

HansaWorld Enterprise

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

Stock Module

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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 Stock 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) and the Customer and Item registers (described in the 'Customers, Suppliers and Contact Persons' and 'Items and Pricing' manuals respectively). You should also be familiar with the Purchase and Nominal Ledgers.

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

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***HansaWorld
Enterprise
Stock***

The Stock Module

The Stock module allows you to record deliveries to and from stock. It interacts with the Sales and Purchase Orders modules, with the Sales Ledger, the Job Costing and Production modules and the Nominal Ledger. The Delivery register is always updated from the Sales Orders module, and Goods Receipts can be created from the Purchase Orders module, if it is installed.

The Stock module records every shipment in and out of stock. In addition and if required, HansaWorld Enterprise can automatically maintain stock valuations in the Nominal Ledger. Stock can be kept in different and independent Locations. Several reports give information about the contents and value of your stock.

The Stock module was rewritten in HansaWorld Enterprise version 5.1. As far as daily use of the Stock module is concerned, this rewriting will cause little or no difference. Most of these changes are behind the scenes, in the way information is stored. If you were using HansaWorld Enterprise prior to this version, you need to rebuild your stock information before you can start using the Stock module. Please refer to the description of the 'Rebuild Stock' Maintenance function below on page 245 for details.

Cost Accounting

Many companies will be happy to keep track of stock values by running monthly stock valuation reports, and to update Balance Sheet and cost of sales values monthly using Nominal journals (Nominal Ledger Transactions). However, some companies may want these values to be kept constantly up to date, with the benefit that accurate Balance Sheets and Profit & Loss reports can be produced at any time. You can configure HansaWorld Enterprise so that Nominal Ledger postings will be generated automatically when you approve each incoming or outgoing stock transaction, immediately updating stock valuations in the Nominal Ledger. This feature is known as "cost accounting". In the case of outgoing stock transactions resulting from sales (Cost of Sales postings), you can choose to have these created when you approve Invoices or when you approve Deliveries.

For cost accounting transactions to take place, the Items concerned usually must be Stocked Items, although there is an option to create cost accounting transactions for Plain and Service Items as well. Once you have configured HansaWorld Enterprise as described below, cost accounting will take place automatically.

Switching Cost Accounting On

For cost accounting to operate, follow these steps—

1. Using the 'Purchase Cost' and 'Stock' cards of the Account Usage Stock setting, define a Purchase Accruals Account, a Stock Account and a Cost Account (i.e. Cost of Sales Account). You should specify Purchase Accruals and Cost Accounts for each Zone. These Accounts will be used as defaults in the event that you have not defined equivalent Accounts for a particular Item, Item Group or Location. The roles of these Accounts are described in the next sections, 'Cost Accounting Transactions from Goods Receipts' (page 16) and 'Cost Accounting Transactions from Deliveries and Invoices' (page 17). In the same setting, you should also define Extra Cost, Freight Accrual and Customs Accrual Accounts.
2. If you have more than one Location where stock will be stored, enter these using the Locations setting in the Stock module. For each Location, you can define a separate Stock Account to be debited whenever stock is received into the Location and credited when stock is delivered.

If you are using Locations, it is recommended that you either switch on the Require Location option or specify a Main Location (both in the Stock Settings setting in the Stock module). This will ensure that you always specify a Location when adding or removing stock.

3. In the Cost Accounting setting in the Stock module, specify the default Cost Model. This will be used to calculate cost values in outgoing stock transactions, if you have specified in your Items and Item Groups that the default Cost Model is to be used. The different Cost Model options are fully described below on page 39.
4. Having defined default Accounts in step 1 above and a default Cost Model in step 3, you can if necessary define separate Accounts and Cost Models in each Item Group and in each Item (Cost Account and Cost Model only). If you want to do this in each Item Group, switch on the Use Item Groups for Cost Accounts and Use Item Groups for Cost Model options in the Cost Accounting setting. If you do not switch on these options, the Accounts and Cost Models specified in Item Groups will play no part in your cost accounting structure.
5. If you are using the Sales Orders module, you can decide whether you want outgoing cost accounting postings (Cost of Sales postings) to be made from Invoices or from Deliveries. If you want them to be made from Invoices, check the Don't Post Cost From Deliveries option in the

Cost Accounting setting, and the Invoices Update Stock option in the Account Usage S/L setting. This will usually be the case in the UK where the dates of sales transactions and related Cost of Sales postings should be the same. This will also be the case if you are not using the Sales Orders module and therefore will not create Delivery records. If you want Cost of Sales postings to be made from Deliveries, do not check the Don't Post Cost From Deliveries option in the Cost Accounting setting, but it is still a good idea to check the Invoices Update Stock option, just in case you sell a Stocked Item from an Invoice without a Sales Order (i.e. where there is no Delivery).

6. Use the Sub Systems setting in the Nominal Ledger to specify that cost accounting transactions will be created in the Nominal Ledger when you approve Goods Receipts, Invoices, Returned Goods, Returned Goods to Supplier records and, if you so decided in step 5 above, Deliveries.

Transactions from Sub Systems: Inspect		
Save		
Accounting Logistics Cash and Other		
<input checked="" type="checkbox"/> Invoices	From Date	1/3/2006
<input checked="" type="checkbox"/> Receipts	From Date	1/3/2006
<input checked="" type="checkbox"/> Purchase Invoices	From Date	1/3/2006
<input checked="" type="checkbox"/> Payments	From Date	1/3/2006
<input checked="" type="checkbox"/> Expenses	From Date	1/3/2006
<input checked="" type="checkbox"/> Personnel Payments	From Date	
<hr/>		
<input checked="" type="checkbox"/> Goods Receipts	From Date	1/3/2006
<input checked="" type="checkbox"/> Deliveries	From Date	1/3/2006
<input checked="" type="checkbox"/> Stock Movements	From Date	1/3/2006
<input checked="" type="checkbox"/> Stock Depreciations	From Date	1/3/2006
<input checked="" type="checkbox"/> Productions	From Date	1/3/2006
<input checked="" type="checkbox"/> Returned Goods	From Date	1/3/2006
<input checked="" type="checkbox"/> Returned Goods To Suppliers	From Date	1/3/2006

If you would like outgoing cost accounting postings (Cost of Sales postings) to be created when you approve Deliveries, switch on the Deliveries option. Otherwise, switch off the Deliveries option to ensure these postings will be created when you approve Invoices (you must also switch on the Invoices Update Stock option as described in step 5 above). You should always switch on the Invoices option (even if Cost of Sales postings will be made from Deliveries) because otherwise you will prevent posting to the Sales, VAT and Debtor Accounts as well.

If you are using the Service Orders module, you should also switch on the Work Sheets option on the 'Cash and Other' card. Cost of Sales postings will not be created from Service Order Invoices, so if you need them they must be created from Work Sheets. These transactions will update the Nominal Ledger stock valuation when you remove spare parts from stock to effect repairs.

You should also switch on the Goods Receipts option. This will ensure inward cost accounting postings are made, to balance the outward postings made on Invoice or Delivery. As a result, an inward movement will see a Purchase Accruals Account being credited and a Stock Account being debited, while an outward movement will credit the Stock Account and debit a Cost Account.

7. If you will be using Item Groups, define them as described in the 'Items and Pricing' manual. In each Group, you can define Cost, Purchase Accruals and Stock Accounts and choose a Cost Model option, if the Item Group is not to use the defaults set in steps 1 and 3 above. If you want Accounts and/or Cost Model to be taken from Item Groups, switch on Use Item Groups for Cost Accounts and/or Use Item Groups for Cost Model options in the Cost Accounting setting, as described in step 4 above. If you are not using these options, the Accounts and Cost Model specified in Item Groups will play no part in your cost accounting structure. Although cost accounting transactions will be created for Items that do not belong to Item Groups, management of the system is easier using Item Groups since it is simple to change Cost Accounts and Cost Models for a particular Item Group.
8. Ensure that each Item for which cost accounting transactions are to be created have been defined as Stocked Items using the option on the 'Pricing' card of the Item screen. If you are using the Use Item Groups for Cost Accounts and/or Use Item Groups for Cost Model options, allocate all Stocked Items to Item Groups. You can also specify a special Cost Account (on the 'A/C' card) and/or Cost Model (on the 'Cost Model' card) for a particular Item, to be used in place of the defaults set in steps 1 and 3. Cost accounting transactions will not usually be created for Plain and Service Items, unless you are using the Cost Accounting for Plain Items option in the Cost Accounting setting.
9. Further cost accounting attributes are set using the Cost Accounting setting in the Stock module: please refer to the section describing this setting below on page 31 for full details.

Cost Accounting Transactions from Goods Receipts

Providing you have followed the steps in the previous section (in particular, steps 1 and 6), a Nominal Ledger Transaction will be created each time you approve a Goods Receipt. No cost model will be used: the values posted will be taken directly from the Goods Receipt record.

The Purchase Accruals Account credited by such Transactions is determined as follows—

1. The Purchase Accruals Account from flip E of the Goods Receipt is used. If you created the Goods Receipt from a Purchase Order and if you are using the Transfer Account to Goods Receipt option in the Purchase Order Settings setting, this Account will be the Purchase Accruals Account from flip B of the relevant Purchase Order row.

If you created the Goods Receipt using the 'Stocktaking Comparison' Maintenance function, the default Account will depend on the Type of the Location. If the Type is "Other", it will be the Stock Gain Account from the Account Usage Stock setting. If the Type is "Production", if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, it will be the Usage Variance Account in the Item Group. Otherwise, it will be taken from the Account Usage Stock setting.

In all other cases (i.e. if you enter a Goods Receipt directly to the Goods Receipt register), it will be chosen using steps 2 and 3 below.

2. If you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Purchase Accruals Account for the Item Group to which the Item belongs will be credited.
3. In all other cases, the Purchase Accruals Account in the Account Usage Stock setting will be credited.

In all cases, the appropriate Purchase Accruals Account for the Zone of the Supplier will be used.

The Stock Account debited by such Transactions is determined as follows—

1. The Stock Account from flip E of the Goods Receipt is used. This is given a default value chosen using steps 2, 3 and 4 below.
2. The Stock Account for the specified Location will be debited.
3. If this is blank, or if you have not specified a Location, and if you are using the Use Item Groups for Cost Accounts option in the Cost

Accounting setting, the Stock Account for the Item Group to which the Item belongs will be debited.

4. If this is blank, the Item does not belong to an Item Group or you are not using the Use Item Groups for Cost Accounts option, the Stock Account in the Account Usage Stock setting will be debited.

Cost Accounting Transactions from Deliveries and Invoices

Nominal Ledger Transactions for outgoing cost accounting postings (Cost of Sales postings) can be created when you approve Deliveries, or when you approve Invoices. They can also be created from Work Sheets in the Service Orders module.

If you would like Cost of Sales postings to be created from Deliveries, follow these steps—

1. Switch on the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 6 in the 'Switching Cost Accounting On' section above), and make sure the Invoices check box in the same setting is switched on as well.
2. Switch off the Don't Post Cost From Deliveries option in the Cost Accounting setting (see step 5 in the 'Switching Cost Accounting On' section above).
3. It is recommended that you switch on the Invoices Update Stock option in the Account Usage S/L setting, just in case you sell a Stocked Item from an Invoice without a Sales Order (i.e. without a Delivery).

You may need to have Cost of Sales postings created from Invoices. This may be because you are not using the Sales Orders module and therefore will not create Delivery records, or because you need sales transactions and related Cost of Sales postings to have the same dates (this is a requirement in the UK). Note that stock levels will still be adjusted from Deliveries. So, if you issue a Delivery with an earlier date than the Invoice, there will be a period where the valuation in the Stock List report will not match that in the Nominal Ledger. If you would like Cost of Sales postings to be created from Invoices, follow these steps—

1. Switch off the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 6 in the 'Switching Cost Accounting On' section above), but make sure the Invoices check box in the same setting is switched on.

2. Switch on the Don't Post Cost From Deliveries option in the Cost Accounting setting (see step 5 in the 'Switching Cost Accounting On' section above).
3. Switch on the Invoices Update Stock option in the Account Usage S/L setting.

If you are creating Cost of Sales postings from Invoices, it is recommended that you do not use the Invoices Before Delivery option in the Stock Settings setting, or at least that you use it with great care. Please refer to the description of this option below on page 69 for details. If you are using the Service Orders module, note that Cost of Sales postings for spare parts will not be created from Service Order Invoices, so they must be created from Work Sheets (the Service Order equivalent of Deliveries).

The value of each Cost of Sales posting will be calculated using a Cost Model chosen as follows—

1. The Cost Model will be taken from the 'Cost Model' card of the Item record.
2. If the Cost Model in the Item is Default, if you are using the Use Item Groups for Cost Model option in the Cost Accounting setting in the Stock module and if the Item belongs to an Item Group, the Cost Model will be taken from the 'Cost Model' card of the Item Group.
3. In all other cases (e.g. the Cost Model in the Item Group is Default, you are not using the Use Item Groups for Cost Model option in the Cost Accounting setting and/or the Item does not belong to an Item Group), the Cost Model will be taken from the Cost Accounting setting.

The different Cost Model options are fully described below on page 39.

The Stock Account credited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be credited.
2. If this is blank, or if you have not specified a Location, and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Stock Account for the Item Group to which the Item belongs will be credited.
3. If this is blank, the Item does not belong to an Item Group or you are not using the Use Item Groups for Cost Accounts option, the Stock Account in the Account Usage Stock setting will be credited.

The Cost of Sales Account debited by such Transactions is determined as follows—

1. If you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting the Cost Account for the Item Group to which the Item belongs will be debited.
2. If this is blank, the Item does not belong to an Item Group or you are not using the Use Item Groups for Cost Accounts option, the Cost Account for the Item will be debited.
3. In all other cases, the Cost Account specified in the Account Usage Stock setting will be debited.

In all cases, the appropriate Cost Account for the Zone of the Customer will be used. The default Cost of Sales Account will be shown on flip E of the Delivery, where you can change it if necessary.



If you find that Nominal Ledger Transactions for Cost of Sales are not being created despite this having been specified in the Sub Systems setting, the likely cause is that the default Cost Model has been set to None or you are using the Don't Post Cost From Deliveries option in the Cost Accounting setting.

Returned Goods

If you are maintaining stock values in the Nominal Ledger, two complications can arise when a Customer returns an Item—

1. On some occasions the goods will be returned goods to stock, but on other occasions they may not be. For example, the goods may be damaged and so you in turn will need to return them to your Supplier. The Returned Goods register contains an Update Stock option that you can switch on or off depending on the circumstances.
2. The correct stock value of the returned Item can be difficult to calculate.

To help alleviate the second of these complications, the Cost Accounting setting contains several options controlling how Items will be received back into stock—

- If you are using a Queued Cost Model, returned Items can go back to their original positions in the FIFO/LIFO queue, or they can go to new positions, as if they were newly received Items;
- You can choose whether to retain the original stock value of returned Items (to copy it from Deliveries to Returned Goods records) or to use the standard Cost Price of Items in Returned Goods records; and
- You can choose whether the Weighted Average value of Items will be updated by Returned Goods.

These options are described in more detail in the section describing the Cost Accounting setting below on page 31.

To maintain an accurate stock valuation, it is recommended that you follow these steps when a Customer returns Items to you and when you need to issue Credit Notes—

1. In a case where the Item being returned was originally issued on a Delivery raised from a Sales Order, return to the Sales Order or the Delivery and enter a record to the Returned Goods register by selecting 'Create Returned Goods' from the Operations menu. You can then either issue a replacement using another Delivery or, if no replacement is required, create a Credit Note. You can do this using the 'Create Credit Note' function on the Operations menu of the Returned Goods record, or using the 'Create Credit Note' function on the Operations menu of the original Invoice. Stock levels will be updated by the Returned Goods record, as will stock valuations in the Nominal Ledger (if so specified in the Sub Systems setting in the Nominal Ledger).

2. In a case where there is no Sales Order, you will originally have issued the Item being returned using an Invoice. You should first credit this Invoice, by opening it and selecting 'Create Credit Note' from the Operations menu. The Update Stock check box on the 'Delivery' card will be switched off automatically. You should not switch it on again, especially if you are using a Queued Cost Model (FIFO or LIFO), as doing so will mean that the Nominal Ledger stock valuation will become inaccurate (the stock valuation may be updated with an incorrect FIFO value). Instead, approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger). Then, receive the Item back into stock using the Goods Receipt register in the Stock module. To find out the true value of the returned Item for entering in the Goods Receipt, refer to flip C of the original Invoice. This will correctly update stock levels and, if you have so determined in the Sub Systems setting, the Nominal Ledger stock valuation.

If you want to have this Goods Receipt created automatically, switch on the Goods Receipt from Credit Invoices option in the Optional Features setting in the System module. The Goods Receipt from Credit Invoices option is in the Unsupported Extra Features section of the Optional Features setting so it is recommended that you take great care if you use this option. The new Goods Receipts will be approved automatically, so there will be no opportunity to check or change the stock value. Goods Receipts will not be created from Credit Notes that are not linked to Invoices, because in this case the stock value of the Items will not be known (the FIFO field on flip C of the Credit Note will be blank).

In both cases, the Credit Note will credit the Invoice and update the Sales, VAT and Debtor Accounts, and a stock transaction (Returned Goods or Goods Receipt) will update stock levels and the stock valuation in the Nominal Ledger.

In some circumstances, you can update stock levels and the Nominal Ledger stock valuation from Credit Notes. You may wish to do this if you always issue Credit Notes when goods are returned to you (which means you must already have invoiced those goods). If you want to use this system, switch on the Credit Notes Update Stock option in the Optional Features setting in the System module. Again, the Credit Notes Update Stock option is in the Unsupported Extra Features section of the Optional Features setting so you should only use it with extreme care. It may introduce inaccuracies into your stock levels and/or Nominal Ledger stock valuation. Bear the following points in mind—

1. If you created an Invoice without a Sales Order, you can create a Credit Note from the Invoice by duplicating the Invoice or by using the 'Create

Credit Note' function. The Credit Note will update stock levels and the Nominal Ledger stock valuation. The Returned Item(s) will be inserted as a new item in the FIFO/LIFO Queue, irrespective of the option chosen in the Cost Accounting setting.

