as described below. The Debtor or Creditor Account will be brought in automatically from the Invoice.

Invoices and Purchase Invoices paid off in this manner will no longer be treated as open, but records in the Receipt or Payment registers will not be created.

It is also possible to create Invoices and Purchase Invoices using flip E. Again, records will not be created in the Invoice or Purchase Invoice registers, but such Invoices will appear in any Open Invoice 'Paste Special' list until they have been paid off: in this respect they are treated as normal Invoices. On separate rows of the Transaction, specify the Debtor/Creditor Account, Sales/Purchase Account(s) and VAT Output/Input Account. No defaults are offered. On flip E in the row posting to the Debtor/Creditor Account, set the T (Type) field to "C" or "S" as appropriate and enter a Customer or Supplier and an Invoice Number.

If you are going to use flip E, there is no need to turn off the Sub-ledger Checking options in the Account Usage S/L and P/L settings. You can use any Accounts that have been protected by this feature in a Transaction if you set the T (Type) field to "C" or "S". This means that there is no risk you will use the Debtor or Creditor Account accidentally and incorrectly in other Nominal Ledger Transactions, thus rendering their balances inaccurate.

In the case of Transactions generated automatically from Sales and Purchase Invoices, Receipts and Payments, the fields on flip E will contain values if you are using the Cust. Info. on Trans. (in the case of the Sales Ledger) or Supp. Info. on Trans. (Purchase Ledger) options in the Account Usage S/L or P/L settings.

T (Type)   **Paste Special**   Choices of possible entries

Use this field to specify whether the Transaction row is a debtor or creditor posting. Enter "C" (for "Customer") if you are registering a Receipt or Sales Invoice or "S" (for "Supplier") if you are registering a Payment or Purchase Invoice. The 'Paste Special' lists attached to the Serial No and Company fields will vary, depending on what you have entered here.

You should only use "C" or "S" if the row is a posting to the Debtor or Creditor Accounts. Balancing postings to Sales, Purchase, VAT and Bank/Cash Accounts should carry the default entry of "M". You should also use "M" in all other Transactions.

Ser No	**Paste Special**	Open, approved Purchase or Sales Invoices

Once you have entered "C" or "S" in the Type field, you must enter a Sales or Purchase Invoice Number here before you can save the Transaction.

Enter an existing Invoice Number to signify the Invoice that you want to be paid off. When you press the Tab or Enter key, its Customer or Supplier Number will appear in the Company field, the appropriate Debtor or Creditor Account will be brought in, and the outstanding amount will be placed in the Credit (Sales Invoice) or Debit (Purchase Invoice) field.

Enter a non-existent Invoice Number to signify that a new Invoice is to be created.

Due	**Paste Special**	Choose date

Once you have entered a Sales or Purchase Invoice in the Serial No field, its Due Date will be shown here.

If you are creating a new Invoice, enter a Due Date as appropriate.

Company	**Paste Special**	Customers or Suppliers in Contact register

Once you have entered a Sales or Purchase Invoice in the Serial No field, its Customer or Supplier will be shown here.

If you are creating a new Invoice, enter a Customer or Supplier as appropriate.

If the Type is "C", the 'Paste Special' list will contain Customers. If the Type is "S", it will contain Suppliers. If the Type is "M", the 'Paste Special' list will not open.

An example Receipt against a Sales Invoice entered using the Transaction screen is shown below (flip E is shown in the illustration).

When you enter "C" or "S" to the Type field and a Sales or Purchase Invoice Number to the Serial Number field, the Debtor or Creditor Account (750 in the illustration above) will be brought in automatically, and the outstanding amount will be placed in the Credit or Debit field as appropriate. If the original Invoice was in a foreign Currency, the outstanding amount will be converted using the Exchange Rate in the Invoice. If the Exchange Rate has changed since the Invoice was raised or received, you can optionally have a new row added automatically to the Transaction, posting the gain or loss to the Rate Gain or Loss Accounts specified in the Rate Gain/Loss setting. If you would like to make use of this option, check the Calculate Rate Differences box in the Transaction Settings setting.

An example creation of a Sales Invoice is shown below (again, flip E is shown in the illustration).

	T	Ser. No.	Due Date	Company	Description	Account	Debit	Credit	V-Cd
1	C	960114	10/1/2008	001	Against All Odds Tra▶	750	470.00		
2	M				Sundry Income	199		400.00	1
3	M				VAT Outputs Payable	830		70.00	

No. 2041   Trans. Date 10/12/2007   Reference

Text

Difference Base 1   0.00   Total   470.00   470.00
Difference Base 2   0.00   Total   746.03   746.03

If a company is both a Customer and Supplier, you can use Flip E to set their Sales and Purchase Invoices against each other (contra transactions). If the values of the Sales and Purchase Invoices are not the same, the Invoice with the lower amount will be fully paid off, while the other will be partially paid off, so it will continue to be treated as open. In the example shown below, a Sales Invoice issued to Customer 001 has been set against a Purchase Invoice received from Supplier 504—

Flip F

Corr   If you are using the Check Corresponding A/C Rules option in the Transaction Settings setting, the Accounts used on each side (debit/credit) of a Transaction will be subject to certain rules (the "Corresponding Account Rules"). These rules mean you should enter Transactions in such a way to show clearly how each individual posting is balanced. You will not be able to save a Transaction that does not comply with these rules.

It can be difficult to establish correspondence in some complex Transactions, where, for example, the first two lines are debit Accounts and there are then several credit lines. So, if you are using this option and you need to enter such a complex Transaction, you should establish correspondence manually using this field. Enter an arbitrary number in the Corr field in each Transaction row. Enter the same number in the rows that correspond to each other.

Corresponding Account Rules are fully explained in the section describing the Transaction Settings setting above on page 109.

Flip G

You can use the Quantity field when you enter Transactions manually from a list produced by the N/L Transfer, Invoices report in the Sales Ledger. There is an option to show quantities in this report. Typically, you will use this field for Transactions representing Invoices raised in the Job Costing module.

Entering a Transaction - Example

As described above, there are several shortcuts that you can use to simplify your work when entering Transactions. You can bring a date into a date field using the Ctrl-Enter key combination (Macintosh users can press ⌘-Enter). If you will be entering Transactions of the same type repeatedly (e.g. salaries), you can automate their entry using Autotransactions. Their use is fully described above on page 35.

1. Ensure you are in the Nominal Ledger and then open the Transactions register by clicking the [Transactions] button in the Master Control panel. Then, click [New] or press Ctrl-N/⌘-N or highlight a Transaction similar to the one you want to enter, and click [Duplicate] in the Button Bar.

    The 'Transaction: New' window is opened, containing an empty Transaction or a duplicate of the highlighted one. The suggested Transaction Number will be the first unused number in the correct journal number series, and the Transaction Date will be the date from the most recently entered Transaction.

2. Enter and edit the data in the normal way. We will show how to enter the various items with the help of a few examples.

We assume that you have bought some office material from the local stationery store.

You have purchased two boxes of copy paper at 12.50 each, a box of pencils for 6.00, and a box of adhesive tape for 3.20. The VAT was 5.22, and the total 39.42. You paid by cheque from the company's current account.

The Transaction will look like this—

3. Click [Save] to enter the Transaction in the Nominal Ledger.

The next Transaction records the purchasing of a new desk. Start by clicking [New]. The stationery Transaction is closed and replaced with an empty record ready for data entry.

The desk cost 247.00 excluding VAT. You are charged 20.00 for transport, and then of course VAT.

Here you can try the automatic balancing function, since all crediting is done to the same Account. Enter the three debit postings and continue with row 4 until you are going to enter the amount. The Transaction will look like this—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	604		FA - Cost of Fixt/Fittings	247.00		1
2	451		Carrier Charges	20.00		1
3	831		VAT Inputs Receivable	26.70		
4	720		Petty Cash			

Difference Base 1	293.70	Total	293.70
Difference Base 2	466.19	Total	466.19

4. With the cursor in the Base 1 Credit column, press the Return or Enter key. The correct credit amount to balance the entry will be brought in for you. If you press Return or Enter again, the Transaction will be saved, closed and committed to the Nominal Ledger, and a new, empty, Transaction will be opened. You can use this feature when you need to enter several Transactions quickly in one sitting.

Correcting Transactions

In the program you can easily correct Transactions in a legal manner.

!   *You may not alter an entry in your Ledger just any way you want to. A correction of a Transaction means that you create a new Transaction, which also cancels the old one. The altered Transaction should be marked that it has been cancelled.*

When a Transaction is open for data entry, the Operations menu is available in the menu bar, allowing you to make several types of corrections after the Transaction has been entered.

Assume that you have entered the wrong VAT percentage, and that you find out only after entering the Transaction.

1. Highlight the Transaction containing the error in the 'Transactions: Browse' window and click [Duplicate].

    This creates a copy of the faulty Transaction. First you want to remove the error.

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.

3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error. Note: do not save the Transaction before selecting 'Correction Mark'.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	430		Stationery Costs		25.00	1
2	440		Gen Office Exps		6.00	1
3	440		Gen Office Exps		3.20	1
4	831		VAT Inputs Receivable		5.22	
5	700		Bank Current Account	39.42		
6		Correction to Transaction	2007.2043			
7	430		Stationery Costs	25.00		1
8	440		Gen Office Exps	9.20		1
9	831		VAT Inputs Receivable	5.99		
10	700		Bank Current Account		40.19	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1	0.00	Total	79.61	79.61
Difference Base 2	0.00	Total	126.36	126.36

4. Enter the journal number of the transaction to be corrected, including the financial year prefix, and then on the following rows make new, correct, entries as in the illustration above. Click [Save] when you have finished.

The new Transaction is saved, and the old Transaction is marked as corrected automatically, as shown in the following picture—

A second method that you can use to correct mistakes emulates that used in manual ledgers, where errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. A note is made with the initials of the accountant, and a corrected entry is made with the next unused journal number.

1. In the 'Transactions: Browse' window, find and double-click the old Transaction you want to change. Select 'Update Mark' from the Operations menu. A new line is added in the Transaction, showing your initials and the original date of the Transaction.

2. You will now want to cancel - draw a (red) line across - the faulty row. Highlight the row by clicking the number to the left of the row. Press the Backspace key to draw the correction line across the row. Then you can enter the correct information. Save in the normal way.

3. If the error is in the header area of the Transaction (i.e., the Transaction Date is wrong), you can again use the 'Update Mark' function to correct it. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text or the Reference.

If you are using the Use Preliminary Transactions option (set in Transaction Settings), you can freely modify any Transaction whose Transaction Date falls within a month that has not been closed. There is no need to use the 'Update Mark' or 'Correction Mark' functions in this circumstance, since postings are not considered to be final until the month has been closed. If you attempt to use the 'Update Mark' function in a preliminary Transaction, pressing the Backspace key will not draw the correction line across the selected row but instead will remove the row altogether. To close a month, use the Locking setting in the System module: please refer to the 'System Module' manual for full details.

If you discover an error in a Transaction that falls within a closed month, you cannot correct it using 'Update Mark'. This is because 'Update Mark'

modifies the Transaction and attempts to save it using the original Transaction Date. This falls in a period when modifications are not permitted. Therefore, the only way you can correct such a Transaction is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month.

Operations Menu

When a Transaction is open in a record window, the Operations menu is available. The menu has eight commands.
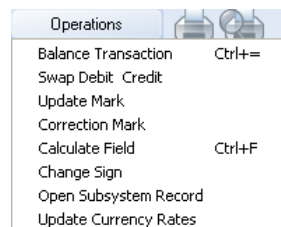
Balance Transaction

If the insertion point is in one of the Transaction rows, selecting this command changes the Debit or Credit value in that row, so that the Transaction balances. This is particularly practical when you have made an error of the amount in just one line.

An alternative to selecting this function is to place the insertion point in the Credit field of the last row and press the Return or Enter key.

Swap Debit & Credit

This command swaps the entries of a Transaction, transferring all Debit values to the Credit column and all Credit values to the Debit column.

This is useful when you wish to cancel a Transaction with an opposing correction Transaction. To do this, find the erroneous Transaction in the 'Transactions: Browse' window, highlight it and click [Duplicate]. A copy of the Transaction is opened. Select this function and save by clicking [Save]. The erroneous Transaction is now cancelled. Full details are contained in the 'Correcting Transactions' section above on page 136.

Update Mark

In the case of a Transaction that contains an error, use this command to insert a special update mark allowing you to record a signature before entering the correct posting on the Transaction. Full details are contained in the 'Correcting Transactions' section above on page 136.

Correction Mark

When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction. Full details are contained in the 'Correcting Transactions' section above on page 136.

Calculate Field

Please refer to the 'Currency' manual for full details of this function.

Change Sign

This function changes the sign (negative to positive, positive to negative) of all Debit and Credit amounts in the Transaction.

Open Subsystem Record

If the Transaction was created automatically when you approved and saved a Sub System record (e.g. an Invoice or Purchase Invoice), you can use this function to open that Sub System record in a new window.

Update Currency Rates

Please refer to the 'Currency' manual for full details of this function.

The Simulation Register

You can enter simulated transactions in the Nominal Ledger. These transactions are similar to standard Transactions, with the difference that you can remove or alter them. Most reports in the Nominal Ledger allow you to include or exclude simulated transactions. This allows you to try different alternatives in the business e.g. to test the outcome of different depreciation calculations on the result of the company.

Simulated transactions are stored in the Simulation register. Except where described below, you should enter records into this register in the same way as for normal Transactions. This includes the automatic balancing feature: with the cursor in the Credit column in the last Simulation row, press the Return or Enter key. The correct credit amount to balance the entry will be brought in for you. If you press Return or Enter again, the Simulation will be saved and closed, and a new, empty, Simulation will be opened. You can use this feature when you need to enter several Simulations quickly in one sitting. The Simulation register has no correction functions, because you can freely remove or alter Simulations at any time.

You can convert Simulations into Transactions using the 'Create NL Transactions' function on the Operations menu of the 'Simulations: Browse' window and using the 'Generate N/L Accrual Transactions' Maintenance function (described above on page 71). Despite its name, this will create Transactions from all Simulations, not just those representing Accruals. The Transaction Dates of the new Nominal Ledger Transactions will be the same as the dates in the rows of the Simulations from which they were created. If there are Simulation rows with different dates, a separate Transaction will be created for each date. Otherwise a single Transaction will be created for each Simulation. If there are rows without dates, the date will be taken from the header of the Simulation record.

You can use the Status field on flip B to exclude Simulation rows from the resulting Transaction. This field can hold one of five values, selected using 'Paste Special'—

Active   The row will be included in a new Transaction when you create it from the Simulation.

Simulation rows of this Status are shown in Nominal Ledger reports when you use the option to include Simulations.

Transferred   A Transaction including this Simulation row has already been created. Both the 'Transactions' Operations menu function and the 'Generate N/L Accrual Transactions' Maintenance function will set the Status to "Transferred" automatically.

The row will not be included in a new Transaction if you create one from the Simulation. If you want to include it in another Transaction, change the Status back to "Active", taking care to ensure that a balancing Transaction will result.

Simulation rows of this Status are not shown in Nominal Ledger reports when you use the option to include Simulations.

Invalid   If the Simulation is obsolete, change the Status of its rows to "Invalid". No Transactions will be created from such rows. If not all the Simulation rows are marked as "Invalid", take care to ensure that a balancing Transaction will result from the remaining rows.

Simulation rows of this Status are not shown in Nominal Ledger reports when you use the option to include Simulations.

Year End Stage 1, Year End Stage 2

These two options were designed to be used as part of the year-end procedures in Portugal. Please refer to the 'End of Year Procedures in Portugal' section above on page 20 for details. You can explicitly include or exclude Simulation rows of each Status in the Analytical Balance and Nominal Ledger reports. They will be included in all other reports when you use the option to include Simulations.

Operations Menu

Operations		Operations
Create NL Transactions		Balance Ctrl+=
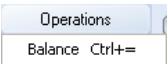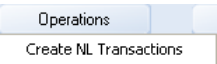
The Operations menus for Simulations are shown above. On the left is that for the 'Simulations: Browse' window: highlight one or more Simulations

(hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Simulation: New' and 'Simulation: Inspect' windows.

Create NL Transactions

Use this command to create permanent Nominal Ledger Transactions from the highlighted Simulations.

When you select the function, a new record will be created in the Transaction register for each highlighted Simulation. Simulation rows will only be included in these Transactions when their Status field on flip B is set to "Active", "Year End Stage 1" or "Year End Stage 2". This Status will then be changed to "Transferred" to prevent more Transactions being created from the same Simulations. If you do want to create more Transactions, change the Status back to "Active".

The Transaction Dates of the new Nominal Ledger Transactions will be the same as the dates in the rows of the Simulations from which they were created. If there are Simulation rows with different dates, a separate Transaction will be created for each date. Otherwise a single Transaction will be created for each Simulation. If there are rows without dates, the date will be taken from the header of the Simulation record.

Balance

If the cursor is in one of the Simulation rows, selecting this command changes the Debit or Credit value in that row, so that the Simulation balances. This is particularly practical when you have made an error of the amount in just one line.

An alternative to selecting this function is to place the cursor in the Credit field of a particular row and press the Return or Enter key.

The Account Reconciliation Register

You will most commonly use this register to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in your HansaWorld Enterprise database. To carry out this task, follow these steps—

1. Click the [Account Reconciliation] button in the Master Control panel in the Nominal Ledger. The 'Account Reconciliation' window is opened.

2. Enter a Period, using 'Paste Special' if necessary to access a list of reporting periods. The Period should be large enough to cover all likely journal postings (Transaction rows) to the Bank Account.

3. Enter the Account Number representing your bank account. If necessary, specify an Object as well.

4. Click the Unreconciled check box. All unreconciled postings with the specified Account/Object combination will be listed. The figure in the Recon. Bal field shows the balance previously reconciled and should equal the opening balance in the bank statement.

   If you have entered a Company and/or a Transaction Type, only those postings for the specified Account with that Company/Transaction Type combination (on flip E of the Transaction screen) will be listed.

   If the number of unreconciled postings is greater than 300, the Overflow box at the bottom of the window will be marked automatically. If this happens, enter a shorter Period to reduce the number of postings in the list.

   The list is in chronological order. Select 'Sort on amount' from the Operations menu to sort the list by amount (largest first).

The Description column shows both the Text from the Transaction header and the Description from the Transaction row representing the posting, separated by a comma. If you want it to show the Reference from the Transaction header instead, check the Show Reference box before checking the Unreconciled and/or Reconciled boxes. If you check the Show Reference box afterwards, the list will not be redrawn.

Flip A shows posting values in Base Currency 1 (usually your home Currency). If your bank statement is in another Currency, use flip B (which shows posting values in Base Currency 2) or flip C (which shows values in any foreign Currency that may have been used in a posting).

5. Compare the list of postings with the bank statement. Where a posting is correctly shown on the statement, enter an "R" to the Rec field. The posting value will be added to the Reconciled total, which shows the total reconciled in this session, and to the New Bal figure, which represents the closing balance for the Account. If the Account is a Currency Account, the Reconciled and New Bal figures will be in Currency.

If the list of unreconciled postings is long, use the 'Search' function on the Operations menu to help locate each posting. You can also use the

'Account Reconciliation' function on the same menu to print an Account Reconciliation report, if you prefer to work from paper. This report is described below on page 175.

If you know that you can reconcile every posting in the list, select 'Mark all rows as Reconciled' from the Operations menu. An "R" will be placed in the Rec field in every row and the Reconciled and New Bal figures will be updated appropriately.

You can enter the closing balance in the bank statement in the Bank Bal field in the bottom of the window. The Diff field will show the difference between the Bank Bal and the New Bal.

If you enter a Currency in the Currency field in the bottom of the window, the Recon. Bal, the New Bal and the Diff will be calculated from postings made to the specified Account in the specified Currency only.

6. If a posting appears in the bank statement but not in the list of unreconciled postings, you should add the posting to the Transaction register. Examples of such postings might be payments into or out of your account by standing order, or bank charges.

   You can do this without closing the 'Account Reconciliation' window by selecting 'Create N/L Transaction' from the Operations menu. Enter the Transaction following the usual procedure described in the section entitled 'The Transaction Register' above on page 120. When you have saved it, return to the 'Account Reconciliation' window and select 'Refresh' from the Operations menu. Any postings to the specified Account in the new Transaction will be added to the list of unreconciled postings.

7. If the value of a posting shown in the 'Account Reconciliation' list differs from that shown in the bank statement, you should use the 'Create N/L Transaction' function to enter a correcting Transaction to the Transaction register. Alternatively, place the cursor in the Account Reconciliation row containing the erroneous posting, select 'Open N/L Transaction' from the Operations menu to open and update the Transaction. Please refer to the 'Correcting Transactions' section above on page 136 for full details of correcting and updating Transactions. When you have done this, return to the 'Account Reconciliation' window, select 'Refresh' from the Operations menu and mark both the original posting and the correction as reconciled.