2. If you created a Delivery and Invoice from a Sales Order, there are various methods of receiving the Items back into stock and issuing a Credit Note. If you are using the Credit Notes Update Stock option, you should take extreme care. You will not be able to use every method because some will introduce inaccuracies either to stock or to the Nominal Ledger.
 - i. You can create a Returned Goods record from the Delivery or from the Order, and then create a Credit Note from the Returned Goods record. The Return will update stock levels and the Nominal Ledger stock valuation. The Returned Item(s) will be inserted as a new item in the FIFO/LIFO Queue or replaced in its original position in the queue, in accordance with the option chosen in the Cost Accounting setting. The Update Stock box on the 'Delivery' card of the Credit Note will be switched off by default when you create it from the Returned Goods record, so the Credit Note will not affect stock levels or the Nominal Ledger stock valuation.
 - ii. You can create a Returned Goods record from the Delivery or from the Order, and then create a Credit Note by duplicating the Invoice or by using the 'Create Credit Note' function from the Invoice screen. The Returned Item(s) will be inserted as a new item in the FIFO/LIFO Queue or replaced in its original position in the queue, in accordance with the option chosen in the Cost Accounting setting. In this case, the Nominal Ledger stock valuation will be updated twice, once from the Return and once from the Credit Note. When you are using the Credit Notes Update Stock option, the Update Stock box on the 'Delivery' card of the Credit Note will be switched on by default when you create it using this method. To prevent the Credit Note updating the Nominal Ledger, you can switch off the Update Stock box.
 - iii. The danger in step ii is that you will not remember to switch off the Update Stock box on the 'Delivery' card of the Credit Note. To avoid this danger, you can also switch off the Returned Goods option in the Sub Systems setting. The Return will now only update the stock level, and the Credit Note will update the Nominal Ledger stock valuation. However, a new danger will occur if you now create a Credit Note from the Returned Goods record. The Credit Note will

not update the Nominal Ledger unless you remember to check the Update Stock box on the 'Delivery' card.

- iv. If you create a Credit Note by duplicating the Invoice or by using the 'Create Credit Note' function from the Invoice screen (i.e. you do not create a Returned Goods record), the Credit Note will not update stock levels, but it will update the Nominal Ledger stock valuation.

You cannot use the Goods Receipt from Credit Notes option and the Credit Notes Update Stock option together. If you try to use them both, the Goods Receipt from Credit Notes option will take precedence and the Credit Notes Update Stock option will be treated as being off. For similar reasons, the Credit Notes Update Stock option will also be treated as being off if you are using the Invoice Based On Delivery option in the Order Settings setting.

Switching Cost Accounting Off

If you do not wish to operate cost accounting, perhaps because the extra work required in ensuring the Nominal Ledger stock valuation always agrees with the stock list valuation will not be of benefit, follow these steps—

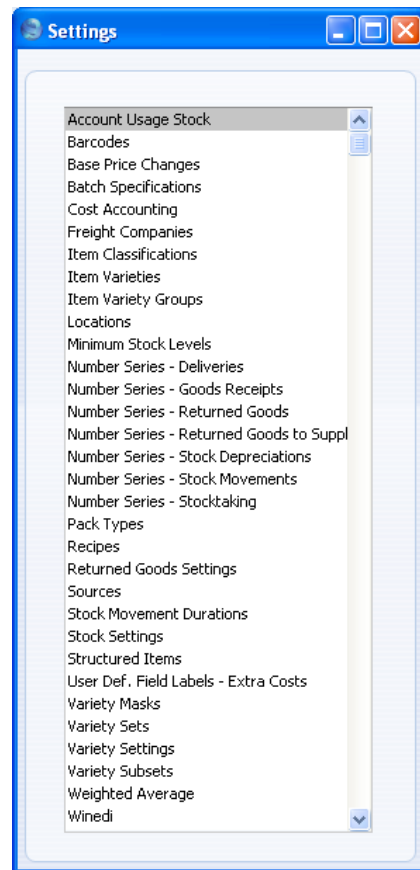
1. In the Sub Systems setting in the Nominal Ledger, ensure that Deliveries, Goods Receipts, Returned Goods and Returned Goods to Supplier records will not generate Nominal Ledger Transactions by switching off these options. Do not switch off the Invoices option because doing so will prevent posting to the Sales, VAT and Debtor Accounts as well.
2. In the Cost Accounting setting in the Stock module, ensure that the Primary Cost Model option is set to None.
3. On the 'Cost Model' card of each Item and Item Group, ensure that the selected Cost Model is either Default or None. You have already set the Default Cost Model to None in step 2.
4. If you will be creating Deliveries from Orders, stock quantities for any Items used will be updated automatically when Deliveries are approved. If you would also like stock quantities to be updated when Invoices that are not related to Orders are approved, ensure you have switched on the Invoices Update Stock option on the 'Debtors' card of the Account Usage S/L setting.

Stock quantities will also be updated when Goods Receipts are approved.

Settings

Introduction

The following settings are available in the Stock module —



To edit a setting, ensure you are in the Stock module using the [Select Module] button in the Master Control panel or the Ctrl-0/⌘-0 keyboard shortcuts and click the [Settings] button, also in the Master Control panel, or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Account Usage Stock

This setting allows you to determine the Accounts that will be used as defaults in your stock transactions. Take care to ensure that the Accounts that you specify here exist in the Account register. In each case, you can use the 'Paste Special' function (Ctrl-Return or ⌘-Return) to help you choose the correct Account.

Stock Card

The screenshot shows the 'Account Usage Stock: Inspect' window with a 'Save' button in the top right. The window is divided into three tabs: 'Stock', 'Purchase Cost', and 'Variances'. The 'Stock' tab is currently selected, displaying a list of accounts and their corresponding values. Below the list, there are checkboxes for 'Ret. Goods to Supplier A/C from Goods Receipt' (unchecked) and 'Post Price Variance' (checked).

Account	Value	Account	Value
Stock	740	Production I-cost	740
Stock Gain	140	Production W-cost	231
Stock Loss	230	Returned Goods	240
Dom. Cost A/C	240	Ret. Goods to Suppliers	810
EU Cost A/C	241		
Export Cost A/C	242		
Stock Transfer			
Dom. Purchase Accruals	820	Extra Cost 1 Accrual	811
EU Purchase Accruals	821	Extra Cost 2 Accrual	812
Import Purchase Accruals	822	Extra Cost 3 Accrual	813
Freight Accrual	816	Extra Cost 4 Accrual	814
Customs Accrual	817	Extra Cost 5 Accrual	815
Extra Cost	240		

Stock

The stock control Account. If you are using maintaining stock values in the Nominal Ledger ('cost accounting'), this Account will be debited when goods are received into stock and credited upon Invoice or Delivery, if the equivalent field for the appropriate Location or Item Group is blank.

Please refer to the 'Cost Accounting' section above on page 12 for full details of this feature.

Stock Gain, Stock Loss

These Accounts are used by the Stock Movement register to book value differences resulting from internal stock transfers between stock Locations. The Stock Loss Account will also be debited by default from Stock Depreciation records, while the Stock Gain Account will

be credited by default from Goods Receipts created by the 'Stocktaking Comparison' Maintenance function.

Dom, EU, Export Cost A/C

Cost (or Cost of Sales) Account used when shipping goods from stock. If you are using cost accounting, this Account will be debited upon Invoice or Delivery, if the equivalent field for the appropriate Item Group is blank. You should specify three separate Cost Accounts, one for each Zone.

Stock Transfer This Account is used by the Stock Transfer register in the Internal Stock module to book value differences from internal stock transfers between stock Locations.

Production I-cost The Account specified here will be credited by the total input cost and debited by the total output cost whenever a Production record is approved, providing no Stock Accounts have been specified for the relevant Location or Item Groups. Production records (used to assemble Stocked Items from components) are fully described in the 'Production' manual.

Production W-cost The Account specified here will be credited by the total work cost whenever a Production record is approved. Usually, this will be the cost of labour required to build the assembled Items.

Returned Goods When an Item is returned to stock by a Customer, you will record the return in the Returned Goods register. When you approve and save the Returned Goods record, this Account will be credited in the subsequent Nominal Ledger Transaction unless the Item belongs to an Item Group with a Cost Account and you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting (Stock module).

Ret. Goods to Suppliers

When you return an Item to its Supplier, you will record the return in the Returned Goods to Supplier register. When you approve and save the Returned Goods to Supplier record, this Account will be debited in the subsequent Nominal Ledger Transaction, if you are not using the Ret. Goods to Supplier A/C from Goods Receipt option below.

Ret. Goods to Supplier A/C from Goods Receipt

When you return an Item to its Supplier, you will record the return in the Returned Goods to Supplier register. Usually, you will create a Returned Goods to Supplier record from the Goods Receipt that you used to receive the Item into stock. When you approve and save the Returned Goods to Supplier record, the subsequent Nominal Ledger Transaction can debit the Returned Goods to Supplier Account specified above, or the Purchase Accruals Account credited by that original Goods Receipt. If you want to use the second option, check this box.

You can also create Returned Goods to Supplier records from Purchase Orders. If you do this and you are using this option, the Transaction will debit the Purchase Accruals Account for the Item Group to which the Item belongs (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting) or the Purchase Accruals Account specified on the 'Purchase Cost' card of this setting.

Post Price Variance

Please refer to the 'Price Variances' section below on page 137 for a description of this option.

Purchase Cost Card

Stock		Purchase Cost		Variances	
Dom. Purchase Accruals	820	Extra Cost 1 Accrual	811		
EU Purchase Accruals	821	Extra Cost 2 Accrual	812		
Import Purchase Accruals	822	Extra Cost 3 Accrual	813		
Freight Accrual	816	Extra Cost 4 Accrual	814		
Customs Accrual	817	Extra Cost 5 Accrual	815		
Extra Cost	240				

Dom, EU, Import Purchase Accruals

The accrual Account used to book goods received before a Purchase Invoice has been received and booked. It is credited when records in the Goods Receipt register in the Stock module are approved (if the equivalent field for the appropriate Item Group is blank) and debited when Purchase Invoices created from Purchase Orders are approved (depending on the Purchase Order Item

Transfer Control option chosen in the Purchase Invoice Settings setting in the Purchase Ledger). You should specify three separate Purchase Accruals Accounts, one for each Zone.

Please refer to the 'Cost Accounting' section above on page 12 for full details of this feature.

- Freight Accrual** Used to book the cost of freight on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.
- Customs Accrual** Used to book the customs duty cost on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.
- Extra Cost** An expense Account to collect any extra costs associated with receiving goods (entered to the Extra Cost field on flip C of each row of a Goods Receipt record). It is credited when Goods Receipts and Returned Goods records are approved.

Extra Cost Accruals

These Accounts will collect any extra costs associated with receiving goods (entered to the five fields on the 'Extra Costs' card of a Goods Receipt record, and on flip H of a Goods Receipt row). They are credited when Goods Receipts are approved. If you want to give a name to each of the Extra Cost Accounts, use the User Defined Field Labels - Extra Costs setting in the Stock module.

Variances Card

Please refer to the 'Price Variances' section below on page 137 for details of the Accounts on the 'Variances' card.

It is recommended that you specify Variance Accounts even if you are not using the Price Variances feature. If you enter a Goods Receipt with Freight and/or Customs charges in the footer and/or Extra Costs on the 'Extra Costs' card and these extra costs cannot be distributed to the various Item rows without an amount being left over, that leftover amount will be posted to the appropriate Variance Account when you approve and save the Goods Receipt.

If you want to give a name to each of the Extra Cost Variance Accounts, use the User Defined Field Labels - Extra Costs setting in the Stock module.

Barcodes

This setting allows you to record separate Barcodes for Items with Varieties. Please refer to the 'Items and Pricing' manual for details.

Base Price Changes

Please refer to the 'Items and Pricing' manual for full details of this setting.

Batch Specifications

You can use this setting to administer Best Before dates for perishable goods.

In the case of Items purchased by your company for resale, Batch Specification records can be created automatically from the Goods Receipt register. This will occur if you specify a Best Before date in the Goods Receipt, but only for Items that are Serial Numbered, either at Batch level or at Unit level.

In the case of Items produced or assembled by your company, you should first construct these Items in the Production register (in the Production module) where you can allocate self-generated Serial Numbers to them. Then, you can enter records to this setting manually with appropriate Best Before dates. The Items must have Serial Numbers, because the Serial Number connects a Best Before date to an individual Item or batch of Items.

When the time comes to deliver perishable Items to your Customers, if Batch Specification records have been created using either of the methods described above, when you enter a Serial Number in a Delivery record, the appropriate Best Before date will be brought in automatically. If you want this date to be printed on delivery documentation, include the "Best Before Date" field in your Form design. If you want to prevent the sale of Items that have passed their Best Before date, use the Batch Status and Batch Quality Control settings in the Service Orders module, described in the 'Service Orders' manual. To help choose Items that have not reached their Best Before date, you can have Best Before dates shown in the 'Paste Special' list opened from any Serial Number field. To do this, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger.

Batch Specification: Inspect

Item: 10123

Batch/Serial No: 07/02/A

Width: Height: Depth:

Sale Width: Sale Height: Sale Depth:

Production Date:

Best Before: 1/2/2007

	Text
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Item**Paste Special**

Item register

The Item Number of the Item should be entered here.

Batch/Serial No**Paste Special**

Serial Numbers of Items in stock

Enter the Serial Number of the Item or batch of Items. Note that you should only use existing Serial Numbers: these should originate in the Goods Receipt or Production registers.

Width, Height, Depth

If the Batch Specification record was created from a Goods Receipt row with Width, Height and/or Depth specified on flip G, those dimensions will be copied here. Otherwise, enter the dimensions as appropriate. This will be useful in the case of Items bought and sold by area or volume (e.g. cloth or stone).

Sale Width, Sale Height, Sale Depth

These fields can be used in certain circumstances in Portugal. Please refer to your local HansaWorld representative for details.

Production Date If appropriate, enter the date the item was made here.

Best Before **Default taken from** Goods Receipt

Enter the Best Before date here. It will be transferred to a Delivery record on selection of the Serial Number. If you want to prevent the sale of goods after their Best Before date, use the Batch Quality Control setting in the Service Orders module (described in the 'Service Orders' manual).

Text Any comments entered here can be shown on printed Invoices.

Cost Accounting

Use this setting to specify the costing method that you want to use to calculate stock valuations and the value of outgoing stock transactions.

Cost Accounting: Inspect [Save]

Cost Model

- ☒ Use Item Groups for Cost Model
- ☒ Original Cost on Returned Goods to Supplier
- ☒ Original Cost on Returned Goods
- Returned Goods**
- ☒ Insert as New Item in Cost Queue
- ☐ Insert at Original Position in Cost Queue
- ☐ Don't post Cost on Deliveries
- ☒ Update GP at Invoicing
- ☐ Object on Stock Account
- ☒ Use Item Groups for Cost Accounts
- ☐ Post Structured Items Cost of Sales on Invoice
- ☐ Separate Transaction rows per Item
- ☒ Update Weighted Average from Return Goods to Supplier
- ☒ Update Weighted Average from Return Goods and Credit Notes
- ☐ Cost Accounting for Plain Items
- ☐ Weighted Average in Base Currency 2

Primary Cost Model

- ☐ None
- ☐ Cost Price
- ☐ % of Base Price %
- ☐ Weighted Average
- ☒ Queued
- Queued Cost Model**
- ☒ FIFO Price
- ☐ LIFO Price
- ☒ Cost Price for Serial Number
- ☒ Queued Cost Model per Location
- ☒ Weighted Average per Location
- ☐ Cost Price per Location

Cost Model When you remove an Item from stock, the stock valuation in the Nominal Ledger will be adjusted automatically. The value of each outgoing cost accounting posting will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model described below will be used. Use these options to specify how the Cost Model should behave in certain specific circumstances.

Use Item Groups for Cost Model

When outgoing cost accounting transactions are generated from Deliveries, Invoices, Stock Depreciations, Stock Movements and Work Sheets, the value of those transactions will be calculated using the Cost Model specified in each Item record. If the Cost Model in an Item record is Default and you are using this option, the Cost Model will be taken from the Item Group to which the Item belongs. If that Cost Model again is Default, the Primary Cost Model described below will be used. If the Cost Model in an Item record is Default and you are not using this option, the Primary Cost Model described below will be used (i.e. the Cost Model in the Item Group will be ignored).

If you are using this option, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost Models specified.

Original Cost on Returned Goods to Supplier

One specific way in which you can remove an Item from stock is to return it to its Supplier. You can do this by creating a record in the Returned Goods to Supplier register from the original Goods Receipt or Purchase Order. This register is described below on page 211.

When you return an Item to its Supplier, you may want to calculate the cost of that Item using the usual Cost Model (i.e. as if it were a normal removal from stock), or you may want to use the actual cost of that Item from the original Goods

Receipt. Use this option if you want to use the second method.

For example, you are using the FIFO Cost Model and you have three Items in stock with costs 100, 200 and 300. If you need to return the last Item to its Supplier, you would find the original Goods Receipt and create a Returned Goods to Supplier record from it. If you are not using this option, 100 will be removed from your Nominal Ledger stock value, since that was the value of the first Item received into stock (i.e. as calculated using the FIFO Cost Model). If you are using this option, 300 will be removed from your stock value, since that was the precise cost of the returned Item in the Goods Receipt.

If you are not using this option, you can create a record in the Returned Goods to Supplier register from the original Goods Receipt or Purchase Order using the 'Create Returned Goods' function on the Operations menu. If you are using this option, you can only create the Returned Goods to Supplier record from the original Goods Receipt.

Original Cost on Returned Goods

One specific way in which you can receive an Item into stock is to receive a previously delivered Item back from a Customer. You can do this by creating a record in the Returned Goods register from the original Delivery or Sales Order. This register is described below on page 194.

When you receive an Item into stock in this way, you may want to use the standard Cost Price of the Item from the Item register, or you may want to use the actual cost of that Item from the original Delivery. Use this option if you want to use the second method.

For example, you are using the FIFO Cost Model and you have three Items in stock with costs 100, 200 and 300. The Cost Price in the Item record is 150. When you sell an Item, 100 will be removed from your Nominal Ledger stock value, since that

was the value of the first Item received into stock (i.e. as calculated using the FIFO Cost Model). If the Customer returns the Item, you would find the original Delivery and create a Returned Goods record from it. If you are not using this option, the Item Cost and Unit Cost in the Returned Goods will be 150, the Cost Price from the Item. If you are using this option, the Item Cost and Unit Cost in the Returned Goods will be 100, since that was the precise cost of the returned Item in the Delivery.

If you are not using this option, you can create a record in the Returned Goods register from the original Delivery or Sales Order using the 'Create Returned Goods' function on the Operations menu. If you are using this option, you can only create the Returned Goods record from the original Delivery.

If you are using a Queued Cost Model (FIFO or LIFO), the choice of whether to use this option and the Returned Goods choice immediately below may be mutually dependent.

Returned Goods These options are only used if you are using a Queued Cost Model (FIFO or LIFO). In this case, when you receive Items into stock, they are placed in a queue. When you deliver the Items or otherwise remove them from stock, it will be in queue order (i.e. the order in which you received them) (FIFO) or in reverse queue order (LIFO). These options control what happens in the queue if a Customer returns an Item that you have previously delivered.

If you are not using a Queued Cost Model, you must use the option to Insert as New Item in Cost Queue. Otherwise, the Stock List may not be correct. If you are using a Queued Cost Model but choose to produce the Stock List using a different Model for comparison purposes, bear in mind that it may be inaccurate if you are using the Original Position option.

Insert as New Item in Cost Queue

The returned Item is placed at the end of the queue (FIFO) or the beginning of the queue

(LIFO). The Returned Goods record therefore acts in the same way as a new Goods Receipt. This option is the recommended one, in the interests of strict FIFO/LIFO accuracy.

Insert at Original Position in Cost Queue

The returned Item is placed in its original position in the queue, sorted by date. If you are using FIFO, therefore, it will be placed at the front of the queue and will be the next Item that you deliver.

If you choose this option, you will have to create Returned Goods records from Deliveries (i.e. you will not be able to create them from Sales Orders).

If the Item was originally delivered to the Customer using a Sales Order and a Delivery, you should take the Item back into stock by creating a Returned Goods record from the Delivery or the Sales Order. The Returned Goods record will place the Item in the FIFO/LIFO queue as specified above.

If the Item was originally delivered to the Customer using an Invoice without a Sales Order, the best way of making sure it is received back into stock with the correct value is to create a Goods Receipt. This will always place the Item at the end of the queue (FIFO) or the beginning of the queue (LIFO), irrespective of the option chosen above.

Don't Post Cost from Deliveries

In some countries such as the UK it is a requirement that sales transactions and related Cost of Sales postings should have the same dates. If you need to satisfy this requirement and therefore would like outward cost accounting postings (Cost of Sales postings) to be created from Invoices, switch this option on. You should also turn off the Deliveries option in the Sub Systems setting in the Nominal Ledger, and turn on the Invoices Update Stock option in the Account Usage S/L setting. If one of these options is not set as described, there is a risk that cost accounting postings will not be created at all. Note that stock levels will still be adjusted from

Deliveries. So, if you issue a Delivery with an earlier date than the Invoice, there will be a period where the valuation in the Stock List report will not match that in the Nominal Ledger.

If you would like outward cost accounting postings to be created from Deliveries, switch this option off and turn on the Deliveries option in the Sub Systems setting.

Update GP at Invoicing

When you create Invoices from Orders, the Cost Price of each Item on the Invoice (and therefore its gross profit) can be taken from the Order or from the sum of the Cost Price and the Extra Cost from the Item record. If you wish to use the latter alternative, switch this check box on. This can be more accurate if you are routinely updating Items' Cost Prices from Goods Receipts and are using back-to-back Purchase Orders. In this situation you will probably enter a Sales Order and create a Purchase Order from it, and the subsequent Goods Receipt will update the Cost Price in the Item record. If you are using this option, this latest Cost Price will be copied to the Invoice.

If you are using the Update GP on Order when Delivering option in the Order Settings setting in the Sales Orders module, when you create a Delivery from a Sales Order, the actual cost of sales value (calculated using the Cost Model e.g. FIFO, LIFO or Weighted Average value) of each Item will be copied back from the Delivery to the Cost Price field in each Order row. So, if you are using the Update GP on Order when Delivering option but not this Update GP at Invoicing option, the unit cost of sales value of each Item will be copied from Orders to Invoices.

Object on Stock Account

When you approve a Delivery, any Objects specified on flip E will be assigned to the debit posting to the Cost of Sales Account in the resulting Nominal Ledger Transaction. Check this box if you would like them assigned to the credit posting to the Stock Account as well.

When you approve a Stock Depreciation, any Objects specified in the header and on flip A will be assigned to the debit postings to the Cost Account(s) (Stock Loss Account). If you are using this option, these Objects will be assigned to the credit postings to the Stock Account as well.

Use Item Groups for Cost Accounts

If you select this option, HansaWorld Enterprise will give priority to the Accounts entered for each Item Group when Nominal Ledger Transactions are generated from Deliveries, Invoices, Work Sheets and Goods Receipts.

If you are using this option, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost and Stock Accounts specified.

Post Structured Items Cost of Sales on Invoice

When a Structured Item is included in an outward cost accounting transaction created from a Delivery, the Accounts, Cost Model and stock values will be taken from each component. Similarly, if the Structured Item is one whose Paste Components During Entry box is on and it is included in an outward cost accounting transaction created from an Invoice, the Accounts, Cost Model and stock values will be taken from each component. However, if the Structured Item is one whose Paste Components During Entry box is off and it is included in an outward cost accounting transaction created from an Invoice, the Accounts, Cost Model and stock values will be only be taken from each component if you are using this option. Otherwise, Structured Items whose Paste Components During Entry boxes are off will not be included in outward cost accounting transactions created from Invoices (i.e. the Nominal Ledger stock valuations for the components will not be updated from Invoices).

Separate Transaction rows per Item

If a goods in or goods out transaction contains several Items that use the same Cost, Purchase Accruals and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings

for each Item, or a single accumulated posting. Check this box to use the first method.

Update Weighted Average from Return Goods to Supplier

Use this option if you would like the Weighted Average values of your Items to be updated from the Returned Goods to Supplier register (i.e. when you return goods to your Suppliers).

For example, you purchase two Items for 100.00 and 200.00. The Item's Weighted Average is now 150.00. You then return the second Item to the Supplier. If you want the Weighted Average to remain 150.00, do not use this option. If you want the Weighted Average to be changed to the value of the remaining Item (which will depend on whether you are using the Original Cost on Returned Goods to Supplier option described above on page 32), switch this option on.

Update Weighted Average from Return Goods and Credit Notes

Use this option if you would like the Weighted Average values of your Items to be updated from the Returned Goods register (i.e. when goods are returned to you from Customers). If you would like Weighted Averages to be updated from Credit Notes, you should use this option and you should also switch on the Credit Notes Update Stock option in the Optional Features setting in the System module.

For example, you purchase an Item for 100.00 and deliver it to a Customer. You then purchase a second example of the Item, this time for 200.00. The Item's Weighted Average is now 200.00 (it is reset to zero when the stock level is zero). The Customer then returns the Item. If you want the Weighted Average to remain 200.00, do not use this option. If you want the Weighted Average to be changed to 150.00 (the average of 100.00 and 200.00) and if you want any Extra Costs in the Returned Goods record to affect the Weighted Average, switch this option on.

Cost Accounting for Plain Items

Usually incoming and outgoing cost accounting transactions will only be created for Stocked Items. Use

this option if you want them to be created for Plain and Service Items as well.

If you use this option, it is recommended that you do not use a Queued Cost Model with Plain and Service Items. The Over Delivery options in the Stock Settings setting do not apply to Plain and Service Items and so there is no check to prevent negative stock. Negative stock would render the FIFO/LIFO queue inaccurate.

Weighted Average in Base Currency 2

When you create an outward cost accounting Transaction (e.g. from a Delivery or Invoice), the value in Base Currency 1 in that Transaction will be calculated using the Cost Model. This figure will usually then be converted to Base Currency 2 using the current rate.

If you use this option, the value in Base Currency 1 will be calculated using the Cost Model as normal. But this figure will not be converted to Base Currency 2: instead the Base Currency 2 figure in the cost accounting Transaction will be taken from the Weighted Av., Base 2 field on the 'Costs' card of the Item record (this figure will also be shown on flip C of the Delivery).

If you are using the Weighted Average Cost Model, this option will mean your stock valuation in the Nominal Ledger will be correct in both Base Currencies.

Primary Cost Model

The Cost Model is used for two purposes.

First, if you are using cost accounting (maintaining stock valuations in the Nominal Ledger), when you approve an outgoing stock transaction (e.g. Invoice, Delivery, Work Sheet or Stock Depreciation), a Nominal Ledger Transaction will be created automatically, debiting the value of the goods issued to a Cost Account and crediting it to a Stock Account. The value of the goods removed from stock will be calculated using a Cost Model, specified in the relevant Item or, if you are using the Use Item Groups for Cost Model option (described above on page 32), in the Item Group record. If that Cost Model is Default, this Primary Cost Model will be used.

Second, the Cost Model is used by the Stock List report to calculate the value of your stock. Again, the stock value of an Item will be calculated using the Cost Model specified in the relevant Item or, if you are using the Use Item Groups for Cost Model option, in the Item Group record. If that Cost Model is Default, this Primary Cost Model will be used. You can also produce a Stock List using an alternative Cost Model, for comparison purposes. If you have set the Primary Cost Model to None in this setting because you don't need to use cost accounting (step 2 in the 'Switching Cost Accounting Off' section above on page 23), you will be able to choose a Cost Model each time you produce a Stock List report.

In both cases, the chosen Cost Model will sometimes be bypassed if you are using the Cost Price for Serial Number option in the relevant Item or Item Group record or in this setting (described below on page 42). In this case, individual Cost Prices and Serial Numbers are linked. When you sell an Item with a particular Serial Number, the appropriate Cost Price for that Serial Number will be used in the resulting cost accounting transaction. The Stock List report will use the appropriate Cost Prices for the Serial Numbers in stock. This applies to Items with Serial Numbers only.

The following Cost Model options are available—

None	Select this option if you do not wish to use a Cost Model. Outward cost accounting transactions will not be created. You will need to choose a Cost Model each time you produce a Stock List report, otherwise it will not contain a valuation (you can do this in the report specification window).
Cost Price	Use the Cost Price of the Item (visible on the 'Costs' card of the Item screen). If you choose this option, it is recommended that you also choose one of the Update Cost Price at Goods Receipt options (also on the 'Costs' card of the Item), to ensure the Cost Price is always up-to-date.

% of Base Price

Calculate the cost by applying a specified percentage to the Base Price (i.e. the retail price) of the Item. Specify the percentage in the % field immediately to the right. You can use this option in cases where a consistent gross margin is required.

Weighted Average Use the Weighted Average Cost Price of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen).

The Weighted Average of an Item is updated each time you receive a unit into stock, using the following formula—

$$WA = \frac{((Qty \text{ in stock} \times \text{Current WA}) + (Qty \text{ on GR} \times \text{Unit Pr. on GR}))}{(Qty \text{ in stock} + Qty \text{ on GR})}$$

(where GR means Goods Receipt).

Queued

A true FIFO (First In First Out) or LIFO (Last In First Out) cost is used, based on the cost prices recorded in Goods Receipts. Choose FIFO or LIFO using the Queued Cost Model options below.

The Queued Cost Model can provide a very precise stock valuation, especially for Items with variable Cost Prices. However, this precision also requires discipline. As their names suggest, First In First Out and Last In First Out require that you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO or LIFO values to become incorrect. Do not, for example, enter a Goods Receipt with yesterday's date if you have already entered one with today's. This applies to Deliveries and Stock Depreciations as well. It is also recommended that you always approve stock transactions when you save them for the first time. Do not, for example, go back to an earlier unapproved Goods Receipt and approve it if there are later approved ones, unless you change the date as well. You can use options such as Chronology in Stock in the Stock Settings setting

and Force Chronology for Invoice in the Account Usage S/L setting to help ensure you do not break this rule.



If you choose the Cost Price, % of Base Price or Weighted Average options, make sure that the appropriate field contains values for each Item. Otherwise, cost accounting Transactions and Stock List valuations with a zero amount may result.

Queued Cost Model

If you set the Primary Cost Model (above) to Queued, use these options to choose whether you want to use a FIFO (First In First Out) or LIFO (Last In First Out) queue.

FIFO

When you deliver an Item or otherwise remove it from stock, the Item that you received into stock first will be the Item that you deliver first. In the Stock List report, Items will be valued in chronological order.

LIFO

When you deliver an Item or otherwise remove it from stock, the Item that you received into stock last will be the Item that you deliver first. In the Stock List report, Items will be valued in reverse chronological order.

If you have set the Primary Cost Model to None because you do not want to use the cost accounting feature, you should still choose a Queued Cost Model. In this case, you will need to choose a Cost Model each time you produce a Stock List report. If you choose the Queued option, the report will use the FIFO or LIFO queue as specified here (providing the equivalent choice in each Item or Item Group is Default).

Cost Price for Serial Number

When you sell a Serial Numbered Item or otherwise remove it from stock, you must enter its Serial Number to the Invoice, Delivery or Stock Depreciation manually:

a Serial Number will not be selected automatically. HansaWorld Enterprise offers two methods by which removing a Serial Numbered Item from stock can affect your stock valuation.

In the first method, Cost Prices are independent of Serial Numbers. When you approve the Invoice, Delivery or Stock Depreciation, the adjustment of the stock valuation and, if you are using cost accounting, the value of the cost accounting transaction will be calculated using the Cost Model specified in the Item or Item Group or in this setting. For example, if you are using the Queued FIFO Cost Model, the Item with the oldest Cost Price will be removed from stock. This will happen irrespective of whether the Serial Number chosen is the oldest one. To use this method, ensure this check box is switched off.

The second method links Cost Prices and Serial Numbers. When you approve the Invoice or Delivery, the Cost Price of the chosen Serial Number is deducted from the stock valuation, and this will be the value of any cost accounting transaction. This will not necessarily be the correct Cost Price that would be selected by the Cost Model. To use this method, ensure this check box is switched on.

This method is recommended in situations where stock can occasionally be purchased at special prices. An example might be the purchase of Items at special rates for sale to educational establishments or for demonstration purposes. When you move demonstration stock from stock to showroom or from showroom to showroom using Stock Movements (possibly in combination with Internal Orders), this method ensures that the special demonstration price remains connected to the Serial Number in question.

Once you have made a decision as to whether Cost Prices and Serial Numbers are to be linked, you should not change the state of this check box. If you switch the option on or off once you have started using the Stock module, it is very likely that inaccuracies will be introduced to the FIFO/LIFO queue and Weighted Average figures. If you do change the status of this check box, you should immediately run the 'Rebuild

Stock' Maintenance function in the Technics module (described below on page 245). This will rebuild the FIFO/LIFO queue and Weighted Average figures, but it will not change existing stock records (e.g. Deliveries) or the resulting Nominal Ledger Transactions. So, you may need to adjust the stock valuation in the Nominal Ledger yourself by journal (i.e. by entering a Nominal Ledger Transaction manually).

You can override the option chosen here for an individual Item or, if you are using the Use Item Groups for Cost Model option above, Item Group.

Queued Cost Model per Location

If you are using Locations and a Queued Cost Model, HansaWorld Enterprise offers two methods by which FIFO/LIFO queues can be maintained.

In the first method, a single FIFO/LIFO queue is maintained, irrespective of the number of Locations. This method might be appropriate in situations where there are no Locations, or where the Locations represent different rooms or shelves in the same building. When you remove an Item from stock, the oldest (FIFO) or newest (LIFO) Item will always be removed, irrespective of the Location in which it is stored or specified in the outgoing stock transaction (e.g. Delivery or Invoice). To use this method, ensure this check box is switched off.

The second method is to maintain separate FIFO/LIFO queues for each Location. This method will be appropriate where the Locations represent separate buildings or warehouses. When you remove an Item from stock, the oldest (FIFO) or newest (LIFO) Item in the specified Location will be removed. To use this method, ensure this check box is switched on.

Once you have made a decision as to whether you want to use the Queued Cost Model per Location feature, you should not change the state of this check box. If you switch the option on or off once you have started using the Stock module, it is very likely that inaccuracies will be introduced to the FIFO/LIFO queue. If you do change the status of this check box, you should immediately run the 'Rebuild Stock' Maintenance function in the

Technics module (described below on page 245). This will rebuild the FIFO/LIFO queue and Weighted Average figures, but it will not change existing stock records (e.g. Deliveries) or the resulting Nominal Ledger Transactions. So, if you are using a Queued Cost Model and you change this check box, you may need to adjust the stock valuation in the Nominal Ledger yourself by journal (i.e. by entering a Nominal Ledger Transaction manually).

If you are not using a Queued Cost Model, you may still wish to use this option if you have more than one Location (i.e. if your usual Cost Model is Weighted Average or Cost Price, and you are using the corresponding Weighted Average per Location or Cost Price per Location options). You can produce Stock Lists calculated using your usual Cost Model or using an alternative. If you will ever need to produce the Stock List using a Queued Cost Model, using this option will give you the equivalent reporting options to those offered with your usual Cost Model.

You can override the option chosen here for an individual Item or, if you are using the Use Item Groups for Cost Model option above, Item Group.

Weighted Average per Location

If you are using Locations, HansaWorld Enterprise maintains two types of Weighted Average figure for each Item. The first is a single overall Weighted Average figure for an Item, visible on the 'Costs' card of each Item record. Second, separate Weighted Average figures will be maintained for each Item in each Location. These figures will be visible in the Weighted Average setting.

If you are using the Weighted Average Cost Model, use this option to determine which figures will be used in the Stock List to calculate stock values and to calculate the value of outward cost accounting transactions. If you are not using this option, the single overall Weighted Average figure will be used. Otherwise, the separate Weighted Average figures for each Location will be used.

For example, you receive two Items costing 100 and 150 into Location 1, and two costing 150 and 200 into

Location 2. The overall Weighted Average is 150, the Weighted Average for Location 1 is 125, and the Weighted Average for Location 2 is 175. If you do not use this option, the value in the Stock List will be 4×150 , and the value of an outgoing cost accounting transaction will be 150 irrespective of Location. If you are using this option, the value in the Stock List will be $(2 \times 125) + (2 \times 175)$, and the value of an outgoing cost accounting transaction will be 125 or 175, depending on the Location.