8. You can assign an arbitrary code to the postings reconciled on a particular day or from a particular statement so that you can identify them later. Enter the code in the Recon. field on flip D.

    If you enter a Recon. Code in the Recon. field in the header before checking the Unreconciled box, the Code will be applied to all postings automatically (it will only be saved for postings that you go on to reconcile). If you enter a Recon. Code in the Recon. field in the header before checking the Reconciled box, only those postings with the Recon. Code will be included in the list.

    If the list includes Reconciled Transactions, you can sort it by Recon. Code by selecting 'Sort on Recon. Code' from the Operations menu. The sort order will be descending, so Transactions without Recon. Codes will be at the end of the list.

    You can use the Reconciliation Descriptions setting to attach longer descriptions to your Recon. Codes. If you are using this setting, you can use 'Paste Special' from the header and from flip D to choose the correct Recon. Code. You can have these longer descriptions printed in the Account Reconciliation report (by printing it using the Show Reconciliation Comments option).

9. When you have checked the postings in the list agree with the bank statement and marked them with "R" in the Rec field, the figure in the New Bal field should be the same as the closing balance in the bank statement. If you entered the closing balance in the bank statement in the Bank Bal field, the Diff field should contain zero.

    Note that you have not saved anything yet and closing the window now will cause you to lose the reconciliation information you have entered in this session. To save this information, select 'Confirm Reconciliation' from the Operations menu before closing the 'Account Reconciliation' window by clicking the close box.

!   ***Closing the 'Account Reconciliation' window without having selected 'Confirm Reconciliation' will lose all changes made.***

10. The Nominal Ledger contains two reports that you can use to help with the task of reconciling the bank statement.

The Account Reconciliation report is essentially a print-out of the postings listed in the 'Account Reconciliation' window. You can use this report if you prefer to compare a paper print-out with the bank statement.

The Bank Reconciliation report will take the closing balance from your last bank statement and calculate a new balance, taking all unreconciled postings into account. This new balance should be the same as the current balance for the Bank Account in your database. If the two balances are different, the probable reason is that there is still at least one unreconciled posting that you can reconcile with the statement.

In order to ease the task of bank reconciliation, it is recommended that, in the Purchase Ledger, you enter separate Payment records to represent each cheque issued and, in the Sales Ledger, you enter a single Receipt record recording every cheque paid into the bank on a particular paying-in slip. This will ensure that single Transactions will match single lines on the bank statement.

You should also think about the Separate Row per Customer on Bank A/C check box in the Account Usage S/L setting, and the equivalent Separate Row per Payment Row on Bank A/C check box in the Account Usage P/L setting. If these check boxes are off, when you enter a Receipt or Payment with several rows, the resulting Nominal Ledger Transaction will contain a single posting to the Bank Account. If these check boxes are on, such Transactions will contain separate postings to the Bank Account for each Receipt or Payment row. The Description in each posting will show the Invoice Number and Customer Name (or Purchase Invoice Number and Supplier Name), so you should use these options if you want this information to appear in the Account Reconciliation register and report.

The Account Register

Please refer to the 'System Module' manual for full details of this register.

The Object Register

Please refer to the 'System Module' manual for full details of this register.

The Budget Register

The budgeting process is a means of planning future revenue and expenditure. Once you have decided your company's goals and objectives for a future period, the budgeting process should help you plan how much you need to spend to achieve those objectives, what you should spend it on and how you will fund that expenditure.

Once you have completed the planning process and the fiscal year has begun, you can then use your budgets to monitor your company's performance. Regular reporting will bring any variations from the budget to your attention, which you can then investigate. For example, a shortfall in sales will quickly be revealed if you routinely compare actual sales to budget. Investigation may reveal changing market conditions: you can then both change the focus of your sales force if necessary, and you can adjust your expenditure plans to compensate for the reduced funding.

The Budget register in HansaWorld Enterprise allows you to enter detailed Budgets for each Account. You can also use Objects to break these Budgets down by department or other cost centre. You can enter Budgets for a period (e.g. one year) and then divide them into sub-periods (e.g. calendar months, quarters or four-week periods).

Once you have finalised a Budget, you can change it at any time during the current accounting year. This may be tempting, if the actual performance begins to differ greatly from the Budget. It is, however, advisable to leave the Budget unchanged. Changing a Budget will mean that the original planning objectives will be lost. You will no longer be able to compare performance to budget as the year progresses, and so the divergence from the original plan may increase. Simply explaining the divergence as poor budgeting may also hide the real cause. Changing a Budget will also prevent a realistic evaluation of the quality of the budgeting process. More than just predicting the future, budgeting is a way of planning that future. Good budgeting is a sign that the manager or company both understands their business and market and knows how to plan for and achieve objectives.

If you do need to make changes to a Budget during the current year, you should therefore not change the Budget itself. Instead, you should record the changes in the Revised Budget register, provided for this purpose and described below on page 159. To encourage this practice, approve (mark as OK) each Budget record, after which you will not be able to change it.

Having entered your Budgets, three reports allow you to compare Budgets (or Revised Budgets) with actual figures: the Balance Sheet, the Object/Quantity

report (which provides this analysis separately for each Object/Account combination) and the Profit & Loss report. These are all described in the 'Reports' section later in this chapter.

Entering Budgets

You should enter a separate Budget record for each Account for a particular period (e.g. fiscal year). If you will be using Objects to set Budgets for various departments or cost centres, you should enter separate Budget records for each Account/Object combination. You should then enter an overall master Budget for the Account, which will be the sum of the various Account/Object Budgets. This is described in step 4 below.

1. To open the Budget register, ensure you are in the Nominal Ledger module and click the [Budgets] button in the Master Control panel.

    The 'Budget - Accounts: Browse' window is opened, showing those Accounts for which Budgets have already been entered.
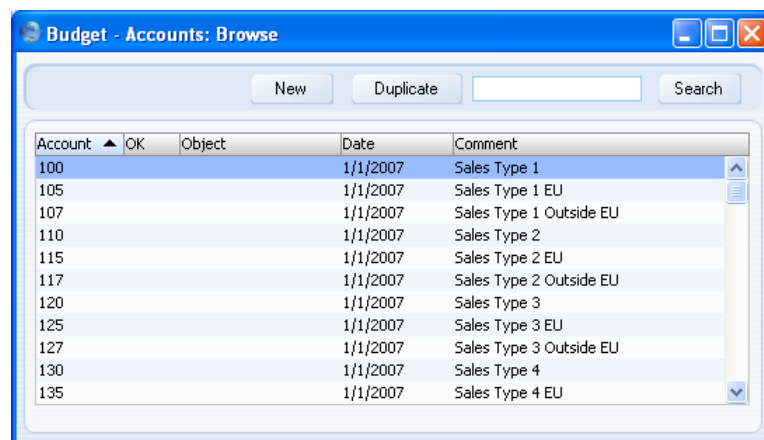
2. Click [New] in the Button Bar or highlight a Budget record similar to the one you want to enter and click [Duplicate] in the Button Bar.

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

	Date	Values	Budget
1	1/1/2007		238.10
2	1/2/2007		285.71
3	1/3/2007		357.14
4	1/4/2007		595.24
5	1/5/2007		1071.43
6	1/6/2007		952.38
7	1/7/2007		714.29
8	1/8/2007		595.24
9	1/9/2007		476.19
10	1/10/2007		357.14
11	1/11/2007		238.10
12	1/12/2007		119.05

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

Enter the number of the Account for which you want to enter a Budget. You cannot change the Account after you have saved the Budget for the first time.

Comment   The Account Name will be placed in this field when you specify the Account above.

Object   **Paste Special**   Object register, Nominal Ledger/System module

If you are creating the Budget for a certain Object, enter its Object Code here. This allows you easily to create Budgets for different departments. You cannot enter or change the Object after you have saved the Budget for the first time.

Period	**Paste Special**	Choose date

Enter the first and last date of the Budget Period.

Base Value

Enter the expected total for the Budget Period as a whole. Remember to enter sales and income values, liabilities and equity as negative (credit) values, and assets and costs as positive (debit) values.

You can treat this figure as a control total for the period. If the period is a year, for example, you can break the figure down into monthly or quarterly totals in the grid area. You can enter these figures yourself (in the Values field), aiming to ensure the Budget Sum underneath the grid matches the Base Value, or you can calculate them from the Base Value using a Budget Key that you will specify in the next field.

Budg. Key	**Paste Special**	Budget Keys setting, Nominal Ledger

The Budget Key is a useful tool for breaking an annual budget figure down to monthly totals using a formula. For example, experience may show that sales of a particular product always follow a set pattern with a certain percentage of the total in each month. Alternatively, and more simply, you can use a Budget Key to break an annual rent figure down into twelve equal divisions.

Setting up Budget Keys is fully described in the 'Settings' section above on page 59.

To apply a Budget Key to a Budget record, you should first enter a figure to the Base Value field. This should be the total Budget figure for the whole period (perhaps a year). Then, specify an appropriate Budget Key and enter the start dates of each month or quarter on separate rows in the grid area. You should have the same number of period divisions (i.e. rows in the grid) as you have entered in the Budget Key record. Then, choose 'Recalculate' from the Operations menu. For each row, a total (i.e. a monthly or quarterly total) will appear in the Budget column. These will be calculated by apportioning the Base Value according to the ratios in the Budget Key. Finally, save the record.

Use the grid area to divide the Budget Period specified above into sub-periods. You can define any number of periods but, if you are using a Budget Key, you should have the same number as you have entered for the Budget Key. If the Budget and Budget Keys have different numbers of periods, the Base Value and Budget Sum figures will not match after you have used the 'Recalculate' function.

Budget sub-periods will help you monitor actual performance against budget. You need to carry out this comparison regularly in order for it to be effective and to identify any discrepancies quickly and as they occur. Some Accounts will require closer monitoring than others: for these Accounts, you should define a greater number of sub-periods, and you should produce regular comparison reports more frequently. For example, you may need to monitor Sales Accounts more closely and more frequently than Office Furniture Accounts.

Date   Enter the start date for each Budget sub-period. To save labour and reduce the chance for error, the easiest way to enter Budget records is to use the [Duplicate] button to copy a Budget record with the dates already entered.

Values   Enter absolute values for each period.

If you have not specified a Budget Key, these Values will be moved to the right-hand column as soon as you select 'Recalculate' from the Operations menu.

If you have specified a Budget Key and Base Value, these Values will be treated as extra amounts to be added to the calculated figures in the right-hand column when you use the 'Recalculate' function.

Budget   The Budget amount for the sub-period. This value will be calculated each time you select the 'Recalculate' command from the Operations menu.

You should not enter figures yourself in this column. If you have not specified a Budget Key, enter figures for each sub-period in the Values column and then use 'Recalculate' to move them to this column. If you enter figures yourself here, the Budget Sum in the footer will not be updated and so the overall Budget record will not be correct.

OK   You can approve the Budget by clicking this check box. Once you have done this and have saved the Budget, it will no longer be modifiable. If you do need to change

an approved Budget, first remove the check from the OK box and save.

You do not have to approve a Budget to implement it. Nevertheless, once you have finalised a Budget, it is recommended that you approve it. If it becomes necessary to change a Budget, you should not do so in the Budget itself. Instead, you should enter a new record in the Revised Budget register (described below on page 159). This ensures you keep a record of your original Budget forecast. Approving Budgets will help ensure you follow this practice.

You can use Access Groups to control who can approve Budgets, and who can unapprove them. To do this, deny access to the 'OKing Budget' and 'UnOK Budget' Actions respectively. Access Groups are described in the 'System Module' manual.

References in this manual to approved Budgets are to those whose OK check box has been switched on.

Budget Sum   This field shows the total budget for the year. Unlike the figure that you entered in the Base Value field, this figure is calculated automatically: it is the sum of the Budget figures in the grid. Therefore, if you revise the Budget and recalculate it using the 'Recalculate' function on the Operations menu, the Base Value will remain unchanged, so you can make a comparison between the original budgeted figure and the final one. The Budget Sum will also take into account any extra amounts in the Values column.

If you cannot explain the difference between the Base Value and the Budget Sum, the probable cause is that the Budget has a different number of periods (rows in the grid) to the Budget Key.

3.   When you have entered Values in as many rows in the grid as you need, or you have chosen a Budget Key, select 'Recalculate' from the Operations menu and click [Save] to save, or [Cancel] to cancel.

4.   Repeat steps 1 to 3 to set Budgets for all Account/Object combinations. Use the [Duplicate] button to assist with the data entry. You can only save one Budget record for each Account/Object/Period combination.

!

> *For Budget figures to appear in Nominal Ledger reports for comparison purposes, you must make at least one entry with a date in the grid area of the Budget screen.*

5. Once you have entered a Budget for each Account/Object combination, you should set an overall Budget for each Account for the same period. This overall Budget record should contain the sum of the separate Budgets for each Object and will be used when you produce a Balance Sheet or Profit & Loss without specifying an Object. To do this, create a new Budget record and enter the Account and Period. Leave the Object field empty. Save the record and then select 'Calculate Sum from Account-Object Budget' from the Operations menu. HansaWorld Enterprise will search for all Budgets featuring the Account with the various Objects that fall in the relevant Period and calculate an overall Budget by adding them together.

Inspecting or Changing Budgets

1. Open the 'Budget - Accounts: Browse' window by clicking the [Budgets] button in the Master Control panel. Find the Budget record you want to change, using the Search field if necessary.

2. Double-click the selected record.

    The 'Budget - Account: Inspect' window is opened.

    Once you have finalised a Budget, it is not recommended that you change it. Any changes should be recorded in the Revised Budget register. In any case, you will not be able to change the Account and Object in a Budget after you have saved it for the first time.

    If you do need to change a Budget, go through the record and change the items as required. When you make an alteration, the window title will change to 'Budget - Account: Update'. When you have finished, remember to select 'Recalculate' from the Operations menu to update the Budget Sum.

    You can delete the whole record using the 'Delete' function on the Record menu. Remember that you cannot undo a deletion of a record.

    You can set the budget amounts to zero in every Budget record using the 'Budget' Maintenance function.

Printing Budget Definitions

It is possible to print a list of Budget definitions. Follow these steps—

1. Ensure you are in the Nominal Ledger and click the [Reports] button in the Master Control panel.

2. Double-click 'Budget Journal' in the list.

3. In the following window, enter the required report period and press [Run].

4. A list of Budgets is printed. If you chose the Detailed option, the list will include all monthly or quarterly totals.

The Revised Budget Register

Once you have finalised your Budgets for a particular financial year, it is generally recommended that you do not change them. Changing a Budget will mean that the original planning objectives will be lost. You will no longer be able to compare performance to budget as the year progresses, and so the divergence from the original plan may increase. Changing a Budget will also prevent a realistic evaluation of the quality of the budgeting process.

However, it may be that some factors used when calculating the Budgets (e.g. market conditions, rates of production etc) change. These changes may mean that it will be misleading to compare actual results with the original budgeted figures. For example, if there is a shortfall in sales, you may then need to re-evaluate some spending budgets to compensate for the reduced funding. Comparing the actual spending figures with the original Budgets will become less useful.

In this situation, you will benefit from having some flexibility in your budgeting system. You can use the Revised Budget register to adjust Budgets as necessary, allowing you to evaluate current operations more effectively in the light of changing circumstances.

You can adjust a Revised Budget at any time, while leaving Budgets unchanged to document your original expectations.

To work with the Revised Budget register, follow these steps—

1.   To open the Revised Budget register, ensure you are in the Nominal Ledger and click the [Revised Budgets] button in the Master Control panel. The 'Revised Budget - Accounts: Browse' window is opened.

2.   To view the details in a Revised Budget record or to modify it, double-click it in the list. The record is opened in a new window with the title 'Revised Budget - Account: Inspect', ready for modification. Alternatively, click [New] to enter a new record.

3.   The Revised Budget window is very similar to the Budget window described above: please refer to the section beginning on page 152 above for details of each field. You can enter new Revised Budget records as described on that page, using completely new information.

   You can also create a Revised Budget record by effectively copying and making adjustments to an existing Budget record. To do this, enter the same Account, Object, Period and sub-period Dates that you have used in a Budget record, and then use the % Budget and/or Values fields to

make the adjustments. The existing Budget record does not have to be approved.

The % Budget field allows you to make a percentage adjustment to every figure in the Budget record for the same Account/Object/Period combination. Entering "10" to this field, for example, will add 10% to the Budget figures, while entering "-10" will subtract 10%. Entering "0" will mean there is to be no adjustment. After entering a % Budget, select 'Recalculate' from the Operations menu. The percentage adjustment will be applied to the figures in the Budget record, and the results will be placed in the Budget column in the grid. The Budget Sum field at the bottom of the window will also be updated.

The Values field in the grid allows you to add or subtract fixed amounts from individual sub-period figures in the corresponding Budget record. Entering "10" in the Values field in a particular row, for example, will add 10 to the figure from the corresponding Budget row, while entering "-10" will subtract 10. After entering Value figures, enter 0 in the % Budget field and select 'Recalculate' from the Operations menu. The fixed amounts will be added to or subtracted from the figures in the Budget record, and the results will be placed in the Budget column in the grid. The Budget Sum field at the bottom of the window will also be updated. If you enter both a % Budget and a Value, the percentage will first be applied to the Budget figure and then the Value will be added.

If the Dates in the grid do not match those in the Budget record, the 'Recalculate' function will take this into account and unexpected results may be obtained.

Once you have entered a Revised Budget for each Account/Object combination, you should set an overall Revised Budget for each Account (i.e. the sum of the separate Revised Budgets for each Object). This overall Revised Budget record will be used when you produce a Balance Sheet or Profit & Loss without specifying an Object. You can do this using the 'Calculate Sum from Account-Object Budget' function on the Operations menu in the same way as described for Budgets above on page 157.

4. Click [Save] to save any changes you have made or [Cancel] to revert to saved (or to discard the record if you were entering a new one). Close the window using the close box.

!   *For Revised Budget figures to appear in Nominal Ledger reports for comparison purposes, you must make at least one entry with a date in the grid area of the Revised Budget screen.*

5. Once you have entered one Revised Budget record, you should enter Revised Budget records for every Account/Object combination that has a Budget, even those for which no revision is needed. This will ensure that the reports that compare Revised Budgets with actual figures will be complete.

6.   Three reports allow you to compare Revised Budgets with actual figures: the Balance Sheet, the Object/Quantity report (which provides this analysis separately for each Object/Account combination) and the Profit & Loss report.

7.   You can set the budget amounts to zero in every Revised Budget record using the 'Revised Budget' Maintenance function.

The Brought Forward Balances Register (Opening Balances)

This register holds the opening balances for all Accounts. The register works in the same way as the Transaction and Simulation registers.

1. To open the Brought Forward Balances register, ensure you are in the Nominal Ledger and click the [B/FW Balances] button in the Master Control panel.

2. Double-click the record you want to work with or click [New].

3. Enter data in the same way as for Transactions. Check the Simulation box if you want the Brought Forward Balance to be treated as a simulated transaction: it will then only appear in reports if you use the Include Simulations option.

4. Enter values in your home Currency in the Base 1 Debit and Credit fields. If you are using the Dual-Base currency conversion system you should already have defined which Currencies are to be used as Base Currencies 1 and 2. Usually, the Euro or Dollar will be used as Base Currency 2. To record values in Euros or other second Currency, use the Base 2 Debit and Credit fields on flip B. If you are using the Dual-Base system because your country is going through the transitional process whereby its Currency is being replaced by the Euro, you must enter figures in both Base Currencies because all values must be expressible in both Currencies (this is an EMU requirement). To record values in a foreign Currency, use the fields on flip C.

   As you enter values in the Base 1 Debit and Credit fields, converted figures will be placed in the corresponding Base 2 field on flip B. However, you should enter all values on flip C manually: no Currency conversion will take place because different users will have various methods of converting opening balance figures.

5. If you are using Objects, you should enter a separate record to the Brought Forward Balances register for each Object and one for the total. For example, if you have a Cash Account with a balance of 100.00 that is divided between two departments so that 49.00 belongs to Department 1 and 51.00 to Department 2, enter three Brought Forward Balance records as follows—

   1st record, Cash Account, no Objects, total figure (100.00)
   2nd record, Cash Account, Object for Dept 1, figure for Dept 1 (49.00)
   3rd record, Cash Account, Object for Dept 2, figure for Dept 2 (51.00)

6. Click [Save] to save the record.

Check the data by printing the Trial Balance report. The Total Balance on the last line should show 0.00 in the opening balance column.

For a more detailed description about opening balances and the B/FW Balances register, please refer to the 'Starting Work' chapter in the 'Introduction to HansaWorld Enterprise' manual.