If you move an individual Item from one Location to another using a Stock Movement, any Extra Cost incurred by the movement will be included in the single overall Weighted Average figure for the Item. If you are using this option, the Extra Cost will be included in the separate Weighted Average figure for the destination Location as well.

Once you have made a decision as to whether you want to use the Weighted Average per Location feature, you should not change the state of this check box. If you switch the option on or off once you have started using the Stock module, it is very likely that inaccuracies will be introduced to the Weighted Average schedules. If you do change the status of this check box, you should immediately run the 'Rebuild Stock' Maintenance function in the Technics module (described below on page 245). This will rebuild the FIFO/LIFO queue and Weighted Average figures, but it will not change existing stock records (e.g. Deliveries) or the resulting Nominal Ledger Transactions. So you may need to adjust the stock valuation in the Nominal Ledger yourself by journal (i.e. by entering a Nominal Ledger Transaction manually).

If you are not using a Weighted Average Cost Model, you may still wish to use this option if you have more than one Location (i.e. if your usual Cost Model is Queued or Cost Price, and you are using the corresponding Queued Cost Model per Location or Cost Price per Location options). You can produce Stock Lists calculated using your usual Cost Model or using an alternative. If you will ever need to produce the Stock List using a Weighted Average Cost Model, using this

option will give you the equivalent reporting options to those offered with your usual Cost Model.

You can override the option chosen here for an individual Item or, if you are using the Use Item Groups for Cost Model option above, Item Group.

Freight Companies

If your company is one that uses courier or haulage companies to deliver goods to your Customers, to receive goods into stock or to move stock from one Location to another, you can record those companies in this setting. When you enter a Delivery, Goods Receipt, Returned Goods to Supplier record or Stock Movement, you can specify a Freight Company on the 'Freight' card, and the information from this setting can be printed on documentation. In the case of the Delivery, this is a legal requirement in some countries.

Click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Freight Companies' in the list. The 'Freight Companies: Browse' window lists the Freight Companies that have already been entered: double-click one to modify it or click [New] to create a new record. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

Code Enter the unique code by which the Freight Company is to be identified from elsewhere in HansaWorld Enterprise. The Code may consist of up to five characters, and you can use both numbers and letters.

Company Record the name of the Freight Company here.

Registration No. The Company Registration Number of the Freight Company is entered here.

Truck Info	Use this field to record any relevant information regarding the Freight Company's delivery vehicle (e.g. its registration number).
Driver	Enter the name of the driver here.
CMR Text	If you will use the Freight Company in combination with the "CMR" Delivery Mode, enter the text for the consignment note here.

Item Classifications

Please refer to the 'Items and Pricing' manual for full details of this setting.

Item Varieties

Please refer to the 'Items and Pricing' manual for full details of this setting.

Item Variety Groups

Please refer to the 'Items and Pricing' manual for full details of this setting.

Locations

HansaWorld Enterprise allows stocks to be kept at several different Locations. Stock balances for items are maintained both per Location and total.

If you have at least one Location, you must specify a Main Location in the Stock Settings setting. This will prevent you having stock that is not in any Location: if you forget to specify a Location in any stock transaction, that stock transaction will add stock to or remove it from the Main Location. This will be useful if you only have one Location. If you have more than one, you may also want to use the Require Location option in the same setting: this will ensure you have to specify a Location in every stock transaction. You can also specify default Locations in the Local Machine setting in the User Settings module and on the 'Bonus' card of each Person record. The first will be used by default in all stock transactions entered on the particular client machine, while the second will be used by default in all stock transactions entered by a particular user.

To open the Locations setting, ensure you are in the Stock module and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Locations' in the list. The 'Locations: Browse' window is opened, showing existing Locations.

To enter a new Location, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

Enter the Code and other information for each Location.

Stock A/C

The Stock Account specified in this field will be debited whenever stock is received into the Location and credited when stock is delivered (providing that, in the Sub Systems setting in the Nominal Ledger and in the relevant Number Series settings, you have specified that Nominal Ledger Transactions will be created when you approve Goods Receipts and Deliveries). If you do not specify a Stock Account in a Location, the Stock Account for the Item Group to which the individual Item belongs or the Stock Account in the Account Usage Stock setting will be used.

Object

Paste Special

Object register, Nominal
Ledger/System module

You can assign up to 20 Objects, separated by commas, to a Location. These Objects will be copied to the 'Comment' card of all Goods Receipts and the header of

all Stock Depreciations with this Location created by the 'Stocktaking Comparison' Maintenance function. From those Goods Receipts, they will be assigned to the credit postings to the Stock Gain Account (and to the debit postings to the Stock Account if you are using the Supplier Object on Stock A/C option in the Account Usage P/L setting in the Purchase Ledger). From those Stock Depreciations, they will be assigned to the debit postings to the Stock Loss Account (and to the credit postings to the Stock Account if you are using the Object on Stock Account option in the Cost Accounting setting). These Objects will not be copied to other Goods Receipts and Stock Depreciations, so they will allow you to analyse in the Nominal Ledger stock gains and losses for each Location resulting from the stock checking process.

Ignore Chronology

HansaWorld Enterprise contains a chronology feature that you can use to help improve the accuracy of the FIFO/LIFO queue, as it will ensure you will enter stock transactions in date sequence. This feature is controlled using the Chronology in Stock options in the Stock Settings setting. If you are using this feature, you will not be able to approve a stock transaction (i.e. Goods Receipt, Delivery, Stock Movement, Returned Goods record or Stock Depreciation) if there are unapproved stock transactions (in any of those registers) with an earlier Transaction Date, or approved stock transactions with a later Transaction Date. You can switch this chronology check off for a particular Location using the Ignore Chronology check box.

Demand Position If the Location is one that has Positions and you want to ensure that you always specify a Position when you use the Location, check this box.

You must switch this option on if you are using the Warehouse Management module and the Location is your Warehouse (as specified in the Warehouse Management Settings setting).

If you are not using the Warehouse Management module, it is recommended that you do not use this option.

Type	These options affect the choice of Stock Gain and Stock Loss Accounts when you use the 'Stocktaking Comparison' Maintenance function for this Location.
Other	Choose this option for standard Locations. If the 'Stocktaking Comparison' Maintenance function creates a Goods Receipt for an Item in this Location, the Stock Gain Account will be taken from the Account Usage Stock setting. If the function creates a Stock Depreciation, the Stock Loss Account will also be taken from the Account Usage Stock setting.
Production	If the 'Stocktaking Comparison' Maintenance function creates a Goods Receipt for an Item in this Location, if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Stock Gain Account will be the Usage Variance Account in the Item Group. Otherwise, it will be taken from the Account Usage Stock setting. Similarly, if the function creates a Stock Depreciation and the same conditions are met, the Stock Loss Account will be the Usage Variance Account in the Item Group. Otherwise, it will be taken from the Account Usage Stock setting.

If you are using Locations, you may wish to switch on the Queued Cost Model per Location and Weighted Average per Location options in the Cost Accounting setting in the Stock module. These will maintain separate FIFO/LIFO queues and Weighted Average schedules for each Location, ensuring that Items are removed from each Location in the order in which they arrived. If these options are off, single overall FIFO/LIFO queues and Weighted Average schedules will be maintained, so Items will be removed from stock in the order in which they arrived, irrespective of the Location in which they are stored. These options will also affect the calculation of stock values in the Stock List report. It is also recommended that you either switch on the Require Location option or specify a Main Location (both in the Stock Settings setting in the Stock module). This will ensure that you will not be able to forget to specify a Location when adding or removing stock.

Minimum Stock Levels

You can use the Min. Level field on the 'Stock' card of each Item record to specify the minimum quantity of the Item that can be held in stock. If you need to specify a minimum stock level for each Location, use this setting.

The 'Create Purchase Orders' function in the Purchase Orders module (on the Operations menu of the 'Purchase Orders: Browse' window) will create Purchase Orders with sufficient quantities to ensure that the stock balance for each Item is made up to the minimum stock level, taking into account quantities on Sales Orders that cannot be delivered from stock ("stocking" Orders). This minimum stock level will be calculated by adding the Minimum Stock Level records for the Item together. If there are no records in the Minimum Stock Levels setting for a particular Item, the minimum stock level will be taken from the Item record. For this reason, if you are using the Minimum Stock Levels setting, it is recommended that you leave the Min. Level field in each Item empty.

This setting is also used in the Deficiency List and Purchasing Suggestion reports, which produce purchase proposals and which you can use to preview the Purchase Orders that will be created by the function described in the previous paragraph. If you do not specify a Location when you produce these reports, the minimum stock level shown for each Item will be the figure for all Locations. If you do specify a Location, the minimum stock level shown for each Item will be the figure for the Location in question. If there are no records in the Minimum Stock Levels setting for a particular Item, the minimum stock level will be taken from the Item record.

Specify the Item and Location using 'Paste Special' from each of these fields. You can only enter a single record for each Item/Location combination. Then, enter the minimum stock level for the Item/Location combination in the Min. Level field. Click the [Save] button in the Button Bar to save changes.

Number Series - Deliveries

Use this setting to define the number sequences for Deliveries in a similar manner to that described for the Number Series - Goods Receipts setting below.

Number Series - Goods Receipts

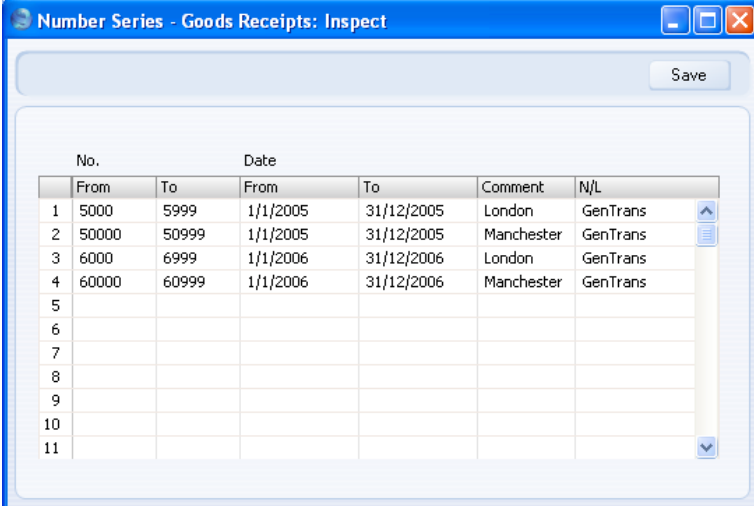
Each Goods Receipt has its own unique identifying number, based on a sequential series. When you enter a new Goods Receipt, the next number in the series will be used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different order types.

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

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

For each number sequence, you have a measure of control over whether Nominal Ledger Transactions will be generated automatically when you approve Goods Receipts in that sequence. Use 'Paste Special' from the N/L field to bring up a selection list containing two options: "GenTrans" and "Do Not GenTrans". Select the first option if Nominal Ledger Transactions are to be generated and the second if they are not. In effect, this feature is an exclusionary one in that you can only choose not to have Nominal Ledger Transactions created for a particular number sequence. If the overall preference (set in the Sub Systems setting in the Nominal Ledger) is not to have such transactions created, you cannot decide to have them created for a single sequence.

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



No.	No.		Date		Comment	N/L
	From	To	From	To		
1	5000	5999	1/1/2005	31/12/2005	London	GenTrans
2	50000	50999	1/1/2005	31/12/2005	Manchester	GenTrans
3	6000	6999	1/1/2006	31/12/2006	London	GenTrans
4	60000	60999	1/1/2006	31/12/2006	Manchester	GenTrans
5						
6						
7						
8						
9						
10						
11						

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.

Number Series - Returned Goods

This setting contains the number sequences for records in the Returned Goods register, in a similar manner to the Number Series - Goods Receipts setting described above.

Number Series - Returned Goods to Supplier

This setting contains the number sequences for records in the Returned Goods to Supplier register, in a similar manner to the Number Series - Goods Receipts setting described above.

Number Series - Stock Depreciations

This setting contains the number sequences for Stock Depreciation records, as described for the Number Series - Goods Receipts setting above.

Number Series - Stock Movements

Use this setting to define the number sequences for Stock Movements, in a similar manner to the Number Series - Goods Receipts setting described above.

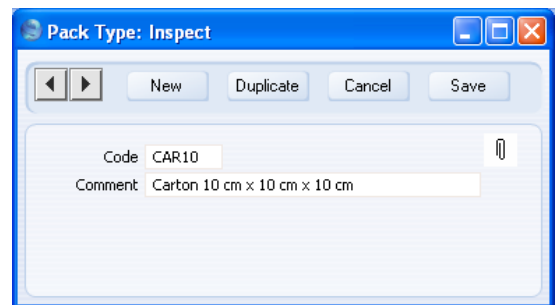
Number Series - Stocktaking

This setting contains the number sequences for use in the Stocktaking register, as described for the Number Series - Goods Receipts setting above.

Pack Types

Use this setting to store information about the various types of package used by your company when making Deliveries. Examples might be envelopes, padded envelopes and boxes of various sizes. If you would like this information to be printed on Delivery documentation (to allow the Customer to ascertain quickly that the correct number and type of packages has been delivered), include the “Packages, row”, “Package Description, row” and “Number of Packages” fields in your Form design. The first field prints the number of packages in a Delivery row, while the last prints the total number of packages in a Delivery.

The ‘Pack Types: Browse’ window lists the available Pack Types: double-click to modify or click [New] to create a new record.



In the ‘Pack Type: New’ window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers. Click [Save] to save changes.

Recipes

Assembled Items are Items that are constructed by your company from other Items (i.e. from components). Two different kinds of assembled Items are available, depending on whether you are using the Production module—

Structured Items If you are not using the Production module, you must enter an assembled Item as a Structured Item (using the options on the 'Pricing' card of the Item screen) and stock levels will not be maintained. It is assumed that the Structured Item will be assembled at the moment the Delivery is made. At that moment, stock levels of the components will be reduced.

Stocked Items The Production register in the Production module creates "Productions". These are normally the result of a production order. When you mark a Production as "Finished", the stock levels of the input Items will be reduced, and the stock of the output Item will be increased. To ensure this happens, you should enter all such output Items as Stocked Items. You can only build such Items using the Production register. They are built and held in stock in advance of delivery.

An input Item can itself be a sub-assembly. If so, it should be a Stocked Item which itself is built in the Production register, so that stock levels rise and fall as units are built and then used as sub-assemblies. So, to use sub-assemblies, the Production module must be installed.

In both situations, the assembly process (the quantity required of each component and the resulting stock movements) is governed by a Recipe. Below, the concept is explained using an example Structured Item. For more details of Stocked Items built using Recipes (a process requiring the presence of the Production module), please refer to the 'Production' manual.

Assume that you are assembling a stereo system from a number of components such as an amplifier, loudspeakers etc., and that the system is sold as a separate single Item. Begin by entering "Stereo System" to the Item register, and click the Structured Item button on the 'Pricing' card.

Item: Inspect

Operations: [New] [Duplicate] [Cancel] [Save]

No. 10112 Group []

Description Stereo System

☐ Closed

Pricing | Stock | Warehouse | Costs | Recipe | A/C | Varieties | Texts | Cost Model | User Values

Unit		Item Type	
Base Price	2000.00	<input type="radio"/> Plain	
Base Price Change		<input checked="" type="radio"/> Stocked Item	
Price Factor		<input type="radio"/> Structured Item	
Item Formula		<input type="radio"/> Service	
Markup %	0.000	<input type="checkbox"/> Treat Item as Material on Project	
Bonus %			
Objects			
Classification			

Minimum Level		Serial Number Tracking	
Maximum Level		<input checked="" type="radio"/> None	
Department		<input type="radio"/> Unit Number	
Shelf Code		<input type="radio"/> Batch Number	
Default Source		Environment Tax per Kilo	
Hazard Level		Alcohol %	
Unit 2		Conversion 1	0.00
Unit Coefficient		Conversion 2	0.00

Specify a Recipe for the Item on the 'Recipe' card of the Item record. We will define a Recipe below. When you enter an Order in the Sales Orders module, you will use the Item Code for the Stereo System. When you deliver the Order, the stock levels of each of the components will be reduced according to the Recipe, i.e. for the amplifier, loudspeakers etc. The stock balance of the System is thus dependent on the availability of the components.

In defining the Recipe for the Stereo System, ensure you use the same Recipe Code that you entered on the 'Recipe' card of the Item record. To define a Recipe, first ensure you are in the Stock module and select 'Settings' from the File menu or click the [Settings] button in the Master Control panel. Double-click 'Recipes' in the subsequent list, and then click the [New] button in the Button Bar to create a new Recipe record.

Recipe: Inspect

Operations: [New] [Duplicate] [Cancel] [Save]

Code: 10112R Comment: Stereo System

Normal Prod Qty: 1 Time to Setup: Language: ☐ Closed

Min Prod Qty: 1 Days to Produce:

Fixed Assembly Days: Hours to Produce:

Res. mgr. Colour: Black Number Produced:

Standard Batch: Extra Prod Qty:

Instructions:

Item	Specification	In	Out	Rel.	I-cost	W-cost
1	10102 Stereo cassette radio	2.00			14.00	
2	10103 Receiver	1.00			21.00	
3	10104 Loudspeakers	1.00			8.00	
4	10106 CD player	1.00			42.00	15.00
5	10112 Stereo System		1.00		100.00	
6						
7						
8						
9						
10						
11						
12						

☐ Locked Cost: 114 Value: 115

Code The Code for the Recipe can be up to 20 characters long. It is recommended that the Recipe Code should be similar to the Item Number of the assembled Item.

Comment A description of the assembly.

Normal Prod Qty You can only use this field if the Production module is installed (i.e. when the result of the Recipe is a Stocked Item). Please refer to the 'Production' manual for a description.

Time to Setup, Min Prod Qty, Days to Produce, Fixed Assembly Days, Hours to Produce, Res. mgr. Colour, Number Produced, Standard Batch, Extra Prod Qty, Days to Assemble Each Unit, Language

Similarly, you can only use these fields if the Production module is installed.

Closed Check this box if the Recipe can no longer be used. If the result of the Recipe is a Structured Item and you use that Item in an Order, Invoice or other sales or stock

transaction, you will not be able to save the transaction. It is therefore recommended that you mark the Structured Item as Closed as well, to remove it from the Item 'Paste Special' list so that it is not used by mistake (or assign a different Recipe to the Structured Item).

Instructions Use these three lines to record instructions about how the Recipe should be used.

Use the grid area that takes up most of the screen to list the input Items (i.e. the components that will be used to build the final assembly). On the last row of the grid, enter the Item Number of the assembly or the finished product (i.e. the result of the Recipe). If the Production module is not present, the result of the Recipe must be a Structured Item. If you will build the Item using the Production register, it should be a Stocked Item.

Flip A

Item	Paste Special	Item register
		Enter the Item Number of each component Item. On the final row, enter the Item Number of the finished product.
Specification		The Item Name from the Item register will be placed here when you enter the Item Number.
In		Enter the quantity of each component required to make or build the finished product. Do not enter any inputs for the assembly on the last line.
Out		The quantity of assembled Items that can be made from the components listed above. Usually, this will be just one, and it must be one if the Recipe relates to an Item.
Rel.		Relativity. This field is only used if there is more than one output Item. Usually, this will only be the case if the output Items are Stocked Items (i.e. Items that will be built using the Production register). In each row representing an output Item, enter a percentage figure. When you use the Recipe in a Production, the total cost of the components will be distributed according to the percentages entered here.
I-cost		Input cost value. If the row contains an input Item, enter the Cost Price for one unit of the Item. The default will be the Cost Price of the Item. The cost shown in this field is NOT the same as the stock value calculated using

the usual Cost Model. You can update this cost using the 'Update Recipes' Maintenance function.

If the row contains an output Item (i.e. the assembled Item), enter the cost value of that Item. This will usually be the sum of the Cost Prices of the input Items, taking quantities into account. Again, the default will be the Cost Price of the Item.

The total costs of the input Items will be shown in the Cost field in the footer, while the costs of the output Items will be shown in the Value field.

W-cost

Work cost value (per unit produced). Enter a work cost for inputs and/or outputs. Usually, this will be cost of the labour required to build the assembled Item.

You should only specify a work cost if the result of the Recipe is a Stocked Item that you will build using the Production register. If the result is a Structured Item, the work cost will be ignored.

You should enter the work cost on a row featuring an input Item, as shown in the illustration above. This ensures the work cost will correctly be credited to the Production W-Cost Account in any Nominal Ledger Transactions arising from Production records using this Recipe. If you enter the work cost on an output row, the work cost will be debited to the Production W-Cost Account.

Work cost values are included in both the Cost and Value fields in the footer.

Flip B

Description

Any notes about the Item can be recorded here.

Recipe

This field shows whether the Item is an assembly (i.e. it is one with a Recipe specified on its 'Recipe' card). This is updated automatically and can't be changed.

Footer

Locked

Once you are certain the Recipe is correct, you should check this box to prevent further changes. Once you have used a Recipe in a transaction (e.g. Delivery or Production), you should not change it, especially if the result of the Recipe is a Structured Item whose Paste

Components During Entry box is not checked. In this case, changing the Recipe will introduce inaccuracies into the stock records, so the Recipe will be marked as Locked automatically when you use it in a Delivery for the first time.

If it subsequently becomes necessary to change a Recipe, you should not do so. Instead you should create a new one (and attach it to a new Stocked or Structured Item).



Do not change a Recipe once it has been used in a stock transaction.

Cost

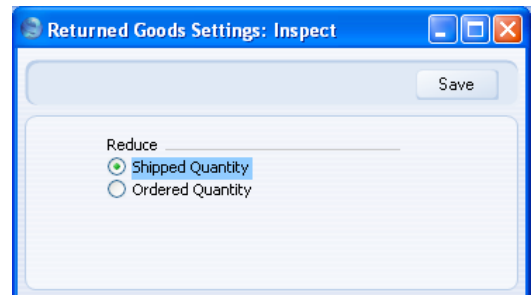
This field contains the sum of the costs of the input Items ($W\text{-Cost} + (I\text{-Cost} \times \text{In Qty})$). If the assembled Item is a Stocked Item, you must transfer this value to the Cost Price field on the 'Costs' card of the Item record for the assembled Item, either manually or using the 'Update Recipes' Maintenance function in the Production module.

Value

This field contains the sum of the costs of the output Items ($W\text{-Cost} + (I\text{-Cost} \times \text{Out Qty})$).

Returned Goods Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Returned Goods and Returned Goods to Supplier registers.



Reduce

Specify here which of the Reduce options is to be chosen by default in new Returned Goods and Returned Goods to Supplier records. For descriptions of the two options,

please refer to the sections describing the Returned Goods and Returned Goods to Supplier registers below on pages 197 and 215 respectively.

Sources

You can use this setting to store the names and addresses of the original producers of the Items that you sell (e.g. the manufacturers, producers or importers). You can enter a Source on the 'Stock' card of each Item record, from where it will be transferred to Orders (flip F) and Deliveries (flip D).

The 'Sources: Browse' window lists the available Sources: double-click to modify or click [New] to create a new record.

Record the name and address details for each Source as appropriate and click [Save] to save changes.

Stock Movement Durations

If you have Locations that are some distance apart and you often move Items between them using Stock Movements, you can use this setting to store typical journey times, so you can estimate how long it will take to complete each Stock Movement.

To open the Stock Movement Durations setting, ensure you are in the Stock module and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Stock Movement Durations' in the list. The 'Stock Movement Durations: Browse' window is opened, showing existing records.

To enter a new Stock Movement Duration, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

From Location **Paste Special** Locations setting, Stock module
The Location from where Items will be moved (i.e. the Location where a Stock Movement journey begins).

Via Location **Paste Special** Locations setting, Stock module
If the Stock Movement journey passes through a transit Location, specify that Location here. In some situations, the Via Location could be the truck transporting the Items from the From Location to the To Location. You can leave this field blank.

To Location **Paste Special** Locations setting, Stock module
The Location to where Items will be moved (i.e. the Location where a Stock Movement journey ends)

Cost (Days), Cost (Hours)

Use these fields together to specify the typical time required for a journey between the From Location and the To Location. A day is assumed to be 24 hours, so the journey in the example illustrated will take 32 hours (1 day (24 hours) + 8 hours).

When you enter a Stock Movement, you will specify From and To Locations (and, optionally, a Via Location) in the header. Each time you enter or change one of these Locations, HansaWorld Enterprise will search in the Stock Movement Durations setting for a record with the appropriate combination of Locations. This record will be used to calculate a planned

journey duration and a planned time of arrival. These will be shown on the 'Durations' card of the Stock Movement—

Stock Movement: New

Operations New Duplicate Cancel Save

No. 24 ☐ Reserved

Ord. Date 15/9/2006 Sent Date Received Date

From Location WHS Via Location WALES To Location IRELAND

Positions Objects Items Currency **Durations** Freight

Plan. Sent Date 15/9/2006	Plan. Duration Days 1	Plan. Arrival Date 16/9/2006
Plan. Sent Time 09:00:00	Plan. Duration Hours 08:00:00	Plan. Arrival Time 17:00:00
Actual Sent Date <input type="text"/>	Actual Duration Days 0	Actual Arrival Date <input type="text"/>
Actual Sent Time <input type="text"/>	Actual Duration Hours <input type="text"/>	Actual Arrival Time <input type="text"/>

Freight Company Reg.No.

Name

Truck Information

Driver

CMR

From Position To Position For Production

☐ Manual Pick ☐ Send To Forklift Queue

Objects

Text

The Planned Sent Date and Time default to the time when you created the Stock Movement. If you change them, the Planned Arrival Time will be recalculated using the relevant Stock Movement Duration record. Similarly, if you change the Planned Arrival Time, the Planned Sent Time will be recalculated.

Stock Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Stock module.

Main Location

Paste Special

Locations setting, Stock module

If you specify a Location here, it will be used by default wherever a Location is required and left blank. For example, Items in a Goods Receipt record without a Location will be treated as being stored in the Main Location.

If you have at least one Location, you must specify a Main Location here. This will prevent you having stock that is not in any Location. This will be useful if you only have one Location. If you have more than one, you may also want to use the Require Location option below:

this will ensure you have to specify a Location in every stock transaction.

If you are not using the Require Location option (below) and you change the Main Location, you must create a back-up file and import it into a new database before entering any further stock transactions. This will have the effect of moving all stock from the old Main Location to the new one, because all stock transactions with a blank Location will then be treated as referring to the new Main Location. If in reality the stock in the old Main Location remains there, you should then move it back to that Location using Stock Movements.

A special case of this is the specifying of a Main Location for the first time. In this case, stock that has already been entered without a Location will be treated as being in the Main Location once you have completed the updating procedure described above.

If you do not follow this updating procedure when you change the Main Location, and instead move stock from the old Main Location to the new one using a Stock Movement, stock levels will be rendered inaccurate the next time you create a back-up file and import it into a new database (e.g. when updating to a new version of HansaWorld Enterprise). You will be able to correct this inaccuracy by reversing the Stock Movement. Do not put off following the updating procedure because you do not want all stock to be moved from the old Main Location to the new one, as this will happen anyway the next time you import a back-up file into a new database (e.g. when updating).



If you are not using the Require Location option and you change the Main Location, create a back-up file and import it into a new database straight away.

Service Location **Paste Special** Locations setting, Stock module

This field is used if you have the Service Orders module. When receiving into service stock Items belonging to Customers that you are to repair, they will be stored by default in the Location specified here.

Paste Classification

Paste Special

Item Classifications setting,
Stock module

Please refer to the section entitled 'Item Classifications' in the 'Items and Pricing' manual for full details of this field.

Require Location If you are using this option, you will have to specify a Location in every stock transaction (such as Deliveries and Goods Receipts) and Invoice. If you are not using this option and you do not specify a Location in a transaction, that transaction will be treated as affecting the Location entered in the Main Location field above.

If you have more than one Location, it is recommended that you use this option. It removes the risk of forgetting to specify a Location in a transaction and therefore adding stock to or removing stock from the Main Location by mistake.

Update Known Serial Number Register

You should use this option if you have the Service Orders module and you would like a list of Serial Numbers for Items sold by your company to be made available to the Service Orders module. When such an Item is subsequently brought in for repair, this list will allow HansaWorld Enterprise to determine whether it is still under warranty using the Invoice Date and the Warranty Months field on the 'Recipe' card of the Item screen.

Automatic delivery for Service and Plain Items

When you raise Invoices from Sales Orders, usually only those Items on approved Deliveries will be included. This means that you must issue an approved Delivery from a Sales Order before you can raise an Invoice. This might not be appropriate if the Sales Order does not include any Stocked or Structured Items (i.e. it has no stock level implications). If you would like to be able to raise an Invoice without previously issuing a Delivery from such Orders, check this box.

If you are using this option, when you include a Plain or Service Item in a Sales Order, the Del 1 and Del 2

Quantities will be changed to the Order Quantity when you save the Order. Therefore Plain and Service Items will not be included on Deliveries created from the Order. This also means that you will not be able to reduce the Order Quantity for such Items once you have saved the Order.

If you are using this option, take care not to create premature Invoices accidentally for services such as delivery and labour from Orders that also include Stocked Items.

You should not use this option if you have Sales Orders that are connected to Projects. You cannot create Invoices from such Sales Orders: instead you will raise them from Project Transactions that will have been created from Deliveries. If you are using this option, Service and Plain Items (e.g. labour) will not be transferred from Orders to Project Transactions via Deliveries because the Deliveries will not exist.

Automatic receiving of Service and Plain Items

When you create Purchase Invoices from Purchase Orders, usually only those Items on approved Goods Receipts will be included. This means that you must have created an approved Goods Receipt from a Purchase Order before you can create an Invoice. This might not be appropriate if the Purchase Order does not include any Stocked or Structured Items (i.e. it has no stock level implications). If you would like to be able to create Invoices without previously entering Goods Receipts from such Purchase Orders, check this box.

If you are using this option, when you include a Plain or Service Item in a Purchase Order, the Received Quantity will be changed to the Order Quantity when you save the Purchase Order. Therefore Plain and Service Items will not be included on Goods Receipts created from the Purchase Order. This also means that you will not be able to reduce the Order Quantity for such Items once you have saved the Purchase Order.

Invoices before Delivery

When you raise Invoices from Sales Orders, usually only those Items on approved Deliveries will be included. This means that you must have issued an approved Delivery from a Sales Order before you can raise an Invoice. If you would like to raise Invoices from Orders (for the complete value of the Order) before issuing Deliveries, check this box. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will still be raised when you approve and save the Delivery (i.e. using the Invoices Before Delivery option does not affect cost accounting in any way). However, if you have determined that cost accounting transactions are to be created from Invoices, stock transactions in the Nominal Ledger will not be raised. When you raise the Invoice, the value of the delivered Item will not be known because the Delivery does not yet exist. In this case you will need to record this transaction manually in the Nominal Ledger.

If you are not using this option, you can switch it on for an individual Order by checking the Invoice Before Delivery box ('Del Terms' card).

Purchase Invoices before Goods Receipt

When you create Purchase Invoices from Purchase Orders, usually only those Items on approved Goods Receipts will be included. This means that you must have created an approved Goods Receipt from a Purchase Order before you can create an Invoice. If you would like to create Purchase Invoices from Purchase Orders (for the complete value of the Purchase Order) before creating Goods Receipts, check this box.

If you are not using this option, you can switch it on for an individual Purchase Order by checking the Invoice Before Goods Receipt box ('Terms' card).

The Always use Full Qty from Purch. Ord. option in the Purchase Invoice Settings setting also allows you to create Purchase Invoices from Purchase Orders before creating Goods Receipts. The Always use Full Qty from Purch. Ord. option will also create a Purchase Invoice for the full order value if there is a partial Goods

Receipt, while the Purchase Invoices before Goods Receipt option will create a Purchase Invoice for the value of the partial Goods Receipt.

Automatically set Batch Serial Number on Delivery, Sort Batch Serial Number on Best Before Date

When you create Deliveries for Serial Numbered Items, usually you must enter the Serial Numbers yourself, because there is no automatic FIFO or LIFO allocation of Serial Numbers. However, in the case of Items that have Serial Numbers at the batch level only, Serial Numbers and Best Before Dates will appear in Deliveries automatically if you are using this option.

If the Order Quantity is greater than the size of a batch, the Delivery will contain an appropriate number of separate rows with different Serial Numbers. For example, you have a batch of ten Items with Serial Number 1 and a batch of ten with Serial Number 2, and you receive an Order for eleven. This option will create a Delivery with two rows: the first with a Delivery Quantity of ten and Serial Number 1; and the second with a Delivery Quantity of one and Serial Number 2.

The lowest batch Serial Numbers will be used first (Serial Number 1 will be offered before Serial Number 2, Serial Number A before Serial Number B, and so on). However, if you are using the Sort Batch Serial Number on Best Before Date option, the batch Serial Numbers with the earliest Best Before Dates will be used first. Any Serial Numbers without Best Before Dates will be used before those with dates.

If you do not approve a Delivery immediately, you can update its batch Serial Numbers using the 'Refill Batch No. Items' function on the Operations menu.

Allow Delivered Qty greater than Ordered

When you create Deliveries from Orders, you are usually prevented from delivering a quantity that is greater than that ordered. Use this option if you would like to be able to do this. This applies to all Item Types, including Plain and Service Items.

No Serial No. on Goods Receipts

By default, when you receive an Item that uses Serial Numbers into stock, you will not be able to save the Goods Receipt without entering a Serial Number. Similarly, when you sell an Item, you must quote a valid Serial Number (i.e. one currently in stock) in the Delivery or Invoice.

If you find these rules to be too strict, use this option. It will allow you to save Goods Receipts without specifying Serial Numbers. You will still have to specify Serial Numbers in goods out transactions (e.g. Deliveries, Invoices, Stock Depreciation records), but no check will be made that they are valid (i.e. that they are currently in stock). Since it is not compulsory to enter Serial Numbers in Goods Receipts, it cannot be known if a particular Serial Number is valid. For the same reason, there will be no 'Paste Special' list available from the Serial Number field in goods out transactions.

Set Delivery and Stock Movement Date to Day of OK

If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Delivery with yesterday's date if you have already entered an outgoing stock transaction of any kind (e.g. Delivery, Stock Depreciation) with today's. It is also recommended that you always approve stock transactions when you save them for the first time. Do not go back to an earlier unapproved stock transaction and approve it if there are later approved ones, unless you change the date as well. To help ensure FIFO/LIFO accuracy, if you are using the Queued Cost Model, it is recommended that you use this option. This will change the Delivery Date in a Delivery to the current date automatically when you approve it. It will also change the Sent Date in a Stock Movement to the current date when you mark it as Sent and save it, and the Received Date to the current date when you mark it as Received and save it.

Force Planned Delivery Date

Check this box if you need a Planned Delivery Date to be entered in every Sales and Purchase Order.

Decrease Available on Deliveries

Use these options to determine exactly when delivered Items are to be removed from stock (i.e. to determine the moment when stock levels will be reduced). This can be when you create Deliveries or when you approve them.

You can quickly look up the available stock level of an Item in a particular Location using the 'Item Status' and 'Item Status Report' functions on the Operations menu, available in several areas of HansaWorld Enterprise. The available stock level will also be shown in the Available field in a Delivery when it is created. In effect, these options allow you to choose whether these available stock level figures will include quantities on previous unapproved Deliveries.

The 'Item Status' and 'Item Status Report' functions are fully described in the 'Items and Pricing' manual.

Unit 2 Conversion Calculation

Several reports in the Stock module offer the option to include Quantity 2. This option allows you to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

You can specify that the Quantity 2 figure is to be calculated by multiplying or dividing the standard quantity by the Unit Coefficient. Make this choice using these options. If you change your choice, you should create a Company Text Backup and import it into a new database in order to update the reports.

Chronology in Stock

You can use the chronology feature to help improve the accuracy of the FIFO/LIFO queue as it will ensure that you enter stock transactions in date sequence. If you are using this feature, you will not be able to approve a stock transaction (i.e. Goods Receipt, Delivery, Stock Movement, Returned Goods record or Stock

Depreciation) if there are unapproved stock transactions (in any of those registers) with an earlier Transaction Date, or approved stock transactions with a later Transaction Date. It is strongly recommended that you use this feature if you are using the Queued Cost Model.

Use the For all Locations option if all stock transactions are to be considered by the chronology check, or the Per Location option to restrict the feature to stock transactions affecting the Location of the new record.

You can turn off the chronology check for a particular Location using the Ignore Chronology check box on the Location screen.