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 eleven such functions available in the Nominal Ledger. To use one, ensure you are in the Purchase Orders module and click the [Routines] button in the Master Control panel. Then click the [Maintenance] button in the subsequent window. The following window appears—
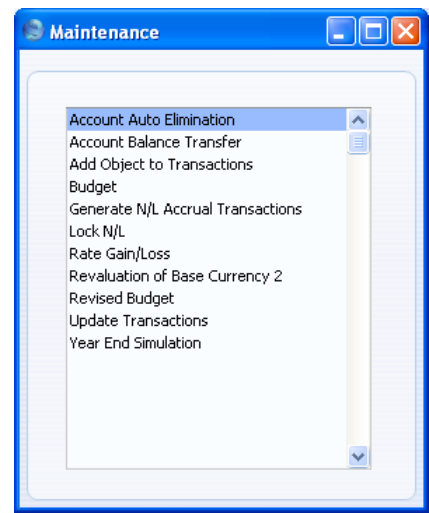
Double-click the chosen option. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Account Auto Elimination

Please refer to the 'Consolidation' manual for details of this function.

Account Balance Transfer

Please refer to the section above on page 14 describing the Account Transfers setting for a description of this function.

Add Object to Transactions

This function adds an Object to every Transaction row.

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

The Object specified below will be added to every row in every Transaction whose Date falls in the period specified here. If the period begins before the Lock Transaction date in the Locking setting in the System module, Transactions from that date or earlier will not be updated.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Specify the Object that you want to be added to every Transaction row. If you do not specify an Object, the function will have no effect.

Skip all tests   By default, the function will not add an Object to a Transaction row that already has an Object belonging to the same Object Type, and it will not add closed or non-existent Objects to any Transaction row. These checks can be time-consuming in larger databases. If you do not want them to be carried out, use this option. The function will not add the Object to a Transaction row that already has the Object, irrespective of whether you are using this option.

Budget, Rev Budget

Use these functions to delete information from records in the Budget and Revised Budget registers. Note that they remove the Base Value and Budget Key and set the Budget amounts in every row to zero: they do not delete the

records themselves. You can apply each function to every record in the appropriate register, or every record featuring a specified Object.

Generate N/L Accrual Transactions

Please refer to the section above on page 67 describing the N/L Accruals setting for a description of this function.

Lock N/L

This function allows you to close an accounting period to prevent the further entry of new or corrected transactions. It does this by updating the Locking setting in the System module. As well as updating the Locking setting, it assigns a Document Number to every Transaction in the newly locked period. You can have this Document Number printed in the Nominal Ledger report and the Transaction Journal, by printing them using the Don't Print Transaction Prefix option. Because it assigns a Document Number to every Transaction, this function cannot be used in every country, and you may prefer to update the Locking setting yourself.

The number sequence for the Document Numbers will begin at 1 and will be incremented automatically. When the next Fiscal Year begins, the number sequence will be re-set, to begin at 1 once again. If you use this function to close accounting periods, it is recommended that you make sure that you use it to close a financial year. If you do not do this and go on to close a period in the next year, the re-setting of the number sequence means it will not assign Document Numbers to Transactions from the previous year.
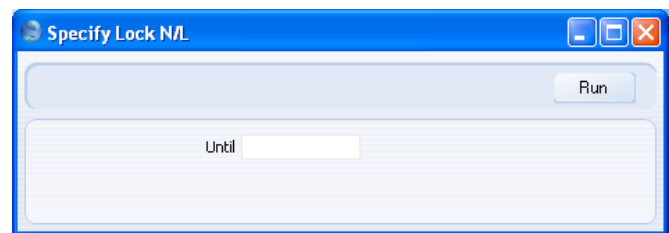
Until	**Paste Special**	Choose date

Specify here the last date of the period that you want to be locked. This date will be copied to the Lock Transactions, Lock Others, Lock Sales Invoices and Lock Purchase Invoices fields in the Locking setting. This will mean you will no longer be able to enter a transaction of any kind with a Transaction Date that is on or before this date.

If you specify a date that is earlier than the Lock Transactions date already in the Locking setting, the function will have no effect.

Rate Gain/Loss

Please refer to the 'Currency' manual for full details of this function.

Revaluation of Base Currency 2

Please refer to the 'Currency' manual for full details of this function.

Update Transactions

Please refer to the 'Currency' manual for full details of this function.

Year End Simulation

This function can be used in some countries to set all Account balances to zero at the end of a fiscal year. It will create two Simulations: one for the Income and Expense Accounts; and one for the other Accounts.
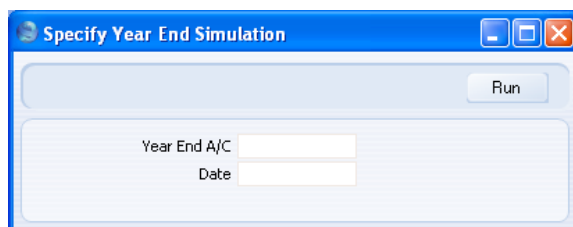
Year End A/C	**Paste Special**	Account register, Nominal Ledger/System module

Specify the Account that will be used to balance the two Simulations. You must specify an Account, otherwise the function will have no effect.

Date	**Paste Special**	Choose date

Enter a date to be used as the Simulation Date in the two Simulations created by the function. If you do not enter a date, the current date will be used.

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, click the [Documents] button in the Master Control panel or use the Ctrl-D/⌘-D keyboard shortcut. The window illustrated below appears, listing the documents that you can print from the Nominal Ledger. Each item in the list ("Document") will be printed using a different Form.
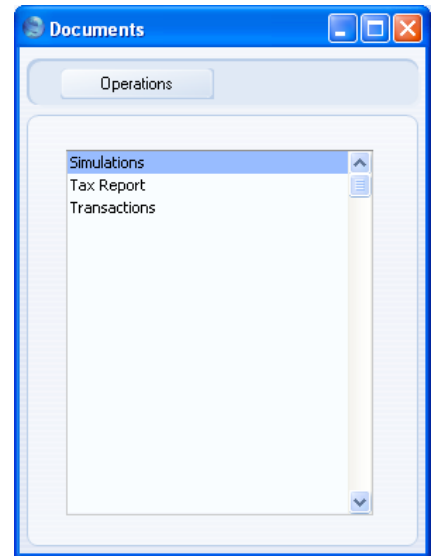
To print a document, follow this procedure—

1. Highlight the appropriate item 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 information that you want to be printed (e.g. which Transactions are to be printed). The specification window for each document is 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 (when HansaWorld Enterprise is supplied, a sample Form is attached to each document)—

1.   For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the 'System Module' manual.

2.   Change to the Nominal Ledger and open the 'Documents' window by clicking the [Documents] button in the Master Control panel or using the Ctrl-D/⌘-D keyboard shortcut.

3.   Highlight each item in the list and 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 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.

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. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. 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 Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Transactions 001 to 010, enter "001:010" in the Transaction 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.

Transactions, Simulations

These two documents are very similar, and simply provide a printed document for each transaction.

To print Transactions or Simulations, follow this procedure—

1.   Click the [Documents] button in the Master Control panel or use the Ctrl-D/⌘-D keyboard shortcut.

2.   Double-click either item in the list as required (the procedure described below is the same for each).

3. A window is shown where you can specify which Transactions or Simulations are to be printed—
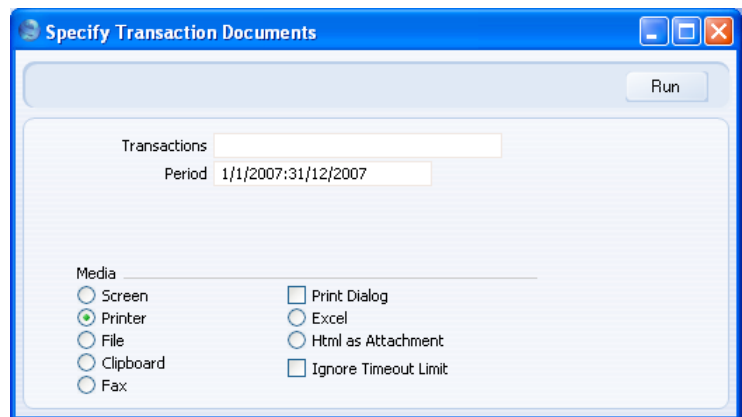
4. Enter the Transaction or Simulation number, or a range of numbers, separated by a colon (:). When printing Transactions, the Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2007.3" or, for a range, "2007.3:2007.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.070003" or "S/INV.070003:S/INV.070010" for a range.

    Enter a period if you need a different one to the default.

5. Click [Run] to print the documents.

6. Close the 'Documents' list with the close box.

Tax Report

Please refer to the section above on page 86 describing the Tax Reports setting for a description of this document.

Reports

Introduction

As with all modules, to print a report in the Nominal Ledger, click the [Reports] button in the Master Control panel or use the Ctrl-R (Windows and Linux) or ⌘-R (Macintosh) keyboard shortcuts. Then, double-click the appropriate item in the list.

The following reports are available in the Nominal Ledger—
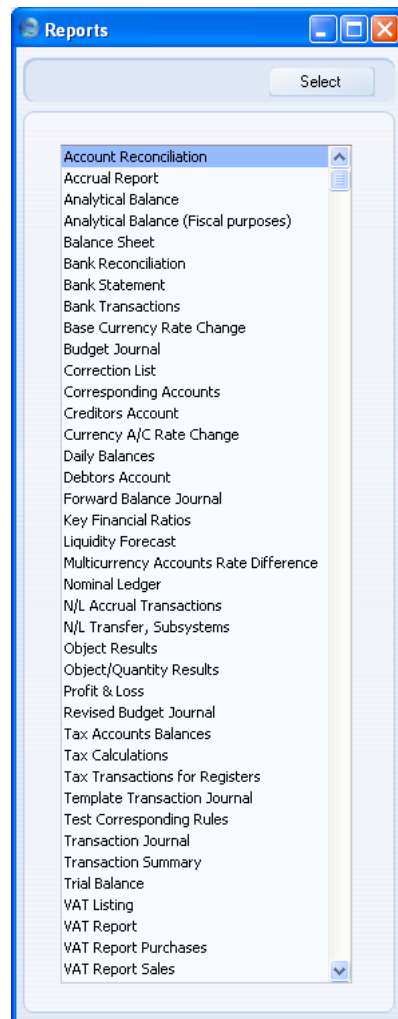
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Transactions in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, you can often report on a selection range, such as a range of Accounts, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Accounts 001 to 010, enter "001:010" in the Account 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.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the window. You can also print the report to disk as a text file. This will be useful if you want to format the report in your house style before printing.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

Definition of Nominal Ledger Reports

You can change the appearance and format of some Nominal Ledger reports to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, first click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions windows are described in the sections covering the particular reports below.

! *If you have modified the standard Chart of Accounts or imported your own, you must change the Nominal Ledger report definitions accordingly.*

Drill-down

There is a unique drill-down feature in some of the reports when you print them to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any of the Account numbers in the report. Subject to

you having the necessary access rights, the Nominal Ledger report for the same Account and period is then opened in a separate window, listing the Transactions that contribute to the account balance on the P&L statement. If you then click on one of the Transaction Numbers in the Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below—

Text with the drill-down feature is shown underlined in a screen report.

The Operations Menu

Operations		
Recalculate	Shift+Ctrl+R
Recalculate and Print	Shift+Ctrl+P
Reopen Report Specification	Shift+Ctrl+E
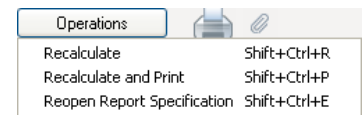
When a report window is active on the screen, the Operations menu is available. The 'Recalculate' command will immediately recalculate the report to include all changes made in any Transactions, Budget records etc. since the report was last calculated. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

Account Reconciliation

You will most commonly use this report to help with the task of bank reconciliation, which you should do using the Account Reconciliation register. The report is a list of Transaction rows (i.e. individual account postings) for the report period in date order, showing for each the Account, Transaction Number and Date, Amount in either Base Currency (as selected), Amount in foreign Currency (where appropriate) and whether it has been reconciled.

You can also produce this report from the Account Reconciliation register, by selecting 'Account Reconciliation' from the Operations menu.

When printed to screen, the Account Reconciliation report has the HansaWorld Enterprise Drill-down feature. Click on a Sub System Number (e.g. Invoice Number) in the report to open the Nominal Ledger Transaction for that Sub System record. You can then open the Sub System record itself (e.g. the Invoice) by selecting 'Open Subsystem Record' from the Operations menu.

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

All Transaction rows whose date falls in the period entered here will be included in the report. The default value is the first period in the Reporting Periods setting.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Use this field to limit the report to Transaction rows posting to a certain Account, or range of Accounts. Usually you will need to specify your Bank Account(s) or other reconcilable Account here, otherwise the report will be much longer than necessary.

Objects	**Paste Special**	Object register, Nominal Ledger/System module

Specify an Object to list only those Transaction rows featuring that Object in the report. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be shown.

Balance Date   **Paste Special**   Choose date

Two totals are shown for each Account: the total reconciled during the report period and the total reconciled before a certain date. Specify that date here.

Recon. Code, Exclude with Code

If you want to list reconciled Transaction rows with a particular Recon. Code (entered on flip D of the 'A/C Reconciliation' window), enter that Recon. Code here. To list all reconciled Transaction rows except those with a particular Recon. Code, check the Exclude With Code box as well.

This field and check box have no effect if you are only listing unreconciled Transaction rows.

Reconciled   Check this box to include reconciled Transaction rows in the report.

Unreconciled   Check this box to include unreconciled Transaction rows in the report. At least one of the Reconciled and Unreconciled boxes must be checked or the report will be blank.

Show Reconciliation Comments

When you reconcile each Transaction row, you can enter a Recon. Code on flip D of the 'A/C Reconciliation' window. This Recon. Code may be connected to a longer description in the Reconciliation Descriptions setting. Use this option if you want to print the longer descriptions in the report.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Print   You can choose to show Object Codes or Comments in the report. If you choose the Comment option, the Description from the Transaction row is shown together with the Text from the Transaction header.

Accrual Report

This report is a list of Invoices with an N/L Accrual specified on flip C (in the case of Purchase Invoices) or flip B (in the case of Sales Invoices). For each Invoice, it lists the accrued postings that have not yet been debited to Purchase Accounts or credited to Sales Accounts. It therefore provides an indication of the value of these accrued postings, and also provides a timetable for when these accrued postings will be transferred from Accrual Accounts to Sales or Purchase Accounts. For more details about N/L Accruals, please refer to page 67 above.

When printed to screen, the Accrual Report has the HansaWorld Enterprise Drill-down feature. Click on an Invoice Number in the report to open the Nominal Ledger Transaction for that Invoice. You can then open the Invoice itself by selecting 'Open Subsystem Record' from the Operations menu. You can also click on a Simulation Number in the report to open an individual Accrual Simulation record.

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

The report will list Purchase and Sales Invoices whose Transaction Dates fall in the period specified here and with an N/L Accrual specified on flip C (in the case of Purchase Invoices) or flip B (in the case of Sales Invoices).

| **Account** | **Paste Special** | Account register, Nominal Ledger/System module |
| | **Range Reporting** | Alpha |

If you specify an Account (or range of Accounts) here, the report will list Invoices that use that Account as an Accrual Account. This is the Account that is quoted in the N/L Accrual record specified on flip C of an accrued Purchase Invoice or on flip B of an accrued Sales Invoice.

S/L Use this option if you like accrued Sales Invoices to be listed in the report.

P/L Use this option if you like accrued Purchase Invoices to be listed in the report.

Only not balancing

By default, every accrued Invoice in the selected Ledger and from the specified period will be listed in the report. If you use this option, only those Invoices where the accrued value is less than the Invoice value will be listed. These are Invoices where at least one Transaction has been created from a balancing pair of postings in the Accrual Simulation, moving part of the Invoice value from the Accrual Account to the Sales or Purchase Account.

Analytical Balance

This report is similar to the Trial Balance, but with the addition of debit and credit balances for each Account. The paper printout in addition shows the accumulated balances for the financial year.

Header

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

Enter the period to be covered by the report. The default value is the first period in the Reporting Periods setting.

Card 1

| Accounts | Paste Special | Account register, Nominal Ledger/System module |
| | Range Reporting | Alpha |

Limit the report to a single Account, or range of Accounts.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Enter an Object here if you want the balances in the report to be calculated from Transactions with that Object only. Unlike most Nominal Ledger reports, you can only enter a single Object here: if you enter a number of Objects separated by commas, the report will be empty.

Fwd Bal Date Specify here the date for which the Forward Balances are to be calculated. The default is the first date of the default report period above.

Sub A/C Length You should use this field together with the Sub A/C Totals check box on card 2. Please refer to the description of that check box below for details.

Object Type	**Paste Special**	Object Types setting, Nominal Ledger

Enter an Object Type here if you want the balances in the report to be calculated from Transactions with Objects belonging to a certain Object Type only.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Presentation You can produce two versions of this report—

Standard This version of the report shows standard Accounts only.

With Group Accounts

This version of the report is designed for use in Portugal. It includes the hierarchical report headings (together with subtotals) defined using the Group Account check box on the Account screen. Please refer to the description of this check box in the section covering the Account register in the 'System Module' manual for full details.

If you use this option together with the Opening Statement option on card 2, the report will show Balance Sheet Accounts only.

Card 2

Language	**Paste Special**	Languages setting, System module

You can produce the Analytical Balance report in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record.

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger.

Groups only   Using this option, the report will only show subtotals for groups of Accounts, grouped using the first digit of the Account Code. If you do not use this option, balances for

each Account will be shown together with the group subtotals.

List Transactions If you use this option, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Sub A/C Totals This option takes the group totalling offered by the Groups Only option above a stage further. It displays subtotals for groups of Accounts with the same initial digits. Specify the number of initial digits that should be the same in the Sub A/C Length field on card 1. For example, if the Sub A/C Length is 3, the balances for Accounts 4011, 4012 and 4014 will be shown as a subtotal. The single-digit group total (for Accounts starting with 4 in the example) will be shown as well.

Don't print Groups

By default, the report lists balances for each Account together with the group subtotals (subtotals of balances of Accounts with the same initial digit). If you don't want to print the group subtotals, check this box.

Don't print Header

Check this box if you want the report to be printed without a header.

Opening Statement

You can only use this option together with the With Group Accounts option on card 1. This combination produces a report only showing opening balances (i.e. balances for the Fwd Bal Date specified on card 1) for Balance Sheet Accounts.

For Fiscal Purposes

This option prints the figures without the thousands separator (i.e. 1,000.00 is printed as 1000.00). This format is required by the fiscal authorities in Portugal.

Cut Account Names

This option prints abbreviated versions of each Account Name (the first fifteen characters are printed).

Show Objects Usually the report shows total debit and credit balances for each Account. Check this box if you would like subtotal balances for each Object to be shown as well.

Include Simulations

Choose one of these options if you want to include simulated transactions in the report. If you choose the All option, Simulation rows of "Invalid" or "Transferred" Status will not be included.

Analytical Balance (Fiscal purposes)

This report as the same as the Analytical Balance with the For Fiscal Purposes option selected. Please refer to the description of the Analytical Balance above on page 180 for full details.

Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with HansaWorld Enterprise, or you can define your own, possibly editing the standard definition to suit your needs.

Defining the Balance Sheet

You can define the structure of the Balance Sheet to suit your requirements. The following example illustrates the set-up process.

To change the report definition of the Balance Sheet, first click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of Balance Sheet: Browse' window is opened.
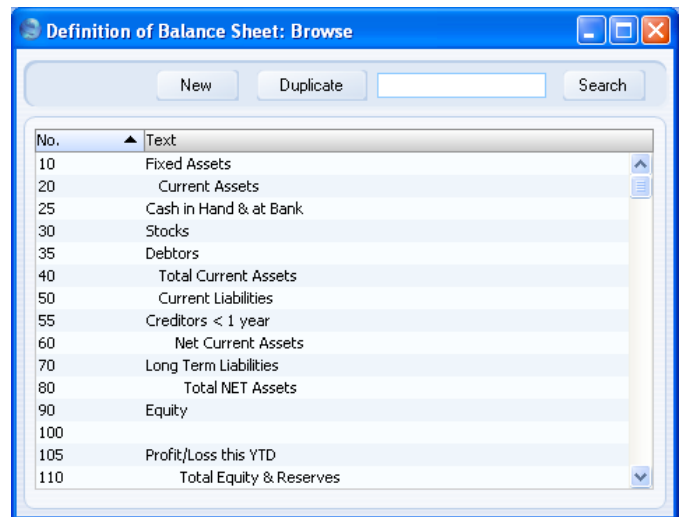
The window shows the Balance Sheet row by row, as it has been presented up to now. The rows are numbered 10, 20, 30, 40 etc., so there is room to insert new rows in between. You can insert new rows using the [New] or [Duplicate] buttons in the usual manner.

Double-click the first row, "10: Fixed Assets".

The 'Definition of Balance Sheet: Inspect' window is opened, showing the current definition of the row.

The number identifies the row in the Balance Sheet, and the Text "Fixed Assets" is printed in the report as a heading for a group of Accounts.

The Accounts field contains a range of Account numbers. Every Account in this range will be printed in the Balance Sheet, under the heading specified in the Text field. An alpha sort is used so, in the example illustration above, "600:69999" effectively means that all Accounts whose first digit is "6" are to be printed in the report.

Of the four Type options, "Accounts" has been selected, which means that each of the Accounts in the range will be printed individually in the report. After the last Account in the group, a total for the group will be printed.

The Account Type is "Asset". The Account Type concept is explained in the section describing the Account register in the 'System Module' manual.

The Side and Active/Passive options are described in the 'Special Features of the Balance Sheet' section below on page 201.

You should use the grid to enter various translations of the Text (i.e. the report heading or sub-heading). Specify a Language in the first column using 'Paste Special' if necessary, and the appropriate translation in the second column. There is no need to enter a row for your home Language. When you print the report, you can specify which Language is to be used.

The Extra Code is used in Russia where the Balance Sheet is printed using a standard report design that includes line numbers: use this field to specify the

correct line number for this row of the report. The Extra Code only appears in the report when you produce it using the No Comparison option.

The Accounts field consists of three rows, with room for a definition 300 characters long. As alternatives to specifying a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If you enter a range of Accounts with the highest number first, the Accounts in that range will be presented in reverse order. For example, the sequence "605:601,626,651:655" will appear as follows in the printed report—

From the record for row 10, click the [Next Record] button twice (on the left-hand side of the Button Bar) or select 'Next' from the Record menu twice, so that the next definition row, number 25, "Cash in Hand & at Bank", is shown. This definition also contains a range of Accounts: 700 to 739999. The Type is "Accounts", and the Account Type is "Asset".

!   ***If you move from record to record by clicking the [Next Record] or [Previous Record] buttons, remember that any changes you make will be saved. If you don't want to save the changes, you must use the close box, or click [Cancel].***

Click forward to row 40, "Total Current Assets". The Type of this row is "Sum", which means that the total values from rows 25, 30 and 35 will be added together. The result will be shown on line 40 under the heading "Total Current Assets". The Account Type is still "Asset".

Since the Type is "Sum", the Accounts field contains previously defined row numbers (25+30+35), not Account Numbers. Do not enter Account Numbers in the three Accounts fields if the Type is "Sum".

Click forward to row 100.

This row has no Text, which means that it will not be printed in the report. If this row had some Text, it would cause the balances of every Account between 100 and 599999 to be listed in the report, followed by the total balance for that range of Accounts. As there is no Text, the processing will still take place (i.e. the total balance for that range of Accounts will still be calculated), but this processing will effectively be hidden as nothing will be printed. The total balance is then used in row 105, as shown overleaf.

Taken together, rows 100 and 105 will print the total balance for Accounts 100:599999 without listing those Accounts individually. Since these are the Income and Expense Accounts, this is appropriate for the Balance Sheet.

When you have finished with the last row, if you want to save your changes, click [Save], or else close the window with the close box. Then, close the list of definitions using the close box once again.

The new Balance Sheet report is now ready to print.

!   ***HansaWorld Enterprise is supplied with a standard Chart of Accounts and a set of Report Definitions. This is a well-structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by you or your financial adviser.***

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But

remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

Inserting a Row in the Balance Sheet

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

    The 'Definition of Balance Sheet: Browse' window is opened.

2. Click [New] or highlight a row similar to the one you are creating and click [Duplicate].

    An empty form or a copy of the highlighted row is opened.

3. Enter the information for the new row.

    Remember to give the new row a number that will insert it in the right place in the Balance Sheet (e.g. if you want to insert a row between rows 30 and 40, you can use 35.)

4. Click [Save] and close the window, or click the close box to cancel.

    You will be returned to the 'Definition of Balance Sheet: Browse' window, where the new row is shown in its proper place in the list.

Deleting a row from the Balance Sheet

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

    The 'Definition of Balance Sheet: Browse' window is opened.

2. Double-click the row you want to remove, to show its definition window.

3. Select 'Delete' from the Record menu.

    The row is deleted from the Balance Sheet and the definition for the following row is shown in its place.

4. Close the window.

    You will be returned to the 'Definition of Balance Sheet: Browse' window.

!   *You cannot undo the deletion of a row in the Balance Sheet.*

Multiple Balance Sheet Definitions

In some companies there is a requirement for multiple Balance Sheet definitions. To cater for this requirement, HansaWorld Enterprise allows you to add up to 15 Balance Sheet reports to the Nominal Ledger. Each of these reports can have its own definition. To add a new Balance Sheet, follow these steps—

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list.

2. When the 'Report Settings' window opens, click the [New] button. The 'New Report' window opens—

Name	Enter a name for the report. This name will appear in the 'Reports' list.
Header	Enter a second name for the report. This name will be printed in the report header, and will also appear in the title bar of the report window if you print the report to screen.
repname	**Paste Special** Choices of possible entries

repname **Paste Special**   Choices of possible entries

You can create up to 15 Balance Sheet reports, 15 Profit & Loss reports and 15 Key Financial Ratios reports. Use this field to specify the report type (i.e. Balance Sheet, Profit & Loss or Key Financial Ratios), and also the report number (i.e. which one of the fifteen you are creating on this occasion).

3. Click the [Save] button to save the new report. The 'New Report' window closes, and the new report is added to the bottom of the list in the Report Settings window, using the Name specified in the 'New Report' window—

If you need to modify the report (perhaps you made a spelling mistake or you chose a temporary name), highlight it in the list in the 'Report Settings' window and click the [Open] button. The report is opened in the 'New Report' window illustrated in step 2.

4. Having created the new report, you should now enter a definition for the new report. Highlight it in the list in the 'Report Settings' window and click the [Definition] button. This process is the same as for the 'standard' Balance Sheet, and is as described in the 'Defining a Balance Sheet' section above on page 184.

If the definition of the new report is to be similar to that of the 'standard' Balance Sheet or of another Balance Sheet that you have previously created, you can drag rows from the existing definition to the new one. Highlight each report in turn in the list in the 'Report Settings' window and click the [Definition] button. You will then have two report definition windows open—
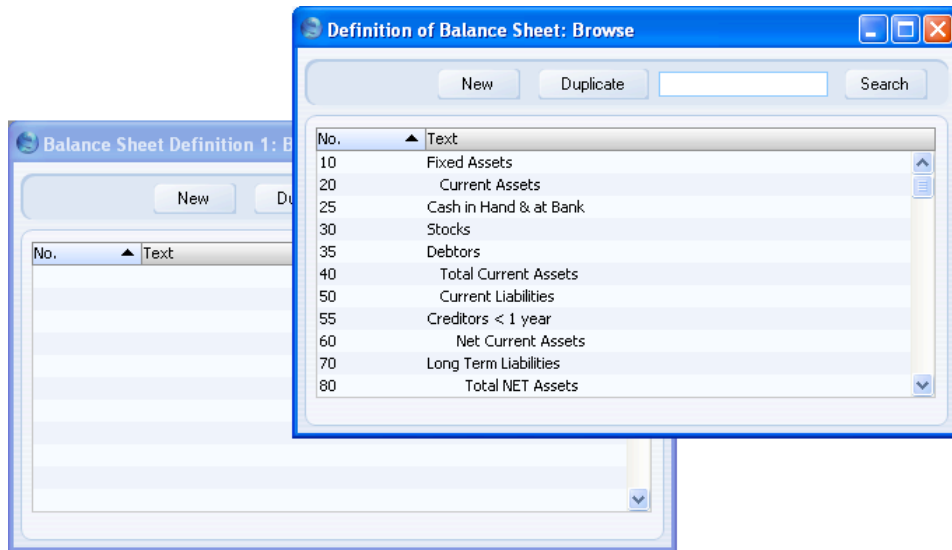
In the illustration above, the 'Definition of Balance Sheet: Browse' window contains the definition of the 'standard' Balance Sheet, while the 'Definition of Balance Sheet 1: Browse' window, empty at the moment, will contain the definition of the new Balance Sheet being created. The "1" in the window title corresponds to "Balance Sheet 1" in the repname field in the 'New Report' window illustrated in step 2.

You can drag rows individually from one window to the other, or you can highlight several rows at a time by shift-clicking and drag them all at once.

5. To print the new report, open the 'Reports' list as normal. The new report will appear at the bottom of the list, using the Name specified in the 'New Report' window—
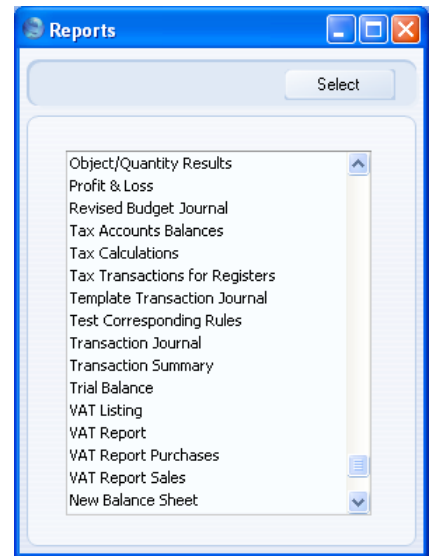
Double-click the report name and print the report in the usual way. The specification window for the report is the same as that for the 'standard' Balance Sheet, and is described in the 'Printing a Balance Sheet' section immediately below. The text in the title bar of the report window, and the report title on the first line of the report header ("Header for New Balance Sheet") will be taken from the Header field in the 'New Report' window illustrated in step 2 above.

6. If you need to remove the new report, open the 'Reports' list as shown in step 5 and click on the report name. Then, select 'Clear' from the Edit menu.

Printing a Balance Sheet

Open the 'Reports' list window and double-click 'Balance Sheet'. The 'Specify Balance Sheet' window is opened.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the Balance Sheet you want to print. The first period in the Reporting Periods setting will be offered as a default.
Header		Specify a title for the report here.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code in this field if you want to limit the report to Transaction rows with a certain Object. If you leave this field empty, the Account balances in the report will be calculated from all Transaction rows, with and without Objects. If you enter a number of Objects separated by commas, only those Transaction rows

featuring all the Objects listed will be included in the calculations.

Object Type **Paste Special** Object Types setting, Nominal Ledger

Enter an Object Type Code in this field if you want the report to show Account Balances calculated from Transaction rows with Objects belonging to a certain Object Type.

Including Unspecified

Check this box if, for each Account, you want to show a balance figure for Transaction rows for Objects belonging to the Object Type specified above and a second balance for all other Transaction rows.

Currency **Paste Special** Currency register, System module

 If you specify a Currency here, the Account balances in the report will be calculated only from Transaction rows with the specified Currency shown on flip C. The balances will be calculated using the figures on flip C of those Transaction rows (i.e. they will be in the chosen Currency). If you leave this field blank, all Transaction rows will be included in the calculations. In this case the calculation will use the figures in the Base 1 or Base 2 Debit or Credit fields on flip A (choose which Base Currency is to be used using the Values In options described below).

Language **Paste Special** Languages setting, System module

You can produce the Balance Sheet in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record and for each report heading and sub-heading from the report definition (see above).

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company

Language option in the Transaction Settings setting in the Nominal Ledger.

Accounts Select how you want the Accounts printed in the report.

All This option will show all Accounts that have been included in the Balance Sheet definitions.

With Balance This option will only show Accounts that have an opening balance and/or a closing balance.

An Account with no opening balance and that has been used in the period in such a way that it also has no closing balance will not be shown in the report. If you want such an Account to be included in the report, use the Used Only option below.

Groups only This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Balance Sheet definitions.

Used Groups only

This option only shows balances for rows as entered in the Balance Sheet definitions that have been used.

Used only This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.

This option is similar to With Balance above, with the exception that it also includes Accounts with no opening balances that have been used in the period in such a way that they also have no closing balances.

Notation Select the printing format for the values in the Balance Sheet.

Exact Shows the balances as stored in the Transactions.

No Decimals Rounds the balances up or down to the nearest whole number.

Thousands, Millions

Divide the balances by 1,000 or 1,000,000.

Comparison in % Only valid if Budget or Rev Budget is chosen as the Comparison option.

Comparison Choose to compare with Net Change, Budget, Revised Budget or the same period the previous year.

If you are using the Budget or Revised Budget option, Budget or Revised Budget records will only be included in the report if they have at least one entry in the grid area of the screen complete with date. If you use Objects, you should create Budget (and, if you are using them, Revised Budget) records for each Account/Object combination and overall Budgets/Revised Budgets for each Account without Objects. This will allow you to use the Budget or Revised Budget options with a particular Object, and with no Object.

The No Comparison option simply shows the balances brought forward and those for the report period. It is appropriate for users in Russia where the Balance Sheet is printed using a standard report design including line numbers. You should define the line numbers using the Extra Code field in the Balance Sheet definitions.

Including Simulations

Check this box to include simulated transactions in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header Check this box if you want the report to be printed without a header.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

> If you enter a foreign Currency in the Currency field above, these options will be ignored and the amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.

When you click [Run], the Balance Sheet is printed as you have specified it.

When printed to screen, the Balance Sheet has the HansaWorld Enterprise Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section has no relevance for those companies that practise standard western accounting conventions.

Side	Active/Passive
⦿ Normal	⦿ Normal
◯ Debit	◯ Only Debit
◯ Credit	◯ Only Credit

In the Balance Sheet definition, there are two groups of options that need a special mention. You can use these options to satisfy certain accounting and reporting requirements in various countries. The easiest way to explain the usefulness of these facilities is with the help of an example. In most companies, there are a number of reconciliation or suspense accounts, either assets or liabilities, which alternately can hold debit or credit balances. The accounting conventions of some countries only allow "pure" debit or credit accounts, and when a balance sheet is produced, it becomes necessary to move individual accounts back and forth between the active or the passive groups, depending on the current positive or negative balance.

To complicate things even further, in some countries it is customary to distinguish between four different "states" of a book entry: Debit+, Debit-, Credit+ and Credit-. In modern western accounting systems, a book entry is either debit or credit, regardless of the class of the account, i.e. we have a simple arithmetic definition of balances.

In those environments where all these special rules are used, the preparation of balance reports tends to become complicated and labour consuming. These special functions in HansaWorld Enterprise allow the far-reaching automation of many of these routine tasks. This is how it works.

Let us start with the following Nominal Ledger report, showing the actual debit and credit balances for two Accounts.

Account 702 - Bank Current Account 2—

ACCOUNT 702 Bank Current Account 2					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
SIM:11	29/10/2007			125.00	-125.00
SIM:11	29/10/2007			-110.00	-15.00
SIM:12	29/10/2007		1,000.00		985.00
SIM:12	29/10/2007		5,000.00		5,985.00
		Total	6,000.00	15.00	
		Fwd balance			0.00
		Net Change	5,985.00		
		Balance			5,985.00

Account 703 - Bank Current Account 3—

ACCOUNT 703 Bank Current Account 3					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
SIM:11	29/10/2007		125.00		125.00
SIM:11	29/10/2007		-110.00		15.00
SIM:12	29/10/2007			1,000.00	-985.00
		Total	15.00	1,000.00	
		Fwd balance			0.00
		Net Change		985.00	
		Balance			-985.00

Account no. 703 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account no. 702 has a normal debit balance, but on this account two negative values have been entered, one in debit and one in credit. If the Accounts are used in a report definition in the normal way, with the buttons Side:Normal and Active/Passive:Normal selected, the balance of Account no 703 will be shown as a negative asset value.

With the buttons Side:Debit and Active/Passive:Only Debit options selected, the debit column total for Account 702 will be shown, because the Account balance is in debit—

Special Features example				
702	Bank Current Account 2	0.00	6,000.00	6,000.00
703	Bank Current Account 3	0.00	15.00	15.00
Total Special Features example		0.00	6,015.00	6,015.00

With Side:Credit and Active/Passive:Only Credit selected, the balances from both the Accounts' credit columns will be shown, because both are negative.

Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

With Side:Credit and Active/Passive:Only Debit selected, nothing will be shown, because the credit column of Account 702 has a positive value, and 703 has an overall debit balance.

With Side:Debit and Active/Passive:Only Credit selected, once again nothing will be shown.

The combination Side:Credit and Active/Passive:Normal shows the credit column balances for both Accounts—
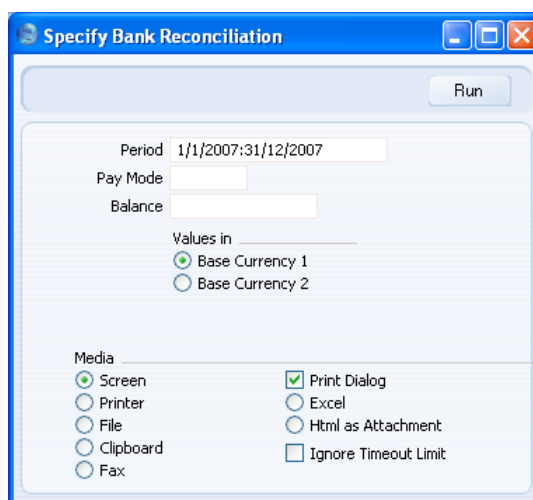
Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

Bank Reconciliation

This report lists all unreconciled postings to the Bank Account and divides them into three groups: Outstanding Payments; Outstanding Receipts; and Bank Charges. The third group includes all postings that do not fall into the other two groups (e.g. bank interest, transfers between bank accounts, salary payments).

The report will then take the closing balance from your last bank statement and calculates a new balance that takes the unreconciled postings into account. This new balance is then compared to the current balance for the Bank Account in your database. If the two balances are different, the probable reason is that there is still at least one unreconciled posting that you can reconcile with the statement.

When printed to screen, the Bank Reconciliation report has the HansaWorld Enterprise Drill-down feature. Click on a Sub System Number (e.g. Invoice Number) in the report to open the Nominal Ledger Transaction for that Sub System record. You can then open the Sub System record itself (e.g. the Invoice) by selecting 'Open Subsystem Record' from the Operations menu.

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

Specify the report period. This should be sufficient to include all unreconciled postings to the Bank Account.

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

Enter a Payment Mode: the report will show all unreconciled postings to the Account shown on flip A of this Payment Mode.

The report will be empty if you do not specify a Payment Mode.

Balance   Enter the closing balance from your last bank statement. The report will calculate a new balance that takes the unreconciled postings into account. This new balance is then compared with the current balance for the Account in the Payment Mode specified above.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Bank Statement

This report lists the Payments, Receipts, Nominal Ledger Transactions and Personnel Payments posting to the specified Bank or Cash Account during the specified period, together with a final balance.

Compared to other Nominal Ledger reports listing Account postings and balances, the Bank Statement lists each transaction individually and also shows Customer and Supplier information. In addition, using the HansaWorld Drill-down feature to click on a Receipt, Payment or Personnel Payment Number will open the corresponding sub system record, not the related Nominal Ledger Transaction that will be opened from other Nominal Ledger reports.

You can also produce this report using the 'Bank Statement' function on the Operations menu of the Receipt, Payment and Personnel Payment screens.

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

The report will list the transactions posting to the Bank or Cash Account during the period specified here.

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

Specify the Account whose transactions and balance you wish to see. You must specify an Account, otherwise the report will be empty.

Specify   Use these options to specify whether approved and/or unapproved Receipts, Payments and Personnel Payments will be shown in the report. Nominal Ledger Transactions will always be shown, irrespective of the options chosen here.

Bank Transactions

This report is a list of the records in the Bank Transactions setting. If your database is registered in Estonia and you are using the SEB Bank Statements Internet Service, this setting will contain bank statements received electronically from SEB Bank. One record in the setting represents a single transaction on a statement. If you need to check the statement is correct, you can print this report and then compare it with the Account Reconciliation or Nominal Ledger report.

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

Enter the start and end date of the period whose Bank Transactions are to be shown in the report. The first record in the Reporting Periods setting is used as a default. A Bank Transaction record will be included in the report if the R. Trans. Date on the 'Recipient' card falls in the period specified here.

Bank Account   If you have several bank accounts, you can use the SEB Bank Statements Internet Service to receive electronic statements for more than one of those accounts. If so, you can use this field to restrict the report to the Bank Transactions affecting just one bank account. The report will contain those Bank Transactions where the Type is "C" and this bank account is specified on the 'Payer' card, and those Bank Transactions where the Type is "D" and this bank account is specified on the 'Recipient' card.

N/L Bank Account

	Paste Special	Account register, Nominal Ledger/System module

If you enter the Account that represents your bank account in your Chart of Accounts here, the report will include the opening balance for that Account, and a theoretical closing balance that includes the Bank Transactions.

Function	Use these options to choose the level of detail that you want to be printed in the report.
Overview	The report will contain a single line for each Bank Transaction, showing the R. Trans. Date, the Tr. Number, the Currency, the amount (shown as a debit if the Type is "D" or as a credit if the Type is "C") and the Comment.
Detailed	In addition to the information printed in the Overview, the report will print the Payer and Recipient names, the P. and R. References and the P. Reg. No. 1.

Base Currency Rate Change

Please refer to the 'Currency' manual for full details of this report.

Budget Journal

This report lists the records in the Budget register.

Account	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Specify the Account or range of Accounts for which Budgets are to be printed.

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

Enter the start and end date of the period whose Budgets are to be shown in the report. The first record in the Reporting Periods setting is used as a default.