If you are using this feature, take care never to enter a stock transaction with a future date. If you do this, you will no longer be able to enter any transactions with the current date.

Over Delivery

Use these options to control what happens when you create Deliveries from Orders when there is insufficient stock to satisfy those Orders in full. Plain and Service Items are not affected by these options, even if you are using the Cost Accounting for Plain Items option in the Cost Accounting setting.

If you are using the Queued Cost Model (FIFO or LIFO) to calculate cost accounting values, you must use the Do Not Allow option. If you are using the Allow or Always Deliver options and you try to deliver an Item that is not in stock, negative stock will be created, but the FIFO/LIFO value of the Item will not be known and so the value of the cost accounting transaction will not be correct.

Allow

This option will allow the delivery of more units of a Stocked Item than are in stock. However, when you create Deliveries from Sales Orders, the default quantity will be the quantity in stock if the order quantity is greater.

Do Not Allow

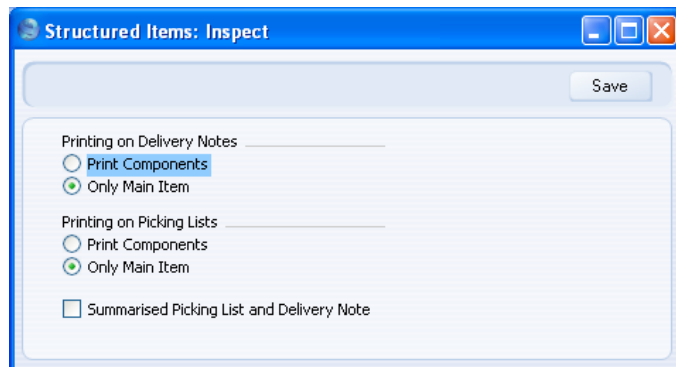
Use this option to prevent the delivery of more units of a Stocked Item than are actually in stock.

Always Deliver This option will allow the delivery of more units of a Stocked Item than are in stock. It differs from the Allow option in that when you create Deliveries from Sales Orders, the default quantity will always be the order quantity, even if there is insufficient stock.

Over Receive Use these options to specify whether you will be able to increase the Quantity in a Goods Receipt to a figure greater than that on the originating Purchase Order.

Structured Items

A Structured Item is one that is built from components the moment you deliver it to a Customer. There are various options controlling how Structured Items appear on screen and in printed documents such as Delivery Notes and Picking Lists. If the Paste Components During Entry option is on in the Item record for a Structured Item ('Recipe' card), its components will be listed on screen in Quotations, Orders and Invoices, and printed in Delivery Notes and Picking Lists. If the Paste Components During Entry option is off, you can still have its components printed in Delivery Notes and Picking Lists. This is controlled using this setting.



Print Components

Structured Items are printed on Delivery Notes and Picking Lists. Their components are listed on separate lines underneath, showing names and quantities.

Only Main Item Structured Items are printed on Delivery Notes and Picking Lists. Their components are not listed.

Summarised Picking List and Delivery Note

This option applies both to Structured Items and to Stocked Items, and is used in the situation where a particular Item has been used more than once in a Delivery (i.e. it appears on more than one row). If you are using this option, the printed Delivery Notes and Picking Lists will contain a single row for this Item, with a total quantity. Items with Serial Numbers will still be listed individually.

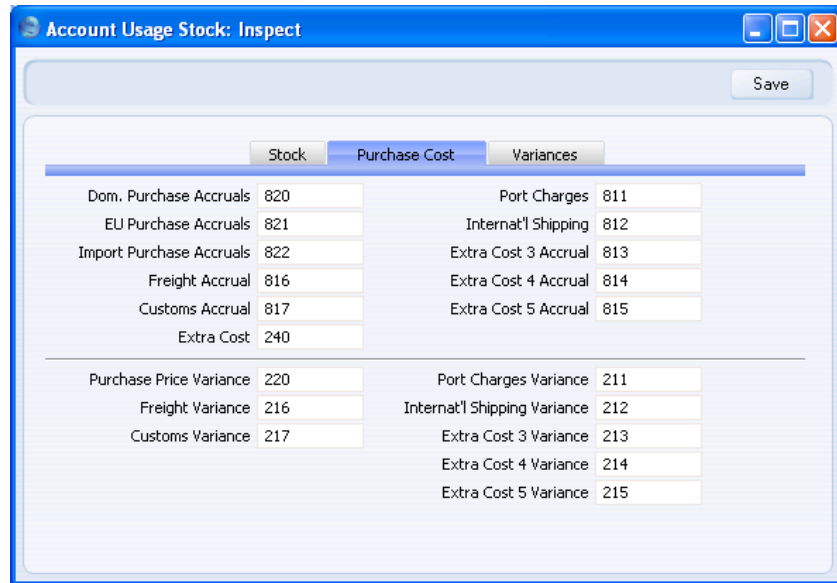
User Defined Field Labels - Extra Costs

The Goods Receipt record contains five fields that you can use to collect any “extra costs” (shown on the ‘Extra Costs’ card). Any amounts in these fields will be credited to the corresponding Extra Cost Accrual Accounts on the ‘Purchase Cost’ card of the Account Usage Stock setting when you approve the Goods Receipt. Use this setting to give names to these Extra Costs so that every user knows what to enter into each one.

Use the [Select Module] button in the Master Control panel to enter the Stock module and then select ‘Settings’ from the File menu or click the [Settings] button, also in the Master Control panel. Double-click ‘User Def. Field Labels - Extra Costs’ in the resulting list. The ‘User Defined Field Labels - Extra Costs: Inspect’ window opens. Make changes as required and then click the [Save] button in the Button Bar to save changes and close the window. Click the close box if you do not want to save changes.

Extra Cost Accrual	Field Label
Extra Cost 1 Accrual	Port Charges
Extra Cost 2 Accrual	Internat'l Shipping
Extra Cost 3 Accrual	
Extra Cost 4 Accrual	
Extra Cost 5 Accrual	

Enter field labels as appropriate and as shown in the illustration. You may need to quit HansaWorld Enterprise and restart before any changes made in this setting can take effect. The field labels will be used on the 'Purchase Cost' and 'Variances' cards of the Account Usage Stock setting —



The screenshot shows a window titled "Account Usage Stock: Inspect" with a "Save" button in the top right. Below the title bar are three tabs: "Stock", "Purchase Cost", and "Variances". The "Purchase Cost" tab is selected. The window displays two tables of account codes and labels.

Purchase Cost		Variances	
Dom. Purchase Accruals	820	Port Charges	811
EU Purchase Accruals	821	Internat'l Shipping	812
Import Purchase Accruals	822	Extra Cost 3 Accrual	813
Freight Accrual	816	Extra Cost 4 Accrual	814
Customs Accrual	817	Extra Cost 5 Accrual	815
Extra Cost	240		
Purchase Price Variance	220	Port Charges Variance	211
Freight Variance	216	Internat'l Shipping Variance	212
Customs Variance	217	Extra Cost 3 Variance	213
		Extra Cost 4 Variance	214
		Extra Cost 5 Variance	215

The same field labels will appear on the 'Extra Costs' card of the Goods Receipt (and on flip H of the 'Items' card)—

Goods Receipt: Inspect

Operations New Duplicate Cancel Save

No. 6156 Trans. Date 16/9/2006
 Sup. No. 504 Name Estonian Export
 Pur. Order No. Location WHS

Comment Items Currency **Extra Costs** Freight

Port Charges 0 Internat'l Shipping 0
 Extra Cost 3 0 Extra Cost 4 0
 Extra Cost 5 0

Freight Company Reg.No.
 Name
 Truck Information
 Driver
 CMR
 Language

Comment
 Objects PO Contract ☐ Price Incl VAT

Variety Masks

Please refer to the 'Items and Pricing' manual for full details of this setting.

Variety Sets

Please refer to the 'Items and Pricing' manual for full details of this setting.

Variety Settings

Please refer to the 'Items and Pricing' manual for full details of this setting.

Variety Subsets

Please refer to the 'Items and Pricing' manual for full details of this setting.

Weighted Average

This setting keeps a record of the average unit purchase price of each Item.

Double-click 'Weighted Average' in the 'Settings' list in the Stock module to open the 'Weighted Average: Browse' window. This lists the existing Weighted Average records. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. Usually, you will not need to create records yourself because they are created automatically when Goods Receipts are approved and saved, providing the Goods Receipts have a Location. If a Weighted Average record already exists for a particular Item/Location combination, its average purchase price will be recalculated, taking the new Goods Receipt into account. Goods Receipts with no Location will not affect any of the records in this setting.

Since a separate record is kept for each Item/Location combination, the average cost price shown may be different to that shown on the 'Costs' card of the Item screen, which takes all Locations into account.

The average cost price includes any extra costs such as carriage and customs duties. In the case of a Weighted Average record being created, it also takes into account all previous Goods Receipts for the Item/Location combination. This situation will occur if you delete the previous Weighted Average record.

The information in this setting will be used to value your stock balance in the Stock List report and to calculate the value of outward stock transactions if you are using the Weighted Average Cost Model together with the Weighted Average per Location option.

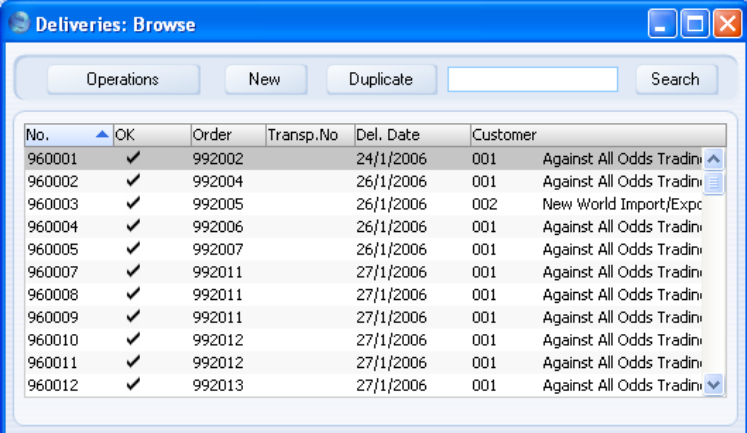
Winedi

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

The Delivery Register

This register holds one record per Delivery. A Delivery is always connected with a Sales Order, and it can be either a full (final) Delivery or a part Delivery. You cannot use Deliveries if you do not have the Sales Orders module.

To view Deliveries already entered, ensure you are in the Stock module using the [Select Module] button in the Master Control panel, and click the [Deliveries] button, also in the Master Control panel. The 'Deliveries: Browse' window is opened—



The screenshot shows a window titled 'Deliveries: Browse' with a toolbar containing 'Operations', 'New', 'Duplicate', and a search field. Below the toolbar is a table with the following data:

No.	OK	Order	Transp.No	Del. Date	Customer
960001	✓	992002		24/1/2006	001 Against All Odds Tradin
960002	✓	992004		26/1/2006	001 Against All Odds Tradin
960003	✓	992005		26/1/2006	002 New World Import/Expc
960004	✓	992006		26/1/2006	001 Against All Odds Tradin
960005	✓	992007		26/1/2006	001 Against All Odds Tradin
960007	✓	992011		27/1/2006	001 Against All Odds Tradin
960008	✓	992011		27/1/2006	001 Against All Odds Tradin
960009	✓	992011		27/1/2006	001 Against All Odds Tradin
960010	✓	992012		27/1/2006	001 Against All Odds Tradin
960011	✓	992012		27/1/2006	001 Against All Odds Tradin
960012	✓	992013		27/1/2006	001 Against All Odds Tradin

Deliveries are normally shown in number order. For each is shown a Delivery Number, an indication of whether the Delivery has been approved in the OK column, the Sales Order Number, Transport Number, Delivery Date and Customer Number and Name. As in all browse windows, you can re-sort the list and search for particular records.

Entering a Delivery

You must create new Deliveries from Sales Orders. With a Sales Order open, select the 'Create Delivery' command from the Operations menu. This creates a new Delivery record. For the command to have any effect, you must first save all changes to the Sales Order (use the [Save] button). You can also create a Delivery by dragging an Order from the 'Orders: Browse' window to the 'Deliveries: Browse' window.

If you have many Sales Orders, it may be difficult to find unfulfilled Sales Orders in the 'Sales Orders: Browse' window. An alternative method is to produce an Order Stock report. This only lists unfulfilled Sales Orders, and you can drill down from the report to an individual Sales Order, from which you can create a Delivery.

Delivery: Inspect

Operations New Duplicate Cancel Save

Del. No. 960076 Del. Mode Class
 Order No. 992052 Objects Address
 Del. Date 16/9/2006 Location WHS Sorting
 Cust. No. 001 Name Against All Odds Trading Co
☐ Tel. Message ☐ Use Invoice Address

Items Address Packaging Freight

Item	Description	Ordered	Avail.	Del. Qty
1	10101 Transistor radio	5	582	5
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

☐ OK Del. Qty 5.000 Comment

Note that the record is presented in a 'Delivery: Inspect' window. This means that the record has already been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

Let us go through the fields.

Header

Del. No.**Paste Special**

Select from another Number Series

The serial number of the current Delivery. 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 first valid row in the Number Series - Deliveries setting. You can change this number, but not to one that has already been used.

Del. Mode**Paste Special**

Delivery Modes setting, Sales Orders module

The Delivery Mode from the Order. For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Delivery (on the 'Freight' card) will therefore determine the translation to be printed on the Delivery Note.

You can also set up different versions of the Delivery Note document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.

You can prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module

Class	Paste Special	Order Classes setting, Sales Orders module
	Enter the Order Class for the Delivery (if any). Order Classes permit the analysis of Deliveries for reporting or prioritising. Note that the Order Class of the Sales Order is not transferred to the Delivery.	
Order No.	The serial number for the Sales Order from which the Delivery record was created. This field cannot be changed.	
Objects	Paste Special	Object register, Nominal Ledger/System module
	Default taken from	Order, 'Date' card
	You can assign up to 20 Objects, separated by commas, to a Delivery and all transactions generated from it. 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.	
	By default, the Objects entered here are taken from the Order from which the Delivery was issued, but you can change them if necessary. Usually these Objects will represent the Customer and the Salesman.	
	In any Nominal Ledger Transactions generated from this Delivery, any Objects specified here will be assigned to the debit posting to the Cost Account (Cost of Sales Account).	
Address	Paste Special	Delivery Addresses setting, Sales Orders module
	If the Customer is one with several Delivery Addresses (e.g. it has several branches), these can be recorded in the Delivery Addresses setting in the Sales Orders module. Select the correct one for this Delivery using the 'Paste Special' function. The full Delivery Address will be brought in to the fields on the 'Address' card. Usually, only Delivery Addresses for this Customer and those with no Customer specified will be included in the 'Paste Special' list. If you would like the 'Paste Special' list to contain every Delivery Address, check the Paste	

All Delivery Addresses box in the Order Settings setting in the Sales Orders module.

Del. Date

Paste Special

Choose date

The date of the Delivery. This can default to the current date or to the Planned Delivery Date of the Order, depending on which Delivery Date Based On option has been selected on the 'Delivery' card of the Contact record for the Customer.

If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Delivery with yesterday's date if you have already entered an outgoing stock transaction of any kind (e.g. Delivery, Stock Depreciation) with today's. It is also recommended that you always approve Deliveries when you save them for the first time. Do not go back to an earlier unapproved Delivery and approve it if there are later approved ones, unless you change the date as well. To help ensure FIFO/LIFO accuracy, if you are using the Queued Cost Model, it is recommended that you use the Set Delivery and Stock Movement Date to Day of OK option in the Stock Settings setting. This will change the Delivery Date in a Delivery to the current date automatically when you approve it.

Location

Paste Special

Locations setting, Stock module

Default taken from

Order

The Location from which the Delivery will be made. The stock levels for each Item in the Location specified will be shown in the Avail. field in the grid, and the default quantity in the Del. Qty field will be the maximum shippable quantity in the Location. If you do not specify a Location here, the Avail. and Del. Qty figures will be calculated using the stock balances from every Location, even if you have specified a Main Location in the Stock Settings setting. In this case, leaving the Location field blank means that the Delivery will be made from the Main Location. If you are told there is insufficient stock when you try to approve the Delivery but the Avail. figure suggests the stock level is sufficient, a possible reason is that you have not

specified a Location in the Delivery, you have specified a Main Location and there is insufficient stock in the Main Location.

You can specify a Location in any of the Delivery rows (flip B), to override the one entered here.

You must enter a Location here if you are using the Require Location option in the Stock Settings setting.

If the 'Item Status' window is on screen (see the 'Items and Pricing' manual for full details of this window), the quantities shown will refer to the Location specified here. If you have not specified a Location here or on flip B, the quantities will refer to all Locations. This will be the case even if you have specified a Main Location in the Stock Settings setting.

If you change the Location, the Avail. and Del. Qty. figures for each of the Items in the grid will be updated immediately.

Sorting	This field contains the Sort Key from the originating Order. This is for information only.
Cust. No.	The Customer Number from the Order. This field cannot be changed.
Name	The Customer Name from the Order.
Tel. Message	If you need to remind your warehouse or delivery staff to call the Customer to arrange this Delivery, check this box. If you would like an X to be printed on the Delivery Note or Picking List to ensure this task is carried out, include the "Your (customers) Reference Mark, Tel. Msg." field in your Form design.

Use Invoice Address

When you print a Delivery Note, Picking List or Freight Label for a Delivery, the address that will be printed will usually be the one shown on the 'Address' card of the Delivery record. Check this box if you would like the Invoice Address (from the 'Inv. Address' card of the originating Order) to be printed instead.

Items Card

The information in the grid on the 'Items' card is dictated by the Order and, where appropriate, by current stock levels. If you need to make a part shipment, change the Quantity of one or more rows as appropriate. You can remove entire rows, by clicking on the row number to the left and pressing the Backspace key. You cannot add or insert rows.

	Item	Description	Ordered	Avail.	Del. Qty
1	10101	Transistor radio	5	582	5
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

☐ OK
 Del. Qty 5.000
 Comment

Flip A

Item

The Item Number from the Order. This field cannot be changed.

Description

The Item Name from the Order.

Ordered

The ordered quantity. This field cannot be changed.

Avail.

The quantity available in the selected Location at the moment when the Delivery is created. The field will be blank for Plain Items (Items for which a stock history is not maintained) and Service Items, as for these there is no stock balance figure. This field cannot be changed.