All Budgets that are relevant to the report period will be listed in the report. For example, if the report period is June 1st to June 30th, Budgets starting or ending in June will be included, and Budgets starting before June and ending after June will also be shown.

Object	**Paste Special**	Object register, Nominal Ledger/System module

To list Budgets with a particular Object, enter that Object here.

Function   Use these options to determine the level of detail to be included in the report.

Overview   This option gives a report with one line per Budget, showing Account Number and Name, Object, Start and End Date and Sum.

Detailed   In addition to the information shown in the Overview, this option also lists the monthly or quarterly totals in each Budget.

Specify   Specify here whether approved and/or unapproved Budgets are to be included in the report. You must choose at least one option, otherwise the report will be empty.

Correction List

The Correction List is a list of corrections and updates made to Transactions from a specified period. You can make corrections to Transactions using the 'Correction Mark' function on the Operations menu of the Transaction window, while you can make updates using the 'Update Mark' function on the same menu. You cannot change the definition of this report.

You can also produce this report from the Consolidation module. In this case, the report lists corrections and updates made to Transactions in every Company in the database.

When printed to screen, the Correction List has the HansaWorld Enterprise Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

Double-clicking 'Correction List' in the 'Reports' list opens the following window—

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

Enter the report period in the format 01-02-07:28-02-07. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value.

The report will list corrections and updates made to Transactions whose Transaction Date falls in the period specified here. It can therefore include corrections and updates made later than this period.

Account	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Enter an Account here to list updated or corrected Transactions featuring that Account in at least one row.

From Reg. Date Enter a date to list updates and corrections made on or after that date.

All Transactions   By default, this report only lists corrections or updates made to Transactions. It shows the Transaction Number, the Transaction Date, the action (i.e. correction or update) and date of the action. If you check this box, the report will also show the registration dates of every Transaction, including those that have not been updated or corrected. You might use this option to gain an impression of the proportion of Transactions that have been changed, or to get an idea of how long it takes for updates and corrections to be made.

If you use this option and also enter an Account in the field above, the registration dates of all Transactions will still be shown, but updates and corrections will only be shown for Transactions featuring that Account. Other updates and corrections will not be shown.

Click [Run] to print the Correction List.

Corresponding Accounts

This report shows how each Account posting in the selected period has been balanced. For example, where an Account has been used on the credit side of a Transaction, this report will show the Account(s) used on the debit side, with amounts posted. The balancing Accounts are termed 'Corresponding Accounts'.

In complex transactions, where, for example, the first two lines are debit Accounts and there are then several credit lines, you should establish correspondence manually using the Corr field on flip F of each Transaction row.

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

Specify the period to be covered by the report.

Main Accounts	**Paste Special**	Account register, Nominal Ledger/System module

Specify here the Account whose correspondence you wish to analyse.

Corr. Accounts	**Paste Special**	Account register, Nominal Ledger/System module

Use this field if you are only interested in viewing a specific corresponding Account.

Balances Only   With this box checked, for each main Account, each corresponding Account is listed on a single row, with, as appropriate, debit and credit balances for the report period. With the box not checked, for each main Account, all Transactions for each corresponding Account are shown individually.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Creditors Account

This report satisfies a specific requirement of users in Russia. It is a list of the debit and credit postings made to a specified Creditor Account, organised by Supplier.

The report is compiled from Transaction rows that post to the specified Account. It uses the Supplier information on flip E of each Transaction row to connect that row to a Supplier. If the Supplier information is missing from a particular Transaction row that posts to the specified Creditor Account, that Transaction row cannot be connected to a Supplier and therefore it will not be included in the report. When you create a Nominal Ledger Transaction from a Purchase Invoice or Payment, Supplier information will only be copied to flip E of that Transaction if you are using the Supp Info on Trans. option in the Account Usage P/L setting (or on the 'Terms' card of an individual Purchase Invoice or in a Payment). It is therefore recommended that you use

the Supp Info on Trans. option in the Account Usage P/L setting if you want to use this report.

Period	Paste Special	Reporting Periods setting, System module

The report will list all postings to the Creditor Account made during the period that you specify here.

Account	Paste Special	Account register, Nominal Ledger/System module

Specify the Creditor Account whose postings are to be listed in the report. You must specify an Account, otherwise the report will be empty.

Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha

Enter a Supplier Number (or range of Supplier Numbers separated by a colon) to list postings to the Creditor Account related to that particular Supplier (or range of Suppliers).

Suppliers with Balance only

By default, the report will list every Supplier in the Contact register. Use this option if you want the report only to list those Suppliers that have been quoted in at

least one posting to the Creditor Account (i.e. Suppliers with at least one Purchase Invoice or Payment posting to that Account).

Function Use these options to control the level of detail shown in the report.

Overview The Overview is a simple list with one line per Supplier, showing the following debit and credit balances for the specified Creditor Account: opening balances; period balances; and closing balances.

Detailed As well as the information contained in the Overview, the Detailed option lists the individual postings to the Creditor Account, showing the Purchase Invoice Number in each case.

Currency A/C Rate Change

Please refer to the 'Currency' manual for full details of this report.

Daily Balances

This report provides daily debit, credit and overall balances for all used Accounts.

Period	Paste Special	Reporting Periods setting, System module

Specify the period to be covered by the report. To obtain balances for a particular day, simply enter the date.

If you enter a report period of greater than one day, for each Account individual daily balances are shown only for those days on which the Account was used.

Account	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Specify the Account or range of Accounts whose balances are to be shown in the report.

Balance for Object as well

> **Paste Special**   Object register, Nominal Ledger/System module
>
> If you need to show for each Account a balance for a particular Object as well, specify that Object here. If you enter a number of Objects separated by commas, a single balance for Transactions featuring all the Objects listed will be shown.

Show Transactions in Period

> With this box checked, the Transaction Numbers of each Transaction that falls within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

> If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Debtors Account

This report satisfies a specific requirement of users in Russia. It is a list of the debit and credit postings made to a specified Debtor Account, organised by Customer.

The report is compiled from Transaction rows that post to the specified Account. It uses the Customer information on flip E of each Transaction row to connect that row to a Customer. If the Customer information is missing from a particular Transaction row that posts to the specified Debtor Account, that Transaction row cannot be connected to a Customer and therefore it will not be included in the report. When you create a Nominal Ledger Transaction from an Invoice or Receipt, Customer information will only be copied to flip E of that Transaction if you are using the Invoice Info on NL Transaction option in the Account Usage S/L setting (or on the 'Delivery' card of an individual Invoice or in a Receipt). It is therefore recommended that you use the Invoice Info on NL Transaction option in the Account Usage S/L setting if you want to use this report.

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

The report will list all postings to the Debtor Account made during the period that you specify here.

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

Specify the Debtor Account whose postings are to be listed in the report. You must specify an Account, otherwise the report will be empty.

Customer	**Paste Special**	Customers in Contact register
	Range Reporting	Alpha

Enter a Customer Number (or range of Customer Numbers separated by a colon) to list postings to the Debtor Account related to that particular Customer (or range of Customers).

Customers with Balance only

By default, the report will list every Customer in the Contact register. Use this option if you want the report only to list those Customers that have been quoted in at least one posting to the Debtor Account (i.e. Customers with at least one Invoice or Receipt posting to that Account).

Function	Use these options to control the level of detail shown in the report.
Overview	The Overview is a simple list with one line per Customer, showing the following debit and credit balances for the specified Debtor Account: opening balances; period balances; and closing balances.
Detailed	As well as the information contained in the Overview, the Detailed option lists the individual postings to the Debtor Account, showing the Invoice Number in each case.

Forward Balance Journal

This report lists the records in the Brought Forward Balance register.

For each record, the report shows the Serial Number, Date, Object and Description. The individual debit and credit postings to each Account are listed, together with the Currencies of the balances.

When printed to screen, the Forward Balance Journal has the HansaWorld Enterprise Drill-down feature. Click on any serial number in the report to open an individual Brought Forward Balance record.

Number	**Range Reporting**	Numeric

Enter a Serial Number or a range of Numbers to show particular Brought Forward Balance records, or leave blank to include all such records.

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

Enter the start and end date of the period whose Brought Forward Balance records are to be shown in the report. The first record in the Reporting Periods setting is used as a default.

Object	**Paste Special**	Object register, Nominal Ledger/System module

To list Budgets with a particular Object, enter that Object here.

Include Simulations

Check this box if you would like to include in the report Brought Forward Balance records whose Simulation boxes have been checked. These records will be marked as Simulations in the report.

Show in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Key Financial Ratios
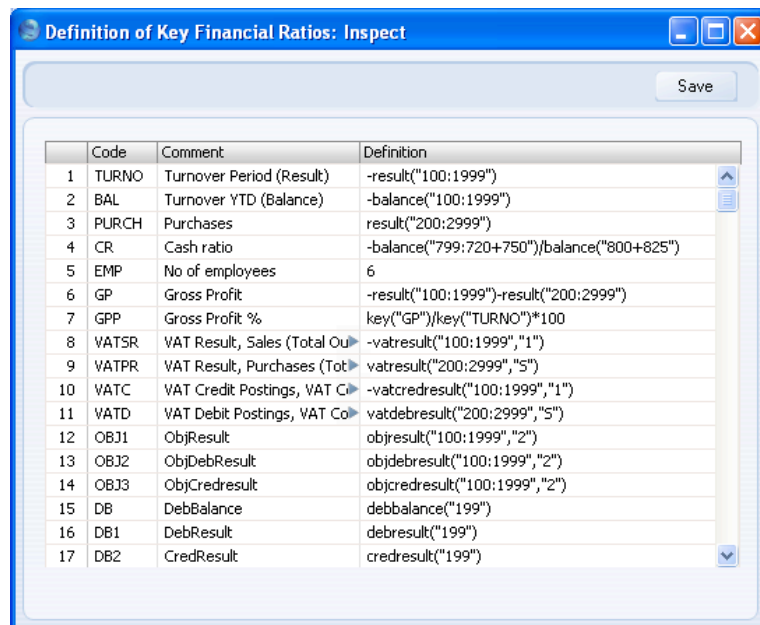
The Key Financial Ratios report is a useful tool that can help you evaluate the performance and prospects of your company.

You can create your own Key Ratios, so that the report will contain the information that you need. Examples might be sales per sq. ft. for retail outlets, or the relation between salaries and debited time for consultants. Some Key Ratios are used in other reports: the Turnover % option in the Profit & Loss report requires you to have defined a Key Ratio for 'turnover', for example.

Defining Key Ratios

1. To change the report definition of the Key Financial Ratios report, first click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then highlight 'Key Financial Ratios' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of Key Financial Ratios: Inspect' window is opened.

2. Enter the definitions for your Key Ratios.

   The following illustration shows a sample list of defined Ratios. This list illustrates every function that you can use to define Key Ratios.

The fields on the screen are as follows—

Row   Define each Ratio on its own numbered row in this window.

Code   Enter a unique code to identify each Key Ratio: you can use this to refer to the Key Ratio in other formulae, as shown on line 7 in the illustration.

Comment   The name of the Ratio, to be printed in the report.

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

The formula used to calculate the value of this Key Ratio. If you need to include Accounts in a formula, you can choose them using 'Paste Special'.

Several commands are available for use in the formula in the Definition field. They are not case sensitive.

If you are an existing user of HansaWorld Enterprise updating to version 4.1 or later, note that the syntax used in the Key Ratio formulae changed in this version. All parameters should now be enclosed in quotation marks. The order of parameters for the VATRESULT, VATBALANCE, VATCREDRESULT and VATDEBRESULT commands has been transposed.

RESULT("Account Code")

This command returns the net change during the period for the Account specified in the brackets. Some examples of the use of this command are as follows—

RESULT("100")   Returns the net change in Account 100 for the specified period.

RESULT("100:1999")

Returns the sum of the net changes in Accounts 100 to 1999 for the specified period. The Accounts used are determined using an alpha sort, rather than a numeric one. Thus Account 1000001 will be included in the example range, while Account 200 will not.

-RESULT("100:1999")

As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in HansaWorld Enterprise. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures in the report.

RESULT("100+120:1999")

> Takes the net change in Account 100 and adds it to the sum of the net changes in Accounts 120 to 1999.

CREDRESULT("Account Code")

> This command returns the total credit posting during the report period to the Account specified.

DEBRESULT("Account Code")

> This command returns the total debit posting during the report period to the Account specified.

BALANCE("Account Code")

> This command returns the closing balance for the Account specified. It therefore differs from the RESULT command in that balances brought forward from previous periods are taken into account.

> The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

CREDBALANCE("Account Code")

> This command returns the closing credit balance for the Account specified. It therefore differs from the CREDRESULT command in that balances brought forward from previous periods are taken into account.

DEBBALANCE("Account Code")

> This command returns the closing debit balance for the Account specified. It therefore differs from the DEBRESULT command in that balances brought forward from previous periods are taken into account.

KEY("Code")   Use the KEY command to include the value of another Key Ratio in the calculation. You must already have defined the Key Ratio that you are referring to. If not, a zero value will be used. Therefore, in the example illustration, the GPP line must appear below the GP and TURNO lines.

Note that although the KEY command itself is not case sensitive, the reference to another Key Ratio is. Thus, in

the example illustration, key("TURNO") and KEY("TURNO") are relevant, but key("turno") is not.

OBJRESULT("Account Code","Object Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only postings with the specified Object Code are taken into account.

The reference to the Object Code is not case sensitive.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

OBJCREDRESULT("Account Code","Object Code")

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified Object Code into account.

OBJDEBRESULT("Account Code","Object Code")

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified Object Code into account.

VATRESULT("Account Code","VAT Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only postings with the specified VAT Code are taken into account.

The reference to the VAT Code is not case sensitive.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

VATBALANCE("Account Code","VAT Code")

This command returns the closing balance for the Account specified, with only Transactions with the specified VAT Code taken into account. It therefore differs from the VATRESULT command in that balances brought forward from previous periods are taken into account.

VATCREDRESULT("Account Code","VAT Code")

> This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

VATDEBRESULT("Account Code","VAT Code")

> This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

3. When you have finished defining Key Ratios, click [Save]. You are returned to the 'Report Settings' window.

When you enter your Key Ratio definitions, remember that all calculations will use figures as stored inside the HansaWorld Enterprise. This means that credit balances (e.g. those for Sales Accounts) will be negative. If you want to print these balances as positive figures, place a minus sign in front of the formula, as shown in line 1 in the illustration above.

The value of a well-structured Chart of Accounts can easily be seen here. If all income-related Accounts are found in a consecutive series, summing them all up becomes simple.

Multiple Key Ratio Definitions

You can create up to 15 of your own Key Financial Ratio reports as required. Please refer to the 'Multiple Balance Sheet Definitions' section above on page 192 for full details about creating new reports. After creating a new report, you should then enter a definition for it, as described in the 'Defining Key Ratios' section above on page 220.

Printing the Key Financial Ratios report

Open the 'Reports' list window and double-click 'Key Financial Ratios'. The 'Specify Key Ratios' window is opened.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period, in the format "01-02-07:28-02-07". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.
Object	**Paste Special**	Object register, Nominal Ledger/System module
		Enter the Object (if any) for which you want to calculate Key Ratios.
Keys		If you do not want to show all Key Ratios in the report, specify here which ones are to be included. If you specify more than one, separate them using commas (e.g. "TURNO,CR,EMP").
Header		Specify a title for the report here.

Display Values in Paste Special   Currency register, System
                                              module

>   Specify the Currency that is to be used in the report.
>   Leave the field empty to use the home Currency (Base
>   Currency 1).

Including Simulations

>   Check this box if you want to include simulated
>   transactions in your report. Simulation rows of "Invalid"
>   and "Transferred" Status will not be included.

No Header   Check this box if you want the report to be printed
>   without a header.

Click [Run] to calculate the Key Ratios.
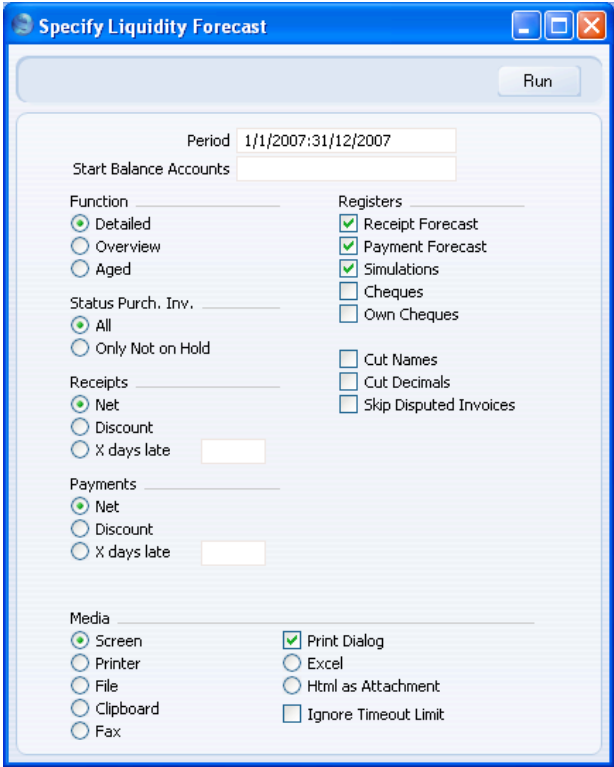
Key Financial Ratios	HansaWorld, Print date: 12/11/2007 20:04	
Radio Import/Export Ltd	Period 1/10/2007 : 31/12/2007	
Last Reg Date 11/11/2007		

TURNO	Turnover Period (Result)	25,412.24
BAL	Turnover YTD (Balance)	40,620.68
PURCH	Purchases	10,436.61
CR	Cash ratio	0.99
EMP	No of employees	6.00
GP	Gross Profit	14,975.63
GPP	Gross Profit %	58.93
VATSR	VAT Result, Sales (Total Outputs)	17,928.94
VATPR	VAT Result, Purchases (Total Inputs)	10,053.96
VATC	VAT Credit Postings, VAT Code 1	18,085.94
VATD	VAT Debit Postings, VAT Code 5	10,161.96
OBJ1	ObjResult	-596.90
OBJ2	ObjDebResult	0.00
OBJ3	ObjCredresult	-596.90
DB	DebBalance	314.00
DB1	DebResult	157.00
DB2	CredResult	-16,292.43

Liquidity Forecast

This report presents a forecast of future payments to and from the firm during a specified period. The report will therefore be very useful for cash flow prediction purposes. The forecast is based on the Due Dates of Purchase and Sales Invoices. You can also include in the report any records in the Simulation register affecting the Cash and Bank Accounts specified in the Payment Modes setting in the Sales and Purchase Ledgers. You would have entered these simulated transactions in advance to predict payments that will not be recorded in the Sales and Purchase Ledgers. Including them in the report will therefore render it more accurate. You can easily convert such Simulations into Transactions at the appropriate time using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window. If you have the Cheques module, you can also take Cheques and Own Cheques into account when producing the report.

When printed to screen, the Detailed version of this report has the HansaWorld Enterprise Drill-down feature. Click on any Transaction Number in the report to open the Transaction. Invoices will be shown in the 'Invoice: Inspect' window, Purchase Invoices in the 'Purchase Invoice: Inspect' window.

Double-clicking 'Liquidity Forecast' in the 'Reports' list opens the following window—

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

Enter the report period, in the format "01-02-07:28-02-07". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Start Balance Accounts

Paste Special	Account register, Nominal Ledger/System module
Range Reporting	Alpha

If you specify an Account here (e.g. a Bank or Cash Account), the report will contain an opening balance for that Account, incremented balances after each Receipt, Payment or other transaction, and a theoretical closing balance. If you specify a range of Accounts, the opening balance for the report will be the sum of the opening balances of the Accounts in the range.

Function
Use these options to control the level of detail shown in the report.

Detailed
The Detailed option produces a report listing each transaction in expected payment date order. The expected payment dates and payment amounts for Sales and Purchase Invoices will be taken from the Invoices themselves. Amounts in Invoices in Currency will be converted to your home Currency using the Exchange Rates for the report date.

Overview
The Overview contains a single line summary for each day on which it is expected a payment will be made or received. Expected payment dates, payment amounts and Currency conversion will be determined in the same way as in the Detailed report described above.

Registers
By default, the report contains the Debtors' and Creditors' forecasts and Simulations containing any of the Accounts used in the Payment Modes setting. You can exclude any of these sections from the report by clicking in these boxes. If you have the Cheques module, you can also include sections for Cheques and Own Cheques.

Status Purch. Inv. You can choose to exclude those Purchase Invoices for which payment has been prevented (those whose Hold check box has been switched on).

Receipts, Payments

Select an alternative for the payment pattern to be used in calculating the Receipt and Payment schedule.

N e t This option assumes that payment will be received or issued on the Due Date.

Discount This option assumes that invoices with a cash discount term will be paid by the Discount Date in order to qualify for the cash discount.

X days late This option allows you to assume that all Invoices will be paid on average a specified number of days later than the Due Date.