The calculation of this figure is controlled by the Decrease Available on Deliveries options in the Stock Settings setting. The free stock figure for each Item can be reduced by the quantities on previous Deliveries when you create them or when you approve them. So, if you are using the second option, the figure in this field

will include delivery quantities from previous unapproved Deliveries.

The Avail. figure shows the stock level in the Location specified for the Delivery (in the header or on flip B of one of the Delivery rows). If you change the Location, the Avail. figures for each of the Items in the grid will be updated immediately.

If you have not specified a Location in the header or on flip B, the Avail. figure will refer to all Locations, even if you have specified a Main Location in the Stock Settings setting. In this situation, the stock will be removed from the Main Location when you approve the Delivery. If you are told there is insufficient stock when you try to approve the Delivery but the Avail. figure suggests the stock level is sufficient, a possible reason is that you have not specified a Location in the Delivery, you have specified a Main Location and there is insufficient stock in the Main Location.

The Avail. figure does not include Reserved stock (stock on unfulfilled Sales Orders and Stock Movements marked as Reserved). For example, if you have 53 in stock and one is Reserved for another Order, the Avail. figure will be 52.

Del. Qty

The delivery quantity.

As a default, HansaWorld Enterprise assumes you wish to ship as many Stocked Items as possible, depending on the Over Delivery options in the Stock Settings setting. You can change the delivery quantity, again depending on the Over Delivery options, as follows—

Allow

The default delivery quantity will be the order quantity or the stock balance, whichever is lower. If the order quantity is greater than the stock balance, you will be able to change the delivery quantity to the full order quantity, thus creating negative stock. The possibility of negative stock means it is strongly recommended that you do not use the Allow option if you are using a Queued Cost Model (FIFO or LIFO).

Any Reserved stock (stock on unfulfilled Sales Orders and Stock Movements marked as

Reserved) will not be included in the default quantity. For example, if you have 53 in stock and the order quantity is also 53, but one is Reserved for another Order, the default delivery quantity will be 52. You will be able to change the delivery quantity to 53.

Do Not Allow

The default delivery quantity will be the order quantity or the stock balance, whichever is lower. If the order quantity is greater than the stock balance, you will not be able to change the delivery quantity to a figure greater than the stock balance. Since there is no possibility of negative stock, you should use the Do Not Allow option if you are using a Queued Cost Model (FIFO or LIFO).

Any reserved stock will not be included in the default quantity. For example, if you have 53 in stock and the order quantity is also 53, but one is Reserved for another Order, the default delivery quantity will be 52. You will be able to change the delivery quantity to 53.

Always Deliver

The default delivery quantity will always be the order quantity, even if this is greater than the stock balance. If the order quantity is greater than the stock balance, you will be able to approve the Delivery, thus creating negative stock. The possibility of negative stock means it is strongly recommended that you do not use the Always Deliver option if you are using a Queued Cost Model (FIFO or LIFO).

Any reserved stock will be included in the default quantity. For example, if you have 53 in stock and the order quantity is also 53, but one is Reserved for another Order, the default delivery quantity will be 53.

The 'Item Status' function (described briefly below on page 104 and in full in the 'Items and Pricing' manual) will allow you to see any Reserved quantity.

For Plain and Service Items, as no stock balance figure is kept, the ordered quantity is always suggested. The Over Delivery options do not apply to Plain and Service

Items, so you will always be able to deliver the ordered quantity.

Negative quantities are not allowed.

If you would like to be able to deliver a greater Quantity than was ordered, use the Allow Delivered Qty greater than Ordered option in the Stock Settings setting.

Flip B

Serial No.	Paste Special	Serial Numbers of Items in stock
	<p>If the Item uses Serial Numbers or batch numbers, you must enter a valid number here.</p> <p>For Items with Serial Numbers at the Unit level, if the Order Quantity is greater than 1, the Delivery will contain an appropriate number of separate rows each with a Quantity of one to allow you to enter Serial Numbers individually. On returning to the Order, only the Serial Number of the last Item will be visible.</p> <p>In the case of Items requiring Serial Numbers at the Batch level, the Delivery will only contain a single row with the quantity copied from the Sales Order. You can enter a single Serial/Batch Number, providing you have a sufficient quantity in stock with that Serial Number. If this is not the case, you will be told there is insufficient stock when you try to save the Delivery. You can then use the ‘Split Row’ Operations menu function to divide the row into two, and then enter a second Serial Number in the new row. The ‘Split Row’ function will ensure that both Delivery rows remain connected to the originating Sales Order row, so the Delivered Quantities in that row will be correct.</p> <p>If you have not specified a Location, the ‘Paste Special’ list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location in the header or on flip B of the ‘Items’ card, only those Serial Numbers stored in that Location will be shown.</p> <p>If you would like Best Before dates to be shown in the ‘Paste Special’ list, switch on the Show Best Before</p>	

Dates option in the Item Settings setting in the Sales Ledger. Best Before Dates are entered using the Batch Specifications setting in the Stock module and the Batch Quality Control setting in the Service Orders module.

The 'Paste Special' list will not be shown if you are using the No Serial No. on Goods Receipts option in the Stock Settings setting. In this case, you must still enter a Serial Number and the Quantity must still be one, but no check will be carried out that the Serial Number you have used is valid (i.e. one that is currently in stock).

Usually, no default Serial Numbers will be offered, so you will need to enter them yourself. There is no automatic FIFO or LIFO allocation. However, in the case of Items that use batch numbers, Serial Numbers will be brought in automatically if you are using the Automatically set Batch Serial Number on Delivery option in the Stock Settings setting. If the Delivery is not approved immediately, there is a risk that the batch Serial Numbers will be delivered to another Customer in the mean time, so you can update these batch Serial Numbers using the 'Refill Batch No. Items' function on the Operations menu.

The Cost Price for Serial Number option in the Cost Accounting setting in the Stock module controls how the choice of Serial Number affects the Row FIFO field on flip C and the value of any cost accounting element in the Nominal Ledger Transaction resulting from the Delivery. If you are not using this option, a Cost Price calculated using the usual Cost Model will be placed in the Row FIFO field, even though this may not be appropriate for the Serial Number chosen (e.g. if you are using the FIFO Cost Model, the oldest Cost Price will be placed in the Row FIFO field, even if the chosen Serial Number is not the oldest one). If you are using this option, the actual Cost Price of the selected Serial Number will be placed in the Row FIFO field.

Best Before

In the case of perishable goods, enter a Best Before date here.

A default will be entered once you have chosen a Serial Number. This will be taken from the latest record for the Item and Serial Number in the Batch Quality Control

setting in the Service Orders module. If there is no appropriate record in that setting, the default will be taken from the Batch Specifications setting in the Stock module.

You can use the Batch Specification and Batch Quality Control settings to control the selling of goods with Best Before Dates. When you receive an Item with a Serial Number and Best Before Date into stock using a Goods Receipt, a record with that Best Before Date will be created in the Batch Specifications setting automatically. As the Best Before Date approaches, you might enter a record to the Batch Quality Control setting with a Give Warning Status. If you then use the Serial Number in a Delivery, this will mean that you will be given a warning that the Best Before Date is approaching. When the Best Before Date passes, you might enter a second record with a Disallow Use Status. This will prevent further sales of Items belonging to the batch.

Location	Paste Special	Locations setting, Stock module
		You can enter a separate stock Location for each row of the Delivery.
Position	Paste Special	Position register, Warehouse Management module

If you are not using the Warehouse Management module and the Location specified in the header or on flip B is a large one that has been sub-divided into Positions, enter the Position where the Item to be delivered is currently stored. The 'Paste Special' list from this field shows Positions whose Status is "Used". When you approve the Delivery, the Status of the Position specified here will be changed to "Free" automatically.

You must specify a Position if the Demand Position option has been checked in the Location in question, and it must be in the correct Location. It must also contain sufficient stock of the correct Item. If you specify a Position that does not meet these criteria, the Delivery row will be split into two. For example, if the Order Quantity is 52 and the specified Position contains 25, the Delivery row will be split into two rows with Delivery Quantities of 25 and 27. You can then specify a second Position on the second row if necessary. If the Position

has no stock of the Item, or is in the wrong Location, the first row after splitting will have blank Order and Delivery Quantities, and the second row will have the full Order and Delivery Quantities.

If you are using the Warehouse Management module, the Position field will contain the Delivery Position for Picking (e.g. Warehouse exit ramp). This will set by default providing you created the Delivery using the 'Create Deliveries from Orders' Maintenance function. This function will also create one Stock Movement for each Delivery row, moving the Items from their Position in the Warehouse to the Delivery Position for Picking. You can mark all of these Stock Movements as Received at one stroke using the 'OK Warehouse Stock Movements' function. The Status of each Position will be changed to "Free". Once you have done this, you will be able to approve the Delivery.

Flip C

Recipe

The Recipe for Structured Items is entered here. This field cannot be changed.

Row FIFO

This field records the cost of sales value of the row and is calculated automatically when you approve the Delivery.

The calculation of this figure will usually use the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. Despite its name, the field will therefore show the total FIFO, LIFO, Weighted Average or other value of the row, depending on the Cost Model. The exception is when the Item requires Serial Numbers and you are using the Cost Price for Serial Number option in the Cost Accounting setting: please refer to the description of the Serial No. field on flip B above on page 88 for details.

When you approve and save the Delivery, the value in the Row FIFO field may be credited to the Stock Account and debited to the Cost of Sales Account in the resulting Nominal Ledger transaction. This will happen if you have chosen to have Cost of Sales Transactions

created from Deliveries and not from Invoices. Please refer to the 'Cost Accounting Transactions from Deliveries and Invoices' section above on page 17 for more details.

If you would like the Cost Price figure in the Order to be updated with a unit cost of sales value calculated from this Row FIFO figure, use the Update GP on Order when Delivering option in the Order Settings setting in the Sales Orders module. The Gross Profit of the Order will be recalculated accordingly.

If the Item is a Structured Item whose Paste Components During Entry box is not checked, this field will usually remain empty when you approve the Delivery. A stock value will only appear here if there is only one component to the Structured Item.

W. Av. Base2

When you approve and save the Delivery, the unit Weighted Average value of the Item in Base Currency 2 will be placed here, taken from the 'Costs' card of the Item record.

In the resulting Nominal Ledger Transaction, the value in Base Currency 1 in that Transaction will be calculated using the Cost Model. This figure will usually then be converted to Base Currency 2 using the current rate.

If you use the Weighted Average in Base Currency 2 option in the Cost Accounting setting, the value in Base Currency 1 will be calculated using the Cost Model as normal. But this figure will not be converted to Base Currency 2: instead the Base Currency 2 figure in the cost accounting Transaction will be taken from this field.

Base Price

This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

Coeff.

Default taken from Item

The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.

Flip D

Source	Paste Special	Sources setting, Stock module
	Default taken from	Order
You can use this field to record the origin of the Item (e.g. the manufacturer).		

Despatch Date, Time

You can record the despatch date and time for this Delivery row here.

Flip E

Cost A/C	Paste Special	Account register, Nominal Ledger/System module
The Cost of Sales Account entered here will be debited in any Nominal Ledger Transaction created when you approve the Delivery. The default will be the Cost Account for the Item Group to which the Item belongs, if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting. If this is blank, the Item does not belong to an Item Group or you are not using the Use Item Groups for Cost Accounts option, it will be the Cost Account for the Item. In all other cases, it will be the Cost Account specified in the Account Usage Stock setting. In all cases, the appropriate Cost Account for the Zone of the Customer will be used.		

Objects	Paste Special	Object register, Nominal Ledger/System module
	Default taken from	Order row
You can assign up to 20 Objects, separated by commas, to this Item and all transactions generated from it. 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.		
By default, the Objects entered here are taken from the Order row to which the Delivery row corresponds, but you can change them if necessary. Usually these Objects will represent the Item.		

In any Nominal Ledger Transactions generated from this Delivery, any Objects specified here will be assigned to the debit posting to the Cost Account (Cost of Sales Account). This assignment will merge these Objects with those of the parent Delivery (shown in the header). They will also be assigned to the credit posting to the Stock Account if you are using the Object on Stock Account option in the Cost Accounting setting.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item.

If the Item is one that is sold by area or volume, you can have the Delivered Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is sold by area, choose the Two Dimensions option in the Unit record, and the Delivered Quantity will be calculated once you have entered the Width and Height. If the Item is sold by volume, choose the Three Dimensions option in the Unit record, and the Delivered Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' manual for details and an example.

Flip F

Packages

Enter the number of Packages for this row. This together with the Pack Type (below) can be printed on Delivery documentation to allow the Customer to ascertain quickly that the correct number and type of packages has been delivered (please refer to the description of the Pack Types setting above on page 55 for details). The total number of Packages for the Delivery is shown on the 'Packaging' card.

P. Type

Paste Special Pack Types setting, Stock module

Specify here the type of Package used to deliver this Item (e.g. envelope or box).

Package Desc	The Name of the Pack Type is shown here after you have entered the Pack Type above.
Excise	You can use this field to record the consignment or customs number of the outgoing shipment for this Item. If you would like this number to be printed on the Delivery Note and on the Invoice that relates to this Delivery, include the “Excise” field in your Form designs.
<i>Footer</i>	
OK	<p>Check this box to approve the Delivery. When you save the approved Delivery, you will no longer be able to change it. Stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when you create the Delivery). If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will now be raised (they may otherwise be raised after invoicing). Cost accounting is described above on page 17.</p> <p>You must approve the Delivery before you can raise an Invoice for it from the Order.</p> <p>When you print the Delivery, the Form used will depend on whether you have approved the Delivery. If the Delivery is not approved, the Form will be determined by the Picking List document, otherwise it will be determined by the Delivery Note document. Please refer to the ‘Printing Picking Lists and Delivery Notes’ section below on page 101 for more details about printing documents and determining Forms.</p> <p>You can use Access Groups to control who can approve Deliveries. To do this, deny access to the ‘OKing Deliveries’ Action. Access Groups are described in the ‘System Module’ manual.</p> <p>References in this manual to approved Deliveries are to those whose OK check box is on.</p>
Del. Qty	This shows the total number of Items delivered.

Comment **Default taken from** Sales Order

Any comment that you enter here will be printed on the Freight Label, Picking List and Delivery Note if you include the “Comment” field in your Form designs.

Address Card

The screenshot shows a software interface for an 'Address Card'. At the top, there are four tabs: 'Items', 'Address', 'Packaging', and 'Freight'. The 'Address' tab is currently selected and highlighted. Below the tabs, there are several text input fields. The first section contains four lines of address information: 'Address Burntwhistle Lodge', 'High Malberry', 'Staffs TF5 6TY', and 'Staffs TF5 6TY'. At the bottom of the form, there are two separate fields labeled 'Address' and 'Region'.

Address **Default taken from** Sales Order

The Delivery Address, taken from the ‘Del Address’ card of the Order which, in turn, is taken from the ‘Delivery’ card of the Customer. You can change it for this Delivery if necessary.

The lower Address field is a repeat of that in the header. If the Customer is one with several Delivery Addresses use the ‘Paste Special’ list to select the correct one. The full Delivery Address will be brought in to the fields above.

Region **Paste Special** Regions setting, Sales Ledger

Default taken from Customer or Delivery Address

The Region (e.g. the state, province or county) where the Delivery Address is to be found.

Packaging Card

The screenshot shows a software interface for a 'Packaging Card'. At the top, there are four tabs: 'Items', 'Address', 'Packaging', and 'Freight'. The 'Packaging' tab is currently selected and highlighted. Below the tabs, there are several text input fields arranged in two columns. The left column contains: 'Packages', 'Weight', 'From City', 'From Dock', and 'Transport Directives'. The right column contains: 'Transport No.', 'Volume', 'To City', and 'To Dock'.

Packages The number of packages used to make up the Delivery is calculated automatically from the number for each row (shown on flip F of the ‘Items’ card). Alternatively you

can enter a total number of packages manually. If you would like this information to be printed on the Freight Label and other Delivery documentation, include the “Number of Packages” field in your Form designs.

Transport No.

An optional transport number, e.g. bill of lading number or consignment note number. This information will be printed on the Freight Label, Delivery Note and Picking List if you have included the “Transport Number” field in your Form designs, and will be shown in the ‘Deliveries: Browse’ window.

You can have Transport Numbers generated automatically, using difference sequences for each Delivery Mode. This can be useful if, for example, you have pre-numbered stationery that you fill in for each Delivery. Define the sequences in your Delivery Mode records, and check the Use Series For Transport No box. Whenever you create a Delivery from an Order using a Delivery Mode where you have done this, and whenever you specify such a Delivery Mode in a Delivery yourself, the next number in the sequence will be placed here automatically. You can change the number if necessary; there is no check that the number you choose has been used before or is in the range specified in the Delivery Mode record.

Weight

Default taken from Items

This field will contain a calculated value based on the Delivery Quantity and the Weight of the Items. If you change the Weight of one of the Items or if this figure becomes inaccurate for any other reason, use the ‘Recalculate Weight’ function on the Operations menu to update this field.

Volume

Default taken from Items

This field will contain a calculated value based on the Delivery Quantity and the Volume of the Items. If you change the Volume of one of the Items or if this figure becomes inaccurate for any other reason, use the ‘Recalculate Weight’ function on the Operations menu to update this field.

- From City

If appropriate, specify here the city from which the Delivery is to be made. This information can appear on delivery documentation.
- To City

If appropriate, specify here the city to which the Delivery is to be made. This information can appear on delivery documentation.
- From Dock

If appropriate, specify here the port or airport from which the Delivery is to be made. This information can appear on delivery documentation.
- To Dock

If appropriate, specify here the port or airport to which the Delivery is to be made. This information can appear on delivery documentation.

Transport Directives

If appropriate, enter any special handling instructions for the Delivery here. This information can appear on delivery documentation.

Freight Card

Items

Address

Packaging

Freight

Freight Company

Reg.No.

Name

Truck Information

Driver

CMR

Language

Tax Sum

0.00

- Freight Code

Paste Special

Freight Companies setting,
Stock module
- The Freight Code refers to a record in the Freight Companies setting where information is stored regarding the courier or haulage companies that your business uses to deliver goods to its Customers. In some countries, it is a legal requirement that this information be printed on Delivery documentation.