Cut Names If you are using the Detailed option, the Customer or Supplier Name will be shown for each Invoice, and each Simulation comment will be printed in full. Check this box if you would like to cut these Names and Comments so that the first 25 characters only are printed.

Cut Decimals Check this box if you would like whole numbers only to be shown in the report. For example, an amount of 5.88 will be shown as 5 if you use this option.

Skip Disputed Invoices

Check this box to exclude from the report Sales Invoices marked as Disputed.

This report can be a very useful tool in your liquidity management. As with all reports in HansaWorld Enterprise, you can export the Liquidity Forecast to disk as a text file. You can then import the data to an Excel spreadsheet, and use Excel's excellent graphing capabilities to produce a graph of the money flowing through your business.
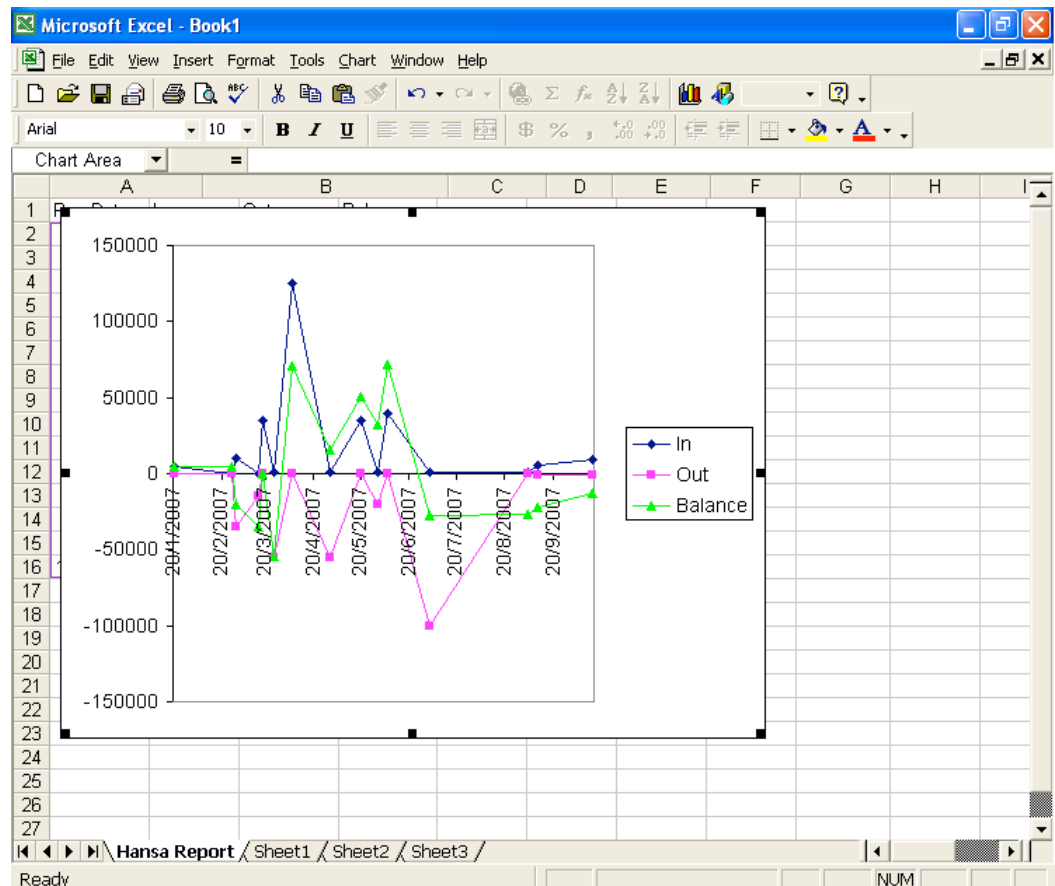
Nominal Ledger

The Nominal Ledger report is a list of the Transaction rows entered during the report period (i.e. it is a list of the amounts posted to each Account in that period).

This report offers exceptionally powerful multi-level Object analysis. You can search for Transaction rows with several different Objects, and you can control subtotalling. For example, if you have Object Types of DEPT (Departments) and PERS (Persons), you can create a report with the Transaction rows sorted by Account and department and with subtotals per person within each department. These features are illustrated in detail in the 'Examples' section below on page 240.

When printed to screen, the Nominal Ledger report has the HansaWorld Enterprise Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking 'Nominal Ledger' in the 'Reports' list opens the following window—

Header

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

Specify a report period, in the format "01-02-07:28-02-07". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Loop 1, Loop 2, Loop 3

(Loop 2 and Loop 3 are on card 2.)

You can enter a range of Accounts, a range of Objects or an Object Type to each of these fields. The following examples illustrate how you can use these fields—

Eg	Entry	Report contains
1	Loop 1: 100:199 (Accounts)	Transaction rows posting to Accounts in the range 100:199, sorted by Account
2	Loop 1: SALES (Object)	Transaction rows with the SALES Object, sorted by Object
3	Loop 1: DEPT (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type, sorted by Object
4	Loop 1: 100:199 (Accounts) Loop 2: DEPT (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type and posting to Accounts in the range 100:199, sorted by Account then Object
5	Loop 1: DEPT (Object Type) Loop 2: 100:199 (Accounts)	As 4 but sorted by Object then Account
6	Loop 1: 100:199 (Accounts) Loop 2: DEPT (Object Type) Loop 3: PERS (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type and to the PERS Object Type and posting to Accounts in the range 100:199, sorted by Account, by DEPT Objects and finally by PERS Objects

You must make an entry in the Loop 1 field before using Loops 2 and 3, or the report will be blank.

Please refer to the 'Examples' section below on page 240 for more information about how to use these fields.

Accounts   Next to each Loop field there is an Accounts radio button. You should select this radio button if you wish to enter an Account or range of Accounts in the corresponding Loop field, for two reasons—

1. If you select the Accounts radio button, HansaWorld Enterprise will assume that what you have entered in the Loop field is an Account or range of Accounts and search for matching Transaction rows accordingly. If you do not select the Accounts radio button, HansaWorld Enterprise will assume that the Loop field contains an Object, a range of Objects or an Object Type.

2. If you select the Accounts radio button, you can use 'Paste Special' from the Loop field to open a list of Accounts from which you can choose the appropriate one. If you do not select the Accounts radio button, 'Paste Special' will open a list of Objects.

Card 1

Object   **Paste Special**   Object register, Nominal Ledger/System module

Enter an Object Code in this field if you want the report to list Transaction rows with a certain Object. If the field is empty, all Transaction rows, with and without Objects, will be listed. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be included in the report.

Object Type   **Paste Special**   Object Types setting, Nominal Ledger

Enter an Object Type Code in this field if you want the report to list Transaction rows with Objects belonging to a certain Object Type.

If a Transaction row has more than one Object, the Show Object option (below) will usually cause all those Objects to be printed in the relevant line in the report. However if you specify an Object Type here and choose the Show Object option, only the Object belonging to the Object Type will be printed. This is illustrated in the 'Examples' section below on page 240.

Including Unspecified

If you specify an Object Type above, the report will only contain Transaction rows with Objects belonging to that Object. If you use this option as well, every Transaction row will be listed in the report. If you also choose the Show Object option below, only those Objects belonging to the specified Object Type will printed in the relevant lines in the report. In other words, this combination of options will list every Transaction row, while allowing you to distinguish the Transaction rows with Objects belonging to the specified Object Type from the other Transaction rows.

Only with Text

Enter a search string in this field to list Transaction rows with certain Descriptions. Thus, assuming that you have used the default entries in the Description field of each Transaction row, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: "Sales" finds "Sales Type 1", "Sales Type 2", etc.

VAT Code   **Paste Special**   VAT Codes setting, Nominal Ledger

Enter a VAT Code here to list Transaction rows with a particular VAT Code.

Language   **Paste Special**   Languages setting, System module

You can produce the Nominal Ledger report in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record.

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger.

Currency   **Paste Special**   Currency register, System module

If you enter a Currency here, the report will only list those Transaction rows with that Currency shown on flip

C. The amounts shown in the report will be taken from flip C of those Transaction rows: i.e. they will be in the chosen Currency. If you leave this field blank, all Transaction rows will be included in the report with their amounts taken from the Base 1 or Base 2 Debit or Credit fields on flip B (choose which Base Currency is to be used using the Values In options described below).

Recon. Code, Exclude with Code

If you want to list reconciled Transaction rows with a particular Recon. Code (entered on flip D of the 'Account Reconciliation' window), enter that Recon. Code here. To list all reconciled Transaction rows except those with a particular Recon. Code, check the Exclude With Code box as well.

You must also use the Reconciled option (below) if you want to use this field and check box.

Reference   If you enter a Reference here, the report will only list Transaction rows from Transactions that have the Reference specified in the header. You should enter the complete Reference: "Accrual" will not find "Accrual Posting", etc.

If you would like the Reference to be printed in the report, use the Show References option (below).

Exclude Object   **Paste Special**   Object register, Nominal Ledger/System module

Enter an Object Code to remove Transaction rows with that Object from the report.

Used Accounts only

Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.

Show References By default, the report shows the Text of each Transaction. Use this option if you would like the Reference and the Text to be shown.

With Corrections Check this box if you want all corrections in the Transactions to be shown.

Subtotal VAT Codes

> Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report.

List Transaction Nos

> With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Don't Print Transaction Prefix

> Transaction Numbers are usually printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are printed as "2007.3" while those created from a Sub System are printed as, for example, "S/INV.070003". If you do not want these prefixes to be printed in the report (i.e. in the examples, to omit "2007." and "S/INV."), check this box.
>
> If you use the 'Lock N/L' Maintenance function to close an accounting period, a Document Number will be assigned permanently to every Transaction in the newly closed period. If you print the report using this option, these Document Numbers will be printed in place of the usual Transaction Numbers. The usual Transaction Number (without prefix) will be printed if there is no Document Number (i.e. when a Transaction belongs to a period that has not been closed yet). You can use the Function options below to restrict the report to Transactions with or without Document Numbers.

Show Base Currency 2 Differences only

> Use this option if you want the report to list any Transaction rows where the value in Base Currency 2 is not correct, according to the Exchange and Base Rate for the Transaction Date. This may be because you used an *ad hoc* Exchange or Base Rate in the Transaction row in question, or because you changed an Exchange or Base Rate record was changed some time after you entered it. Changing existing Exchange or Base Rate records is not recommended.

This option does not calculate values in Base Currency 2 by applying current Exchange and Base Rates to old Transactions rows. To do this, use the Base Currency Rate Change report.

Balances only Use this option if you only need to show a balance for each Account, instead of having every Transaction row listed.

Corresponding Accounts

Check this box if you want the Corresponding Accounts of each Transaction row printed in the report. The Object column will be replaced with one showing the Corresponding Accounts.

Show Object Check this box to print the Objects used in each Transaction row.

Show Currencies In the case of Transaction rows in a foreign Currency (i.e. not Base Currency 1 or 2), check this box if you want to show amounts in Currency as well as in the home Currency. Total Currency balances for each Account will also be shown, together with the overall Account balance in the home Currency.

Not Reconciled Check this box to include in the report Transaction rows that have not been reconciled using the Account Reconciliation register.

Reconciled Check this box to include in the report Transaction rows that have been reconciled using the Account Reconciliation register.

Long Lines Three options are available for dealing with long descriptions when printing on paper. The Don't Break option is always used when printing to screen. If you preview the report to screen, choose 'Recalculate and Print' from the Operations menu to invoke the Long Lines option (i.e. do not click the Printer icon).

If you use a landscape Page Setup and/or reduce the page magnification, the space available for long descriptions (i.e. the width of the description column) is increased.

Don't Break The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line.

Break	The full length of the description is printed, spread over several lines if necessary.
Cut	The final characters of the description are not printed, so that it fits onto one line in the allocated column.
Function	If you use the 'Lock N/L' Maintenance function to close an accounting period, a Document Number will be assigned permanently to every Transaction in the newly closed period. Use these options to choose whether the report is to include every Transaction in the report period, those with Document Numbers only (i.e. those from closed periods only) or those without Document Numbers only.

Card 2

Include Simulations

Choose one of these options if you want to include simulated transactions in the report. If you choose the

All option, Simulation rows of "Invalid" or "Transferred" Status will not be included.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If you enter a foreign Currency in the Currency field above, the amounts in the report will be in that Currency.

Click [Run] to print the Nominal Ledger report as you have specified it.

Examples

In this section, we will illustrate the features offered by this report, using the Transactions resulting from a day's invoicing. Each Invoice carries an Object representing the sales person and one representing the office making the sale. The Objects representing the sales people belong to the "PERS" Object Type, while those representing the offices belong to the "OFF" Object Type.

The Transactions involved are as follows—

Trans No	Account	Objects	Debit	Credit
5013	750 Debtors		408.50	
	110 Sales - Video	NB,TALL		64.00
	100 Sales - Audio	NB,TALL		284.00
	830 VAT Outputs Payable			60.50
5014	750 Debtors		306.68	
	110 Sales - Video	IP,TALL		48.00
	100 Sales - Audio	IP,TALL		213.00
	830 VAT Outputs Payable			45.68
5015	750 Debtors		715.58	
	110 Sales - Video	JM,LOND		112.00
	100 Sales - Audio	JM,LOND		497.00
	830 VAT Outputs Payable			106.58
5016	750 Debtors		102.23	
	110 Sales - Video	FF,LOND		16.00
	100 Sales - Audio	FF,LOND		71.00
	830 VAT Outputs Payable			15.23

First, use the Nominal Ledger report to list the journal postings to each Sales Account (i.e. to list Transaction rows with Sales Accounts)—

Enter the range of Sales Accounts (100:199) in the Loop 1 field in the header. You can use 'Paste Special'. As with all the examples in this section, we have checked the Show Object box so that Objects are shown in the illustrations. This is the resulting report—

The report is a list of Accounts. For each Account, opening and closing balances are shown together with the net change over the report period. The postings to each Account are listed in date order.

The next example is a list of Transaction rows with Objects belonging to a particular Object Type. As well as again entering the Sales Account range in the Loop 1 field, enter "PERS" in the Object Type field, with the aim of listing all Transaction rows that have an Object representing a sales person—

Since every Transaction row in this example has an Object belonging to the "PERS" Object Type, the result is similar to the first report, with two differences—

1. There are no opening balances. While the Accounts have been used prior to the report period, the Objects have not; and

2. Because we specified an Object Type and we are using the Show Object option, only those Objects belonging to the Object Type are printed for each Transaction row.

If you want subtotals for each Object belonging to the "PERS" Object Type, do not use the Object Type field. Instead, go to card 2 of the specification window and enter "PERS" in the Loop 2 field—

In one sense, entering "PERS" in the Loop 2 field is the same as entering it in the Object Type field in the previous example: it ensures that only Transaction rows with Objects belonging to the "PERS" Object Type will be listed in the report (although, as we are using the Show Object option, every Object is printed for each Transaction row, not just those belonging to the Object Type). However, entering "PERS" in the Loop 2 field also means that within each Account the postings will be sorted by sales person. This means that subtotals will be provided for each sales person within each Account.

In general terms, you should use Loops 1, 2 and 3 to impose a sort order on the report. As you have entered the Account range in the Loop 1 field, the top level sort order is by Account. Entering the "PERS" Object Type in the Loop 2 field means that the second level sort order is by the Objects belonging to that Type. Subtotals are provided at the lowest level of sorting. So, in this case, the report is sorted by Account and then by Object, with subtotals for each Object—

Use the Loop 3 field if you want to sort through three levels. For example, you might want to report on the range of Sales Accounts, by office, with subtotals per sales person within each office. Enter the "OFF" Object Type

(for Objects representing the offices) in the Loop 2 field, and the "PERS" Object Type in the Loop 3 field—

The Loop 2 and Loop 3 fields are both used as search criteria (only Transaction rows with Objects belonging to both Object Types will be listed in the report). Also, because an entry has been made to the Loop 3 field, subtotals will be provided at this level.

Again, the resulting report is structured on an Account-by-Account basis (i.e. the top level sort is by Account). This time, within each Account the postings are sorted first at the Loop 2 level (i.e. by office) and then at the Loop 3 level (i.e. by sales person). Within each Loop 2 Object (i.e. within each office) subtotals are provided for each Loop 3 Object (i.e. for each sales person)—

Finally, you can change the structure of the report from Account-by-Account to Object-by-Object. This time, within each Object subtotals are provided for each Account. In the example, this has the effect of listing the Sales Accounts used by each sales person, so that you can see what each person has sold. To do this, enter the "PERS" Object Type in the Loop 1 field and the range of Sales Accounts in the Loop 2 field. Select the Accounts radio button next to

the Loop 2 field, because this now contains Account Numbers and not Objects—

This is the report, sorted by Object (level 1) and then by Account (level 2), with subtotals provided for each Account within each Object—

N/L Accrual Transactions

You can use this report to preview the Transactions that will be created if you then run the 'Generate N/L Accrual Transactions' Maintenance function. The specification windows used for the report and Maintenance function are the same: please refer to the description of the N/L Accruals setting above on page 67 for details.

N/L Transfer, Subsystems

The integration between the different modules in HansaWorld Enterprise means that Nominal Ledger Transactions can be generated automatically when you approve (mark as OK and save) records in other ledgers and modules ("Sub Systems"). For example, when you approve an Invoice in the Sales Ledger, this can cause a Nominal Ledger Transaction to be generated automatically, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. This feature is controlled using the Sub Systems setting.

If you are not having Nominal Ledger Transactions generated automatically when you approve Sub System records, you will need to enter them to the Transaction register yourself. This report will help you with this task, as it is a list of the Account postings that should result from the records entered in one Sub System during the report period (e.g. from Invoices entered in the Sales Ledger). Alternatively you can create the Transactions in batches using the 'Create NL Transactions' Maintenance function in the System module, in which case this report will list the Transactions that will be created by that function.

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

Enter the start and end date of the report period, separated by a colon (:).

Number	**Paste Special**	Numeric	

Use this field to report on certain records in your chosen Sub System register. These records must have dates that fall in the period specified above, otherwise the report will be empty.

For example, to report on Purchase Invoices 20 to 30, enter "20:30" here and choose the Purchase Invoice subsystem below.

Subsystem   Select one subsystem for the report.

Function   Use these options to control the level of detail shown in the report.

      Overview   This option will produce a list with a single row for each Sub System record (Invoice, Payment etc.), showing the total value of each one. This section is followed by a list of the total values that should be debited or credited to each Account/Object combination as a result of those Sub System records. This allows you to summarise the Sub System records in a single Nominal Ledger Transaction.

      Detailed   This option shows the Account/Object combinations used by each Sub System record, allowing you to enter a separate Nominal Ledger Transaction for each Sub System transaction. As with the Overview option, a summary of the postings to each Account/Object combination is shown at the end of the report.

Function   Use these options to specify whether approved and/or unapproved Sub System records are to be listed in the report.

      OKed   You will tend to use this option if you are not using the feature whereby Nominal Ledger Transactions are created automatically when you approve Sub System records. You can then enter

the equivalent Nominal Ledger Transactions manually, taking the information from this report.

Not OKed You will tend to use this option if you are using the feature whereby Nominal Ledger Transactions are created automatically when you approve Sub System records. You can produce this report for a particular Sub System record before approving it to see in advance the Nominal Ledger Transaction that will result.

Object Results

This report shows the profit/loss for the selected Objects for the report period. You can compare the results for the report period with those for the previous month, quarter or year if necessary.

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

Enter the first and last date of the report period, separated by a colon (:).

Account	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Select one Account, a range of Accounts, or leave blank to include all Accounts.

Object	**Paste Special**	Object register, Nominal Ledger/System module
	Range Reporting	Alpha

Enter an Object Code to limit the report to just one Object.

Object Type	**Paste Special**	Object Types setting, Nominal Ledger

Enter an Object Type to limit the report to Objects in that group.

Compared period	**Paste Special**	Reporting Periods setting, System module

If you want the report to include a comparison with a different period, enter that period here. The default is to a period one year earlier than the main reporting period. You must also use the Include Compared Period option (below).

Including Simulations

Check this box to include simulations in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

List Transactions With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of Object usage.

Only with Balance Only Objects used in the period will be listed.

Include Compared Period

If you want the report to include a comparison with a different period, check this box and specify that period in the Compared Period field (above).

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Object/Quantity Report

This report provides a detailed analysis of Object usage during the report period. Sorted by Object, the report shows balances for each Object/Account combination for the report period. For comparison purposes, Budget and Revised Budget figures for the report period are also shown.

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

The reporting period. Enter the first and last date separated by a colon (:).

Object	Paste Special	Object register, Nominal Ledger/System module
	Range Reporting	Alpha

Enter an Object Code to limit the report to just one Object.

Object Type	Paste Special	Object Types setting, Nominal Ledger

Enter an Object Type to limit the report to Objects in that group.

Object Group Length

You should use this field together with the Show Group Sub Accounts option. Please refer to the description of this option below for details.

Show Sub Accounts

This report can show subtotals for groups of Accounts or Objects with the same initial characters. Use these option to control this feature.

Don't Show   Use this option if you don't want to use the group subtotalling feature.

Show Sub Accounts

Use this option if you would like the report to show subtotals for groups of Accounts, grouped using the first character of the Account Code.

For example, if your Sales Accounts are in the range 100-199, the report will show a separate balance for each Account and a balance for all Sales Accounts (because they share the same initial character, "1"). These balances are all per Object.

Show Group Sub Accounts

Use this option if you would like the report to show subtotals for groups of Objects, grouped using the initial characters of the Object Code. Specify the number of initial characters that are to be the same using the Object Group Length field above.

For example, if the Object Group Length is 2, the report will contain individual sections for Objects 010, 011, 012 etc. and a separate section for these Objects grouped together (i.e. all Objects with the initial characters of "01").

This option also provides subtotals for groups of Accounts, as described for the Show Sub Accounts option above.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

New page for each Object

Check this box if you would like each Object to have a separate page. This applies when the report is printed to a printer only.

Profit & Loss

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

When printed to screen, the Profit & Loss report has the HansaWorld Enterprise Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Defining the Profit & Loss Report

You should define the content of the Profit & Loss report in the same way as the Balance Sheet. Please refer to the 'Defining a Balance Sheet' section above on page 184 for full details. You can also create up to 15 of your own Profit & Loss reports as required. Please refer to the 'Multiple Balance Sheet Definitions' section above on page 192 for full details.

Printing a Profit & Loss Report

Open the 'Reports' list window and double-click 'Profit & Loss'. The 'Specify Profit & Loss Report' window is opened.

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

The report period. Enter first and last date. The first period in the Reporting Periods setting is the default.

Budget period	**Paste Special**	Reporting Periods setting, System module

If you are using the Budget or Revised Budget Comparisons (below), specify the Budget period here. The first period in the Reporting Periods setting is the default. If you leave this field blank, the report period above will be used.

Header	Enter your own title for the report.

Objects   **Paste Special**   Object register, Nominal
                                                Ledger/System module

Enter an Object Code to reduce the scope of the report.
If you leave this field empty, the Account balances in the
report will be calculated from all Transaction rows, with
and without Objects. If you enter a number of Objects
separated by commas, only those Transaction rows
featuring all the Objects listed will be included in the
calculations.

Object Type   **Paste Special**   Object Types setting, Nominal
                                                Ledger

Enter an Object Type Code in this field if you want the
report to show Account Balances calculated from
Transaction rows with Objects belonging to a certain
Object Type.

Including Unspecified

Check this box if, for each Account, you want to show a
balance figure for Transaction rows for Objects
belonging to the Object Type specified above and a
second balance for all other Transaction rows.

Currency   **Paste Special**   Currency register, System
                                                module

If you specify a Currency here, the Account balances in
the report will be calculated only from Transaction rows
with the specified Currency shown on flip C. The
balances will be calculated using the figures on flip C of
those Transaction rows (i.e. they will be in the chosen
Currency). If you leave this field blank, all Transaction
rows will be included in the calculations. In this case the
calculation will use the figures in the Base 1 or Base 2
Debit or Credit fields on flip A (choose which Base
Currency is to be used using the Values In options
described below).

Language   **Paste Special**   Languages setting, System
                                                module

You can produce the Profit & Loss report in different
Languages: enter the required Language Code here. The
appropriate translation for each Account Name will be
taken from the 'Texts' card of the Account record and

for each report heading or sub-heading from the report definition (please refer to the 'Defining a Balance Sheet' section above on page 184 for full details).

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger.

Exclude Object **Paste Special** Object register, Nominal Ledger/System module

Enter an Object Code to remove Transaction rows with that Object from the calculations.

Accounts Select how you want the Accounts printed in the report.

  All This option will show all Accounts that have been included in the Profit & Loss report definitions.

  Used only When you use this option together with the Accumulated Comparison, the report will only show Accounts that have been used. This option is similar to With Balance below, with the exception that it also includes Accounts that have been used in the period in such a way that they have no closing balances. This includes Accounts that have balances brought forward from a previous period in the financial year but that have not been used in the report period.

    When you use this option together with the Previous Year or Previous Result Comparisons, the report will show Accounts that have a closing balance either in the report period or in the same period last year.

    When you use this option together with the Budget or Revised Budget Comparisons, the report will show Accounts that either have a Budget or Revised Budget for the report period or have been used during the report period.

  Groups only This option does not show balances for individual Accounts. Instead, it simply shows an overall

> balance for each row as entered in the Profit & Loss report definitions.

Used Groups only

> This option only shows balances for rows as entered in the Profit & Loss report definitions that have been used.

With Balance   When you use this option together with the Accumulated Comparison, the report will only show Accounts that have a balance for the report period. An Account that has been used in the period in such a way that it has no closing balance will not be shown in the report. An Account that has not been used during the report period but that has a balance from a previous period in the financial year will also not be shown in the report. If you want these Accounts to be included in the report, use the Used Only option above.

> When you use this option together with the Previous Year or Previous Result Comparisons, the report will only show Accounts that have a closing balance in both the report period and in the same period last year.

> When you use this option together with the Budget or Revised Budget Comparisons, the report will only show Accounts that have a Budget or Revised Budget for the report period. Providing this criterion is met, the Account does not need to have a closing balance to be shown in the report.

Notation   There are six options to control the presentation of amounts in the report.

Exact   Shows the balances as stored in the Transactions.

No Decimals   Rounds the balances up or down to the nearest whole number.

Thousands, Millions

> Divide the balances by 1,000 or 1,000,000.

Comparison in % Only valid if you use Previous Year, Budget or Rev Budget as the Comparison option.

Comparison Select one option for the comparison column in the report.

    Accumulated This option compares the report period with the Year To Date.

    Previous Year This compares the report period with the same period last year, and shows the difference between the two periods as an absolute figure or a percentage depending on whether you are using the Comparison in % option above.

    Previous Result This compares the report period with the same period last year, but does not show the difference between the two periods.

    Budget, Rev Budget

These options compare the report period with the Budget or Revised Budget figures for the Budget period. Note that for each Budget or Revised Budget record there must be at least one entry in the grid area of the screen complete with date before they will be included in the report. If you use Objects, you should create Budget (and, if you are using them, Revised Budget) records for each Account/Object combination and overall Budgets/Revised Budgets for each Account without Objects. This will allow you to use the Budget or Revised Budget options with a particular Object, and with no Object.

    Comparison in %

This option, in the Notation area causes the comparison values to be expressed as percentages.

Including Simulations

Check this box to include Simulation transactions in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header   Check this box if you want the report to be printed without a header.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If you enter a foreign Currency in the Currency field above, the amounts in the report will be in that Currency.

Revised Budget Journal

This report lists the records in the Revised Budget register.

Account	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Specify the Account or range of Accounts for which Revised Budgets are to be printed.

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

Enter the start and end date of the period whose Revised Budgets are to be shown in the report. The first record in the Reporting Periods setting is used as a default.

All Revised Budgets that are relevant to the report period will be listed in the report. For example, if the report period is June 1st to June 30th, Revised Budgets starting or ending in June will be included, and Revised Budgets starting before June and ending after June will also be shown.

Object	**Paste Special**	Object register, Nominal Ledger/System module

To list Revised Budgets with a particular Object, enter that Object here.

Function — Use these options to determine the level of detail to be included in the report.

Overview — This option gives a report with one line per Revised Budget, showing Account Number and Name, Object, Start and End Date and Sum.

Detailed — In addition to the information shown in the Overview, this option also lists the monthly or quarterly totals in each Revised Budget.

Specify — Specify here whether approved and/or unapproved Revised Budgets are to be included in the report. You must choose at least one option, otherwise the report will be empty.

Tax Accounts Balances

This report is used in Russia. Please refer to your local HansaWorld representative for details.

Tax Calculations

Please refer to the section above on page 86 describing the Tax Reports setting for a description of this report.

Tax Transactions for Registers

This report is used in Russia. Please refer to your local HansaWorld representative for details.

Template Transaction Journal

This report lists the records in the Template Transactions setting.

Transactions	Range Reporting	Numeric

Specify the Template Transaction or range of Template Transactions that you want to be printed in the report.

Period	Paste Special	Reporting Periods setting, System module

Enter the start and end date of the period whose Template Transactions are to be shown in the report. The first record in the Reporting Periods setting is used as a default.

Test Corresponding Rules

If you are using the Check Corresponding A/C Rules option in the Transaction Settings setting, the Accounts used on each side (debit/credit) of

a Transaction will be subject to certain rules (the "Corresponding Account Rules"). These rules are described in detail above on page 109: they ensure that it is clear which debit postings are balanced by which credit postings in each Transaction. If you are not using this feature, you can use this report to list the Transactions that would not comply with these rules (i.e. those that would not be permissible if you were using the Check Corresponding A/C Rules option).

Transactions	**Range Reporting**	Numeric

If you only want to print a certain range of Transactions, enter the first and the last transaction number, separated by a colon. If you leave the field blank, the whole journal will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2007.3" or, for a range, "2007.3:2007.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.070003" or "S/INV.070003:S/INV.070010" for a range.

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

Specify the period to be covered by the report.

Sorting   The report can be sorted by Transaction Number or Date.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of all entries made in the ledger. You cannot change the definition of this report.

Reporting in HansaWorld Enterprise is non-destructive. That means you can make and print a report as many times as you wish. Some accounting programs are designed in such a way as to allow journal printing only directly in connection with the data entry. HansaWorld Enterprise does not have this limitation.

Open the 'Reports' list window and double-click 'Transaction Journal'. The 'Specify Transaction Journal' window is opened.

Transactions	**Range Reporting**	Numeric

If you only want to print a certain range of Transactions, e.g. those entered today, you can select this range using the Transactions field. Enter the first and the last Transaction Number, separated by a colon (:). If you

leave the field blank, all records in the Transaction register from the selected period will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2007.3" or, for a range, "2007.3:2007.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.070003" or "S/INV.070003:S/INV.070010" for a range.

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

Enter the period to be covered by the report.

Only VAT Code	**Paste Special**	VAT Codes setting, Nominal Ledger

You may limit the report to Transactions that include postings with a particular VAT Code.

Report Header Specify the report title here. If you do not specify a title, 'Transaction Journal' will be used.

Legal Ser No. In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. If that is the case, enter the first number in the series here and check the Don't Print Transaction Prefix box below. Each Transaction will be given a number in the specified series, in place of the usual Transaction Number.

Fwd Turnover If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.

Language	**Paste Special**	Languages setting, System module

You can produce the Transaction Journal in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record.

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company

Language option in the Transaction Settings setting in the Nominal Ledger.

Sorting   The report can be sorted by Transaction Number or Transaction Date.

If you sort by Transaction Number, all Transactions of a similar type will be grouped together. For example, Transactions resulting from Sales Invoices will be grouped together, Transactions resulting from Purchase Invoices will be grouped together, and so on. This allows the report to provide debit and credit turnover figures for each type. If you have used different Number Series, then debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series. For example, if you have created Invoices using three Number Series, the resulting Transactions in this report will be divided into three sections, with debit and credit turnover figures provided for each one.

If you sort by Transaction Date, all Transactions of a similar type from a particular month will be grouped together. For example, Transactions resulting from Sales Invoices in January will be grouped together, Transactions resulting from Purchase Invoices in January will then be grouped together, to be followed by other Transactions from January, then the pattern will be repeated for February, and so on. This allows the report to provide monthly debit and credit turnover figures for each type. If you have used different Number Series, then monthly debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

List Transactions   With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has

been restricted using any of the fields above, only those Transactions included in the report will be listed.

Don't show Account description

Use this option if you don't wish Account Descriptions for each Transaction row to be shown.

List Accounts   With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Accounts affected by the Transactions shown will be listed.

List VAT Codes   With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Skip VAT Codes on the Rows

If a Transaction row has a VAT Code, this is usually shown in the report. Check this box if this is not needed.

Don't print Registration Date

The report usually shows both the Transaction Date (as shown in the Transaction header) and the Registration Date (the date you entered the Transaction in your HansaWorld Enterprise database). If you do not wish to show the Registration Date, check this box.

Don't print Transaction Prefix

Transaction Numbers are usually printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are printed as "2007.3" while those created from a Sub System are printed as, for example, "S/INV.070003". If you do not want these prefixes to be printed in the report (i.e. in the examples, to omit "2007." and "S/INV."), check this box.

If you use the 'Lock N/L' Maintenance function to close an accounting period, a Document Number will be

assigned permanently to every Transaction in the newly closed period. If you print the report using this option, these Document Numbers will be printed in place of the usual Transaction Numbers. The usual Transaction Number (without prefix) will be printed if there is no Document Number (i.e. when a Transaction belongs to a period that has not been closed yet).

If you check this box and enter a Legal Ser. No. above, each Transaction will be printed with a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number or Document Number.

Don't print Trans. for Invalidated Subsystem

By default, a Transaction created from a Sub System record (e.g. from an Invoice) that you then invalidate will be included in the report. Every piece of information will be printed drawn through with a red line, and the total value of the Transaction will be zero. Use this option if you want the Transaction excluded from the report altogether.

Click [Run] in the Button Bar. The Transaction Journal is printed.

Transaction Summary

The first section of this report is very similar to the Transaction Journal described above. Like that report, it lists each Transaction in the report period, showing the Accounts debited and credited, together with the amounts. Transactions resulting from Invoices, Receipts, Purchase Invoices and Payments are not listed.

Unlike the Transaction Journal, this report does not show the usual Transaction Numbers. Instead, each Transaction is given a sequential number in a single number series, irrespective of their nature.

Following this list of Transactions, the report can contain up to four summary sections. These show the debit and credit totals posted to each Account in Transactions resulting from Invoices, Receipts, Purchase Invoices and/or Payments in the report period.

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

Enter the period to be covered by the report.

Start of Legal Nos

This report does not show Transaction Numbers, as stored in the Transaction register. Instead, the Transactions are renumbered to follow a single number series, irrespective of their nature. Enter the first number in the series here. If you do not enter a number, the sequence will start at 1.

Sum Transactions for

You can have up to four summary sections printed at the end of the report. These sections will show debit and credit totals posted to each Account in Transactions resulting from Invoices, Receipts, Purchase Invoices and/or Payments in the report period. Use these options to choose which summary sections are to be printed.

Sorting   Three sort options are offered—

   Number   The Transactions are listed in Transaction Number order, as stored in the Transaction

register. If included in the report, the four summary sections are printed at the end.

Trans. Date   The Transactions are listed in Transaction Date order. If included in the report, the four summary sections are printed at the end.

Monthly Sumup   The Transactions are listed in Transaction Date order. Instead of printing the four summary sections at the end of the report, this option provides those summaries per month and prints them in the appropriate places in the list.

Don't print Transaction Prefix

When listed in the 'Transactions: Browse' window, Transaction Numbers are shown together with prefixes that indicate the type of the transaction. Transactions entered directly to the Nominal Ledger, for example, are shown as "2007.3" while those created from a Sub System are shown as, for example, "S/INV.070003".

Although this report does not print Transaction Numbers, their prefixes are printed as an indication of the type of Transaction. If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2007." and "S/INV."), check this box.

If included in the report, the four summary sections will be marked with the appropriate prefix. Again, these prefixes will not be printed if you use this option.

Trial Balance

The Trial Balance is a report showing all individual Account balances. It is mostly used for reconciliation. You cannot alter the definition of the Trial Balance report, but you can determine which Transactions are to be included.

When printed to screen, the Trial Balance has the HansaWorld Enterprise Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

The totals of the three columns in the report should each be zero, signifying that in your accounts the total debits and the total credits are equal. If this is

not the case, there may be an error in one or more of your Transactions that should be corrected immediately.

Open the 'Reports' list window and double-click 'Trial Balance'. The 'Specify Trial Balance' window is opened.

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

Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Limit the report to a certain Account, or a range of Accounts.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Indicate an Object to limit the scope of the report.

VAT Code	**Paste Special**	VAT Codes setting, Nominal Ledger

Enter a VAT Code here to restrict the report to Transactions with a certain VAT Code.

Currency	**Paste Special**	Currency register, System module

If you enter a Currency here, all amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.

You should only enter a foreign Currency here. To produce a report with figures in Base Currency 1 or 2, leave this field blank and choose which Base Currency is to be used using the Values In options described below.

Language	**Paste Special**	Languages setting, System module

You can produce the Trial Balance in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record.

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the report will be produced in that Language if you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger.

Including Simulations

Check this box to include simulated transactions in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Used Accounts only

With this box checked, the report will only show Accounts with Transactions registered during the period, and/or with balances brought forward from a previous period.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period,

together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of any restrictions in the scope of the report specified in the fields above.

Amounts in Currency

With this option checked, summary totals of each Currency used in the selected Transactions are shown at the bottom of the report.

Include Turnovers

The standard version of this report has three columns showing for each Account the balance brought forward, the net change over the report period and the final balance. Check this box if you would like two additional columns to be included, showing the total debit and credit postings to each Account.

Accounts only   The standard version of this report gives subtotals for groups of Accounts, grouped using the first character of the Account Code. For example, if your Sales Accounts are in the range 100-199, the report will show figures for each Account and for all Sales Accounts (because they share the same initial character, "1").

Check this box if you do not want the report to include subtotals for groups of Accounts.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If you enter a foreign Currency in the Currency field above, these options will be ignored and the amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.

VAT Listing

This report lists the transactions used in calculating the VAT Return (produced using the VAT Report described below on page 279). For each

transaction, the total including and excluding VAT, the VAT total, the overall VAT percentage and the Currency are shown.

This report is compiled from the Sub System records (e.g. Invoices, Purchase Invoices) that are liable for VAT. The VAT Report is compiled from the Nominal Ledger postings to the VAT Accounts. If there is a difference between the two reports, one possible reason is that the connection between a Sub System record and its related Nominal Ledger Transaction is not correct. Perhaps the Nominal Ledger Transaction does not exist at all, or perhaps it has been subject to a Correction Mark or Update Mark. It might be that the VAT Code in a Transaction row posting to a Sales or Purchase/Cost Account is incorrect or missing, in which case that row will not be included in the figure calculated by the VATRESULT or VATBALANCE commands in the VAT Report.

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

Enter the period to be covered in the report. The first period in the Reporting Periods setting is the default value.

Number	**Range Reporting**	Numeric

If you want to list transactions whose serial numbers fall within a particular range, enter that range here.

Only Registered From

If you want to list transactions entered after a certain date, enter that date here. In the case of Sub System records, this means the date they were approved (i.e. the date the resulting Nominal Ledger Transaction was created).

Specify   You can choose to have Sales Invoices, Purchase Invoices, Expenses, Receipts, Payments, inward and outgoing cash transactions and/or Nominal Ledger Transactions listed in the report. At least one section must be chosen or the report will be blank. For each section, the list of transactions will be followed by a list of VAT Codes used by those transactions, together with totals. If you don't need the transactions to be listed and just want a single line summary of each section, use the Show Totals Only option.

The Invoices option depends on whether you are using the Post Receipt VAT option in the Account Usage S/L setting in the Sales Ledger. If you are not using this option, the report will list the Invoices issued during the report period, together with Invoice Dates. If you are using this option (i.e. your VAT calculation is based on Receipts rather than Invoices), the report will list the Invoices paid during the report period, together with the dates they were paid. The Purchase Invoices option will similarly depend on the Post Payment VAT option in the Account Usage P/L setting in the Purchase Ledger.

The Receipts option will only list Prepayments and On Account Receipts (i.e. Receipts that do not have Invoice Numbers). Similarly, the Payments option will only list Prepayments and On Account Payments.

Select   The report can show all Transactions or just those with or without VAT.

Function   Use these options to determine the level of detail to be included in the report.

   Overview   This option lists each transaction, showing for each one the date, number, amount excluding VAT, VAT amount, total amount, effective VAT rate and Currency. This is followed by summary totals for each VAT Code.

   Detailed   This is similar to the Overview, with the addition of VAT Code analysis for each transaction.

VAT Report

Whenever a VAT Return is due you should print a VAT Report. This report will act both as a transaction document for the ledger and as the basis for payment.

The report summarises the postings made to the Input and Output VAT Accounts for the specified period, and also shows the total Inputs (purchases) and Outputs (sales). A positive total indicates that you are liable for VAT, a negative one signifies that you are owed money by the VAT authority.

Once you have printed a VAT Return for a given period, it is recommended that you enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (835 in the Chart of Accounts supplied with HansaWorld Enterprise). This Transaction would debit the VAT Outputs Payable Account (830) and credit the VAT Inputs Receivable Account (831), with a balancing posting to the VAT Payments Account. The date of this Transaction must be within the period it concerns, and preferably it should be the last Transaction of the period. You can then enter a second Transaction transferring the amount payable/receivable to your bank account when you issue or receive payment.

In certain circumstances only, you can print different VAT Reports for specific Objects, which is useful if your Objects represent different departments with different VAT Numbers. For you to be able to do this, each VAT entity must have its own database or Company. For each, carry out a Consolidation Export (described in the 'Consolidation' manual), specifying a unique Object in the Cons. Object field. Import these files to a database or Company representing your consolidated accounts and then print a VAT Report for each Cons. Object.

There are two reasons why you must follow this procedure—

1. When Nominal Ledger Transactions are created from Sub Systems, any Objects used are not attached to the VAT posting (unless you are using the Add VAT Code to VAT A/C Rows option in the Transaction Settings setting). The Consolidated Export can impose an Object on each VAT posting for use by the consolidated Company.

2. If you are using hierarchical Object structures in a single Company, producing separate VAT Returns for each Object would be prone to error.

Defining the VAT Report

You can define the VAT Report to determine which Accounts should be included.

To change the report definition of the VAT Report, first click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then highlight 'VAT Report' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of VAT Report: Browse' window is opened.

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with HansaWorld Enterprise. You can alter it to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own. You will also need to change it if you are using the Book Receipt VAT, Book Prepayment VAT and/or Book Payment VAT options to calculate VAT from Receipts and Payments, not from Invoices and Purchase Invoices. If so, you will need to replace the Output and Input Accounts in the formulae with the O/P and I/P Accounts specified in the VAT Codes setting. Please refer to the description of that setting above on page 113 for more details of this feature.

Each row in the definitions list represents a line in the VAT Report. You can add, insert or delete rows as necessary. To insert a row, highlight the row above which the new one is to be inserted (by clicking the row number) and press the Return key. To delete a row, highlight it and press the Backspace key.

The right-hand field of each row contains a formula by which the figure to be shown is calculated. This formula uses the same definition language as the

Key Financial Ratios definition. Please refer to the 'Defining Key Ratios' section above on page 220 for a full description of the commands available.

If you are an existing user of HansaWorld Enterprise updating to version 4.1 or later, note that the syntax used in the formulae changed in this version. All parameters should now be enclosed in quotation marks. The order of parameters for the VATRESULT, VATBALANCE, VATCREDRESULT and VATDEBRESULT commands has been transposed.

Row	Each line of the report is defined on its own numbered row.
Code	A code identifying a row that you can use in the definitions of other rows.
Comment	A descriptive text that identifies the line in the finished report.
Definition	The definition of the row in the report, i.e. which Accounts should be used in calculating the figure to be shown, and the formula of that calculation.

If you are using the Add VAT Code to VAT A/C rows option in the Transaction Settings setting, the appropriate VAT Code will be copied to the V-Cd field in each Transaction row posting to a VAT Account, as well as to the V-Cd field in the rows posting to a Sales or Cost Account. This will allow you to apply the VATRESULT command to the VAT Accounts. You could do this instead of applying it to the Sales and Cost Accounts as shown in the illustration above, or in addition, as a check mechanism.

When you have finished defining the VAT Report, click [Save].

Printing the VAT Report

Open the 'Reports' list window and double-click 'VAT Report'. The 'Specify VAT Report' window is opened.

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

Enter the period for which you want to print the report in the format 01/02/07:28/02/07. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. The first period in the Reporting Periods setting is the default value.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Enter one or more Objects to limit the scope of the report.

Values in   If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Including Simulations

Check this box to include simulations in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

List Transactions With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header Check this box if you want the report to be printed without a header.

Click [Run] to print the report.

Submitting a VAT Return Electronically

In the UK, you can submit your VAT Return to HM Revenue and Customs electronically from the VAT Report. This is a chargeable Internet Service. To use it, you must have registered your database in the UK using the Automatic Internet Enabler method, as described in the 'Enabler Key' section in the first chapter of the 'Introduction to HansaWorld Enterprise' manual. You should also enrol with HM Revenue and Customs (at https://online.hmrc.gov.uk/registration/ at the time of writing) for an online VAT account and activate it. You will then be able to start using the Electronic VAT Return service straight away using the default HansaWorld pricing scheme. Please visit is.hansaworld.com and follow the instructions on screen if you need to change the pricing scheme to one more suitable for your needs.

Configuration

If you want to submit your VAT Return electronically, you should first carry out the following configuration work—

1. Design your VAT Report as described in the 'Setting up the VAT Report' section above on page 280, with one exception.

   On flip B of the 'Definition of VAT Report' window, use the Box field to connect the appropriate rows in the report to the various boxes on the VAT Return form. You can only use each box number once.

2. Complete the Electronic VAT Declaration setting in the Nominal Ledger as follows—

Sender ID, Sender Auth Key

Enter your HM Revenue and Customs User ID and Password.

Email when processing is complete, Email Address

Check this box if you want to receive email notifications from HM Revenue and Customs after you have submitted a VAT Return, and specify the email address that is to be used.

If you use this option, you will receive an email when HM Revenue and Customs receive your VAT Return, confirming they have put it in their queue for processing. After processing, you will receive an acceptance email or a rejection email with a reason.

Service Mode   Choose the Live option when you are ready to use the Electronic VAT Return Internet Service.

Submitting the VAT Return

To submit your VAT Return electronically, follow these steps—

1. Print the VAT Report to screen as normal. The report period must be a calendar month.

2. Click the [Submit VAT declaration electronically] text button at the top of the report. The 'Confirm Electronic VAT Declaration' window opens—

The relevant figures are copied from the VAT Report, and the VAT Registration Number is taken from the Company Info setting in the System module.

If the figures are correct, click the [Proceed] button. Providing the following conditions are met, the VAT Return will be submitted to HM Revenue and Customs—

- You have connected all nine boxes to rows in the VAT report definition.

- Your Company Name, Address and VAT Registration Number are all in the Company Info setting.

- The report period is one calendar month. At the time of writing, HM Revenue and Customs only accepts monthly declarations.

VAT Report Purchases

This report, which can also be found in the Purchase Ledger, satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your HansaWorld representative for more details.

VAT Report Sales

This report, which can also be found in the Sales Ledger, satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your HansaWorld representative for more details.

Imports

Introduction

The 'Imports' function allows you to import information from tab-delimited text files exported from other HansaWorld Enterprise databases or Companies, or from other applications such as spreadsheets.

To import a file, first ensure you are in the Nominal Ledger and click the [Routines] button in the Master Control panel. Then click the [Imports] button in the subsequent window. You can also use the Ctrl-Shift-I/⌘-Shift-I keyboard shortcut. An 'Imports' list window will then appear. There are four import options in the Nominal Ledger: double-click an option to start the import. An 'Open File' dialogue box will appear, asking you to locate the file to be imported. Click [Open] and the import will begin.

There is also an import function relevant to the Nominal Ledger in the Integration module. To use this function, you must log in as a Person whose Access Group explicitly grants full access to the Integration module. Change to the Integration module, and then proceed as described in the previous paragraph.

H-Laun payroll

This function imports payroll transactions exported from H-Laun Payroll programs in Iceland. Please refer to your local HansaWorld representative for full details.

Transactions as Rows

This import function in the Integration module allows you to import Transactions from text files created by the 'Transactions as Rows' option of the 'Transactions' Export function in the Integration module. This Export function is described below on page 301.

If this function does not import a Transaction despite it being contained in the text file, the probable reason is that the Transaction belongs to a Fiscal Year that is missing from the Fiscal Years setting in the System module. If you are importing Transactions to a new database, you should therefore make sure the Fiscal Years setting is complete before importing.

SIE (Swedish Std Import/Export)

This option is used in Sweden to import accounting information in a standard format from other systems. For more details, please contact your local HansaWorld representative.

Update SRU Codes

The SRU Code in each Account record is used in Sweden by the SIE Export function in the Nominal Ledger as a form of classification to group Accounts of a particular type together.

You can use this import function to update the SRU Codes in every Account record. This needs to be done annually. The function imports a simple text file, which should have the following format—

Account Code (tab) SRU Code (return)

Account Code can be a single Account, or a range of Accounts separated by a colon (:). If Account Code does not exist in your database, it will be ignored.

For more details, please contact your local HansaWorld representative.

Exports

Introduction

The 'Exports' function allows you to export certain information from your HansaWorld Enterprise database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other HansaWorld Enterprise databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that you can also print reports to disk, so most of the information that is stored in HansaWorld Enterprise is available to other applications via the medium of the text file.

To begin exporting, click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the Exports that you can produce from the Nominal Ledger. Double-click the required item in the list: a specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.
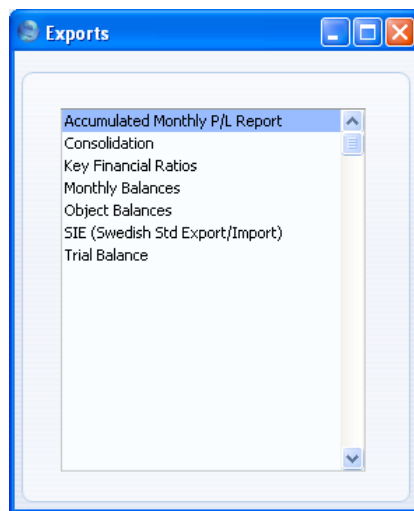
There are also some Export functions relevant to the Nominal Ledger in the Integration module. To use these functions, you must log in as a Person whose Access Group explicitly grants full access to the Integration module.

Change to the Integration module, and then proceed as described in the previous paragraph.

Accumulated Monthly P/L Report

This Export function allows you to export the Profit & Loss report to file. The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business. The export file uses the same report definition as the Profit & Loss report, described above on page 257.

If the export period is a calendar month, the resulting text file will contain Account balances accumulated from the beginning of the financial year to the end of the export period. If the period is greater than one month, the export file will contain separate columns for each month in the period. The first column will contain Account balances for the first month (accumulated if it is not the first month in the financial year), the second column will contain Account balances for the first two months, and so on.

Period	Paste Special	Reporting Periods setting, System module

The report period. Enter first and last date. The first period in the Reporting Periods setting is the default. The period should be a calendar month or a financial year. For each month that is included in the period, a separate column will be created in the export file.

Object   **Paste Special**   Object register, Nominal
                                             Ledger/System module

Enter an Object Code to reduce the scope of the export.
If you leave this field empty, the Account balances in the
export file will be calculated from all Transaction rows,
with and without Objects. If you enter a number of
Objects separated by commas, only those Transaction
rows featuring all the Objects listed will be included in
the calculations.

Object Type   **Paste Special**   Object Types setting, Nominal
                                             Ledger

Enter an Object Type Code in this field if you want the
export file to contain Account balances calculated from
Transaction rows with Objects belonging to a certain
Object Type.

Including Unspecified

Check this box if, for each Account, you want to export
a balance figure for Transaction rows with Objects
belonging to the Object Type specified above and a
second balance for all other Transaction rows.

Currency   **Paste Special**   Currency register, System
                                             module

If you specify a Currency here, the Account balances in
the Profit & Loss export file will be calculated only from
Transaction rows with the specified Currency shown on
flip C. The balances will be calculated using the figures
on flip C of those Transaction rows: i.e. they will be in
the chosen Currency. If you leave this field blank, all
Transaction rows will be included in the calculations: in
this case the calculation will use the figures in the Base 1
Debit or Credit fields on flip A.

Language   **Paste Special**   Languages setting, System
                                             module

You can produce the Profit & Loss export in different
Languages: enter the required Language Code here. The
appropriate translation for each Account Name will be
taken from the 'Texts' card of the Account record and
for each report heading or sub-heading from the report

definition (please refer to the 'Defining a Balance Sheet' section above on page 184 for full details).

If you do not enter a Language here but you have entered a Language in the Company Info setting in the System module, the export file will be produced in that Language if you are using the Account Description in Company Language option in the Transaction Settings setting in the Nominal Ledger.

Accounts   Select how you want the export file to be formatted.

All   This option will export all Accounts that have been included in the Profit & Loss report definitions.

Used only   This option will only export Accounts that have been used. This includes Accounts that have balances brought forward from a previous period in the financial year but that have not been used in the export period.

Groups only   This option does not export balances for individual Accounts. Instead, it simply exports an overall balance for each row as entered in the Profit & Loss report definitions.

Used Groups only

This option only exports balances for rows as entered in the Profit & Loss report definitions that have been used.

With Balance   This option is similar to the Used only option above.

Confirm by clicking [Run] (or cancel using the close box). A dialogue box will open, where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing Esc (Windows) or ⌘- Full Stop (Macintosh).

Consolidation

Please refer to the 'Consolidation' manual for full details of this export function.

Key Financial Ratios

Key Financial Ratios are various calculated values that you can use to evaluate the company and to acquire a view about how the company is running. Financial Ratios are calculated using formulae, working with Account balances and various constants. Common Ratios are Turnover and Gross Profit.

You should define your Key Financial Ratios yourself: no samples are supplied with HansaWorld Enterprise. You can define them using the Report Settings setting in the Nominal Ledger. Please refer to the 'Defining Key Ratios' section above on page 220 for full details.

You can export the Key Financial Ratios either for the whole year or for a certain period.

Open the 'Exports' list window and double-click 'Key Financial Ratios'. The 'Specify Key Ratio Export' window is opened.

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

Enter the period for the Key Ratios you want to export. The first period in the Reporting Periods setting will be offered as a default.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Enter this field if you want to limit the key ratio calculations to Transactions for a certain Object. If the field is empty, all Transactions are included in the calculations.

Display Values in	**Paste Special**	Currency register, System module

Specify the Currency that is to be used in the export file. Leave the field empty to use the home Currency (Base Currency 1).

Including Simulations

Click this check the box if you want the export to include simulated transactions. Simulation rows of "Invalid" and "Transferred" Status will not be included.

One Column per Month

Use this option if you would like each month in the selected period to have its own column of data in the file.

Definition   Select one of these options to choose whether all or specific Key Ratios are to be included in the export file.

Click [Run] to proceed with the export, (or cancel using the close box). A dialogue box will open, where you can name the file and select where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter button.

A message window informs you about the progress of the export. You can be interrupt the process at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Monthly Balances

Select this command if you want to export the monthly balances of the company - for all or a selection of Accounts. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can limit the export to a certain time period, certain Accounts and an Object.

Double-click 'Monthly Balances' in the 'Export' list to open the 'Specify Monthly Balances Export' window.

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

Enter the period for the balances you wish to export. For each month that is included in the period, a separate column will be created in the export file.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Fill out this field if you only want to export the balances for certain Accounts.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Fill out this field to export monthly balances for a specific Object. If you leave the field empty, all balances for the period will be exported.

Including Simulations

Check this box if you want to include the balances from simulated transactions in the export file. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Values in

If you are using the Dual-Base system, you can choose which Base Currency will be used in the export file. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

Confirm by clicking [Run] (or cancel using the close box). A dialogue box will open, where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Object Balances

This export is similar to the 'Trial Balance' export described below on page 303, but each Account balance is broken down to show subtotals for each Object.

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

Enter the start and end dates for the period to be covered by the export, separated by a colon.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Use this field to restrict the export to a particular Account or range of Accounts.

Object	**Paste Special**	Object register, Nominal Ledger/System module
	Range Reporting	Alpha

Enter a value in this field if you want to the export to contain Account balances for a certain Object. If the field is empty, the balances of all Account/Object combinations are exported. If you just need to export an overall balance for each Account, irrespective of Object, use the 'Trial Balance' export described below on page 303.

Incl. Simulations Click this check box if you want the export to include simulated transactions. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Detailed The standard version of the text file produced by this export function is a list of balances for each Account/Object combination, sorted by Account. These are the opening balance, the period balance and the closing balance. Check this box if you want the export file to include a separate period debit balance and credit balance for each Account/Object.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

SIE (Swedish Std Import/Export)

This option is used in Sweden to export accounting information in a standard format to other systems. For more details, please contact your local HansaWorld representative.

Transactions

This Export function in the Integration module allows you to export a selection of Transactions to an archive file. Double-click 'Transactions' in the 'Export' list to open the 'Specify Transaction Export' window.
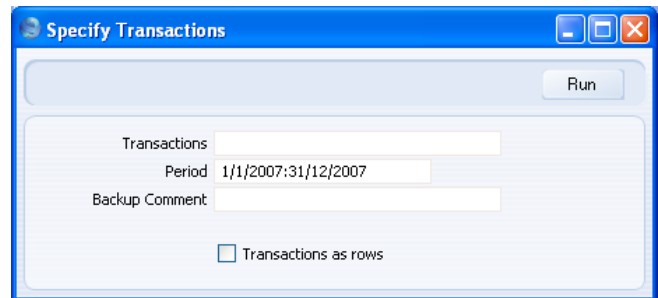
Transactions Enter the first and last of the Transaction Numbers you want to export. The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To export a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2007.3" or, for a range, "2007.3:2007.10". To export a Transaction that was created from a Sub System, enter, for example, "S/INV.070003" or "S/INV.070003:S/INV.070010" for a range.

Period Paste Special Reporting Periods setting, System module

Specify a period for which Transactions are to be exported.

Backup Comment Use this field to enter a description of the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function.

Transactions as rows

By default, this function will create a text file in which one line will be devoted to the header information of a Transaction, the next line to the first Transaction row, the next line to the second Transaction row, and so on. You will be able to import this file to another HansaWorld Enterprise database using the 'Automatic' or 'Automatic, manual file search' import functions in the System module. It can be difficult to edit this text file in a spreadsheet or text editor, because some lines contain header information and some lines contain row information.

If you use this option, the function will create a text file in which each line will contain the same information, making it easy to edit. The first line in the file will contain the header information of a Transaction and its first row, the second row will contain the header information of a Transaction and its second row, and so on. You can import this file to another HansaWorld Enterprise database using the 'Transaction as rows' import function in the Integration module.

Click [Run] in the Button Bar: a dialogue box will open, where you can name the export file and specify where it is to be saved.
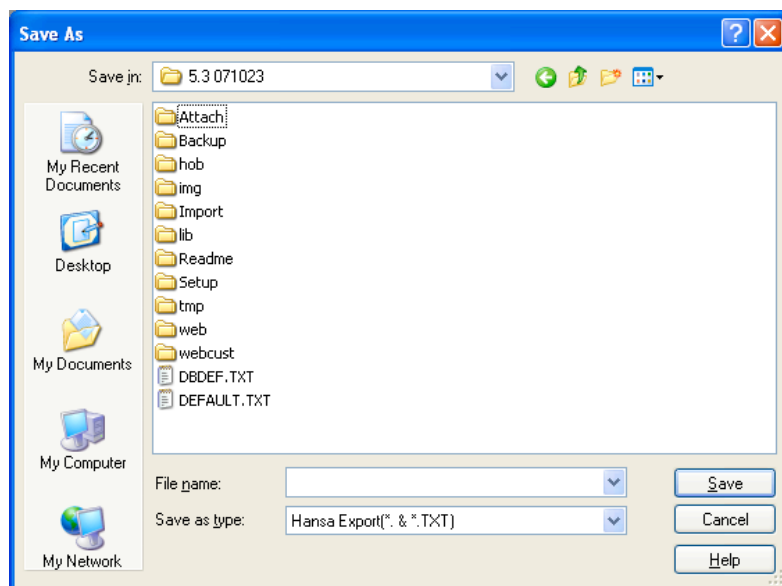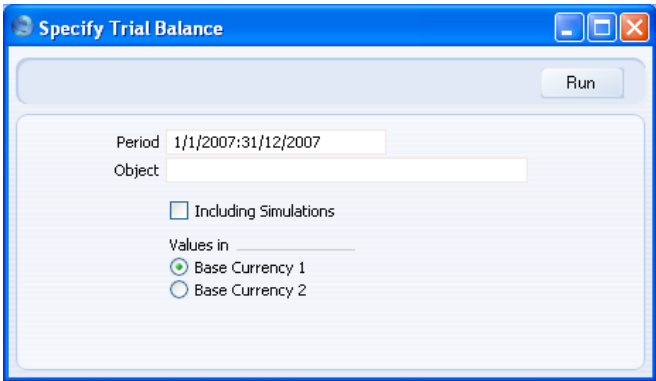
Enter a name for the file, and click [Save] or press the Enter key.

Trial Balance

The Trial Balance is a form of combined Balance Sheet and Profit & Loss report, showing balances for each Account but not debit and credit subtotals. You may export the Trial Balance for the whole year or for an arbitrary part of the year as a tab-separated text file, and it can then be imported for further processing for example by an Annual Report generating program.

Double-click 'Trial Balance' in the 'Export' list to open the 'Specify Trial Balance Export' window.

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

Enter the start and end dates for the period to be covered by the export, separated by a colon.

Object	**Paste Special**	Object register, Nominal Ledger/System module

Enter a value in this field if you want to the export to contain Account balances for a certain Object. If the field is empty, the total balances of all Accounts, irrespective of Object, are exported. If you need to export balances for all Accounts, broken down by Object, use the 'Object Balances' export described above on page 299.

Including Simulations

Check the box if you want the export to include simulated transactions. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

Confirm with [Run] (or cancel using the close box). A dialogue box will open, where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Close the 'Exports' list window using the close box when the export has finished.

HansaWorld Enterprise

Nominal Ledger

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