Enter the appropriate Freight Code of the Freight Company used for this Delivery. The Freight Company Registration Number, Freight Company, Truck Information, Driver and CMR Text will then be brought in from the Freight Companies setting. You can change them here for this Delivery only. For descriptions of

these fields, please refer to the section describing that setting above on page 47.

Language

Paste Special

Languages setting, System module

Default taken from

Sales Order

The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Delivery Terms and Delivery Mode, and the selection of document forms etc. Leave the field blank to use the home Language.

You can also use the Language to determine the Form that will be used when you print the Delivery, and the printer that will be used to print it. This can include sending the document to a fax machine, if your hardware can support this feature. Do this in the 'Define Document' window for the Delivery and Picking List documents, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Delivery even if it has been approved, to ensure it is printed on the correct printer or fax machine.

Tax Sum

When defining VAT Code records using the setting in the Nominal Ledger, it is possible to specify that an additional tax, such as an environmental tax, be levied. If the VAT Code of any of the rows of the originating Order is one where such an additional tax has been defined, the amount of that tax will be shown in this field. The figure is shown here for information only.

Inspecting and Approving Deliveries

Before a Delivery goes out you need to prepare it and approve it. The first step is to print the Picking List. You can do this by clicking the Printer icon in the Button Bar. When the Delivery is finally OK, click the OK check box and press the [Save] button. Once you have done this, you will no longer be able to modify the Delivery. You will then be able to create an Invoice for the Delivery (from the Order screen).

You can also approve several Delivery records at once by highlighting them in the 'Deliveries: Browse' window and selecting 'OK' from the Operations

menu. To highlight several Delivery records, click on the first Delivery to be approved, hold down the Shift key and click on the last.

On approval, stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created). Also, if defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Deliveries setting, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the 'Cost Accounting' section above on page 17 for details of the Accounts used by this Transaction.

When you print the Delivery, the Form used will depend on whether you have approved the Delivery. If the Delivery is not approved, the Form will be determined by the Picking List document, otherwise it will be determined by the Delivery Note document. Please refer to the 'Printing Picking Lists and Delivery Notes' section below on page 101 for more details about printing documents and determining Forms.

You can use Access Groups to control who can approve Deliveries. To do this, deny access to the 'OKing Deliveries' Action. Access Groups are described in the 'System Module' manual.

Nominal Ledger Transactions from Deliveries

When you approve and save a Delivery record, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Deliveries setting, if you have chosen a Cost Model and if at least one of the Items on the Delivery is a Stocked Item (or you are using the Cost Accounting for Plain Items option in the Cost Accounting setting). Please refer to the 'Cost Accounting' section above on page 17 for full details of this Transaction.

If a Delivery contains several Items that use the same Cost and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu (subject to access rights set in the Access Groups setting in the System module).

Deliveries from the Sales Ledger

It is possible to deliver goods from stock without a Delivery. You can do this by entering Invoices directly to the Invoice register (i.e. without first entering a related Sales Order). On the 'Delivery' card of the Invoice, there is an Update Stock check box, which will be on by default if you are using the Invoices Update Stock option in the Account Usage S/L setting. If this check box is on, an Invoice for a Stocked Item will generate an "invisible" Delivery transaction (as will an Invoice for a Plain or Service Item if you are using the Cost Accounting for Plain Items option in the Cost Accounting setting). The result of such an event is that the stock balance of the Item will be altered, but there will be no Delivery transaction generated in the Delivery register. The stock change will be visible in the Item History report in the Stock module. If you are using cost accounting (maintaining stock values in the Nominal Ledger), stock postings (the equivalent of those in Transactions generated from Deliveries) will be included in the Transaction created from the Invoice.

The Invoices Update Stock check box is only relevant for Deliveries issued from an Invoice (i.e. when there is no related Sales Order).

Printing Picking Lists and Delivery Notes

If you click the Printer icon in the Button Bar of a Delivery window, a document will be printed. If the Delivery is not approved, a Picking List will be printed. If the Delivery is approved, a Delivery Note will be printed. If you want to print to screen, click the Preview icon.

To print Delivery Notes or Picking Lists in batches, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Delivery Notes' or 'Picking Lists' in the 'Documents' list window. Indicate the Delivery Number (or range of Delivery Numbers) to be printed and press [Run].

Delivery Notes can also be printed automatically on approval. This is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' manual for details.

However Picking Lists or Delivery Notes are printed, the Form used is determined as follows—

1. Using the Form register in the System module, design the Delivery Note or Picking List as appropriate and name it "DELIVERY_NOTE" or "PICKING_LIST". Use the 'Properties' function on the Operations menu to assign Document Types of "Delivery Note" and "Picking List" respectively. Samples are supplied with HansaWorld Enterprise: you can modify these to suit your requirements. Full instructions for using the

Form register can be found in the 'System Module' manual. You might want to design different Forms for use with different Languages or Delivery Modes.

2. Select the Stock module using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Delivery Notes'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "DELIVERY_NOTE" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).
6. If you have designed different Forms for use with different Languages or Delivery Modes in step 1 above, enter the Form Code of each one on separate rows in the grid. In the Lang. field of each row, enter the appropriate Language or Delivery Mode. Use 'Paste Special' to open a list of Languages from which you can choose the correct one.

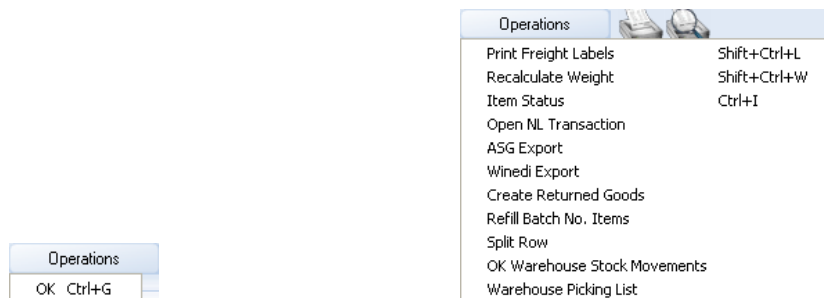
You can also use Languages or Delivery Modes to specify the printer that will be used to print Delivery Notes. This can include sending a Delivery Note to a fax machine, if your hardware can support this feature. To do this, enter separate rows in the 'Define Document' window for printing and faxing, with appropriate Languages and Printers.

7. Click [Save] to save the Form definition.
8. Repeat steps 3-7 above, this time highlighting 'Picking Lists' in the 'Documents' list window and entering "PICKING_LIST" in the 'Define Document' window. From now on, the Forms that you have designed will be used, from the 'Documents' function and from the Printer icon. "PICKING_LIST" will be used when a Delivery is not approved, otherwise "DELIVERY_NOTE" will be used. If you have designed more than one Form, the correct one will be used depending on the Language of the Customer or the Delivery Mode of the Delivery.

If you have included fields to print your telephone and/or fax number on Delivery Notes and Picking Lists, this information will be taken from the Location record. If the relevant fields in the Location are blank or no

Location was specified in the Delivery, it will be taken from the Company Info setting in the System module.

Operations Menu



The Operations menus for Deliveries are shown above. On the left is that for the 'Deliveries: Browse' window: highlight one or more Deliveries (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Delivery: Inspect' window.

OK

This command is available on the Operations menu only from the 'Deliveries: Browse' window. It allows you to approve a Delivery and is therefore the equivalent of checking the OK box in the Delivery record. You can also select several Deliveries (hold down the Shift key to select a range of Deliveries in the list) and approve them all at once. Remember that, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Deliveries setting, this action causes Nominal Ledger Transactions to be created for each Delivery in the selection and that therefore once it has been carried out you will no longer be able to modify those Deliveries. Stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created).

You can use Access Groups to control who can approve Deliveries. To do this, deny access to the 'OKing Deliveries' Action. Access Groups are described in the 'System Module' manual.

Print Freight Labels

Select this command to print Freight Labels for the current Delivery. You can also print Freight Labels using the 'Documents' function or automatically on approval. The last option is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' manual for details.

You can prevent Freight Labels being printed for certain Items. To do this, place these Items in an Item Group whose Do Not Print Freight Labels for this Group option is switched on.

You can also prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module.

Recalculate Weight

When you create a Delivery from a Sales Order, its total Weight and Volume is shown on the 'Packaging' card, calculated from the Delivery Quantity and from the Item records. If you change the Weight or Volume of an Item or if these figures become inaccurate for any other reason, you can recalculate them using this function.

Item Status

This function provides instant feedback for the Item shown in the Delivery row containing the cursor or highlighted in the 'Paste Special' window listing Items. Information displayed in a new window includes the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' manual for full details of this function.

Open NL Transaction

When you approve and save a Delivery, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Deliveries setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

Select this function to open the Transaction in a new window.

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

ASG Export

This function is used in Sweden. Please refer to your local HansaWorld representative for details.

Winedi Export

This function is used in Norway. Please refer to your local HansaWorld representative for details.



Create Returned Goods

Use this function when goods that you have delivered to your Customer are returned to you. When this happens, open the Delivery and select 'Create Returned Goods' from the Operations menu. For the function to have any effect, all changes to the Delivery must first have been saved (use the [Save] button), and it must have been approved. An alternative method (providing you are not using the Original Cost on Returned Goods option in the Cost Accounting setting, you are not using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting and/or you are not using the Do Not Allow Return Goods From Order option in the Order Settings setting) is to open the Order from which the Delivery was created and select 'Create Returned Goods' from the Operations menu.

The difficulty with the returning of goods to stock is to establish the actual value of the goods being returned. The purpose of the Returned Goods register is to allow you to record values that are as accurate as possible. The Original Cost on Returned Goods option in the Cost Accounting setting will help you achieve this. For example, if you are using the Queued Cost Model (FIFO or LIFO) Cost Model, you should receive the Item back into stock with the value it had when you delivered it. If you are using the Weighted Average or Cost Price Cost Models, the Weighted Average or Cost Price may have changed in the time between delivery and return.

When you select the function, a new record will be created in the Returned Goods register (in the Stock module). It will be opened in a new window, entitled 'Returned Goods: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Returned Goods: Inspect

Operations   New Duplicate Cancel Save

No. 660014 Trans. Date 16/9/2006
 Customer 001 Name Against All Odds Trading Co

Location Items Currency

Location WHS ☒ Update Stock Reduce
 Order No. 992052 ☐ Price Incl VAT ☒ Delivered Quantity
 Comment ☐ Ordered and Delivered Qty

	Item	Qty	Description	Item Cost	Extra Cost	Unit Cost	
1	10101	5	Transistor radio	23.00		23.00	A
2							B
3							C
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

☐ OK Total Qty 5.000

The Returned Goods record takes its information from the Delivery: the default Quantity is that already delivered (less any that have already been returned). If you are using the Original Cost on Returned Goods option in the Cost Accounting setting, the default Item Cost will be a unit price calculated from the Row FIFO figure on flip C of the Delivery. If you are not using this option, the default Item Cost will be the Cost Price from the Item record.

Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. You cannot enter a quantity greater than that originally delivered. If you are not using the Original Cost on Returned Goods option in the Cost Accounting setting and/or you are not using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting, you can change the Item Cost of the returned Item if necessary, or enter an Extra Cost (any cost incurred in receiving the Item back into stock).

If an Item being returned is a Structured Item, you should list its components in the Return, not the Structured Item itself. Structured Items are built the moment the Delivery is made and are not kept in stock themselves. Therefore, they should not be included on a Return. Only the components

should be listed on the Return: this will ensure they are correctly received back into stock.

If the goods were returned because they were faulty (i.e. the Customer requires a replacement), choose to reduce the Delivery Quantity in the originating Sales Order using the options on the right-hand side of the screen. Then, after you have approved the Returned Goods record, you can reopen the Order and raise another Delivery for the appropriate quantity to fulfil the Order. In this instance you may choose not to update the stock levels and to treat the Item as written off. If you need to return the Items to your Supplier, it is recommended that you update stock levels and then enter a Returned Goods to Supplier record (if you originally purchased the Items using a Purchase Order) or a Stock Depreciation record (if there is no originating Purchase Order).

Alternatively, the goods may have been returned without a replacement being required (perhaps the Customer cancelled the Order). In this case, choose to reduce the ordered quantity and to update stock levels. When you view the originating Sales Order after approving the Returned Goods record, both the Order and Delivery Quantities will have been reduced. If the Order has been invoiced, you can credit the Invoice by opening that Invoice and selecting 'Create Credit Note' from the Operations menu (you can locate the original Invoice from the Delivery or Order using the Attachments feature). This will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited. An alternative method is to use the 'Create Credit Note' Operations menu function on the Returned Goods screen.

When the Returned Goods record is complete, click the OK check box. This signifies that the Return has been approved. Once this has been done and you have saved the Returned Goods record, you will no longer be able to modify it. You will not be able to raise a Credit Note for the goods that have been returned until the record has been approved. A stock transaction in the Nominal Ledger will be created if you have so determined using the Sub Systems setting in the Nominal Ledger and the Number Series - Returned Goods setting.

A possible method of working might be to generate a Returned Goods record when the Customer contacts you to send back the delivered Items. The Number of the Returned Goods record can then be issued as a Returns Number. When the Items arrive, you can approve the Return: this will alter the stock levels accordingly.

For a full description of the screen, including detailed information about any Nominal Ledger Transactions created when you approve the Return, please refer to the section below on page 194 describing the Returned Goods register.

To close the screen and return to the Delivery, click the close box. You will be asked if you want to save any changes. The Del 1 and Del 2 fields of the originating Order (visible on flip D) will be updated automatically (as will the Order Quantity on flip A if you have so chosen). You may need to close the Order and re-open it to see these changes.

Refill Batch No. Items

If you are using the Automatically set Batch Serial Number on Delivery option in the Stock Settings setting, Serial Numbers and Best Before Dates will be brought in automatically whenever you create a Delivery. This applies to Items that are Serial Numbered at the Batch level only. If you do not approve the Delivery immediately, these default Serial Numbers may become incorrect. You can update them using this function.

For example, you have in stock a batch of ten Items with Serial Number 1 and a batch of ten with Serial Number 2, and you receive an Order for eight. When you create the Delivery, it will contain one row with a Delivery Quantity of eight and, since you are using the Automatically set Batch Serial Number on Delivery option, Serial Number 1 will be brought in automatically. This Delivery is left unapproved and you then receive a second Order for three. The resulting second Delivery will contain one row with a Delivery Quantity of three and Serial Number 1. If you approve one of these Deliveries, the other will become incorrect. For example, if you approve the first Delivery, you will only have two items with Serial Number 1 left. So, when you come to approve the second Delivery, you will be warned that you have insufficient stock. You can then apply this function. The Delivery Quantity of the first row will be changed to two, and a second row will be added, with a Delivery Quantity of one and Serial Number 2.

For this function to have any effect, three conditions must be met—

1. The Automatically set Batch Serial Number on Delivery box in the Stock Settings setting must be checked. If you are not using this option, you cannot use this function. Instead, you should use the 'Split Row' function described immediately below.
2. You must place the cursor in the row with the incorrect Serial Number. So, in a large Delivery, you may need to use this function several times.
3. Usually, when the time comes to approve a Delivery, you will try to do so without checking stock levels. When you check the OK box and save, you will be warned that you have insufficient stock. This warning will place the cursor in the appropriate row, thus satisfying condition 2 above. However, you must then remove the check from the OK box before you can use this function successfully.

Split Row

For Items with Serial Numbers at the Unit level, if the Order Quantity is greater than 1, the Delivery will contain an appropriate number of separate rows each with a Quantity of one, allowing you to enter Serial Numbers individually. When you return to the Order, only the Serial Number of the last Item will be visible.

In the case of Items requiring Serial Numbers at the Batch level, the Delivery will only contain a single row with the quantity copied from the Sales Order. You can enter a single Serial/Batch Number, providing you have a sufficient quantity in stock with that Serial Number. If this is not the case, you will be told there is insufficient stock when you try to save the Delivery. You should then place the cursor in the row with the incorrect Serial Number and use this function to divide the row into two. Then, enter a second Serial Number in the new row. The 'Split Row' function will ensure that both Delivery rows remain connected to the originating Sales Order row, so the Delivered Quantities in that row will be correct. In a large Delivery, you may need to use this function several times.

You can also use this function instead of 'Refill Batch No. Items' described immediately above, if you are not using the Automatically set Batch Serial Number on Delivery option in the Stock Settings setting. To use the same example as was used in the 'Refill Batch No. Items' section above, you have in stock a batch of ten Items with Serial Number 1 and a batch of ten with Serial Number 2. You receive an Order for eight. When you create the Delivery, it will contain one row with a Delivery Quantity of eight and, if you are using the Automatically set Batch Serial Number on Delivery option, Serial Number 1 will be brought in automatically. If you are not using this option, there will be no default Serial Number, but you can enter Serial Number 1 yourself using 'Paste Special'. This Delivery is left unapproved and you then receive a second Order for three. The resulting second Delivery will contain one row with a Delivery Quantity of three. Again, depending on the Automatically set Batch Serial Number on Delivery option, Serial Number 1 will be brought in automatically or you can enter it yourself. If you approve one of these Deliveries, the other will become incorrect. For example, if you approve the first Delivery, you will only have two items with Serial Number 1 left. So, when you come to approve the second Delivery, you will be warned that you have insufficient stock. You can then apply this function. The Delivery Quantity of the first row will be changed to two, and a second row will be added, with a Delivery Quantity of one. This function will not bring a default Serial Number in to the new row, so you will need to choose Serial Number 2 yourself using 'Paste Special'.

If the function appears to have no effect, the probable reason is that you have not removed the check from the OK box.

OK Warehouse Stock Movements

You will use this function if you are using the Warehouse Management module. In this case, you will create Deliveries using the 'Create Deliveries from Orders' Maintenance function. The 'Create Deliveries from Orders' function will also create Stock Movements to move the Items to be delivered from their Positions in the Warehouse to the Delivery Position For Picking (e.g. Warehouse exit ramp). Use this function to mark these Stock Movements as Received, thus moving the Items to the Delivery Position For Picking (shown on flip B of the Delivery). Having done this, you will be able to approve the Delivery.

Warehouse Picking List

You will use this function if you are using the Warehouse Management module. In this case, you will create Deliveries using the 'Create Deliveries from Orders' Maintenance function. The 'Create Deliveries from Orders' function will also create Stock Movements to move the Items to be delivered from their Positions in the Warehouse to the Delivery Position For Picking. You can use this function to print a Picking List, listing the Items together with their current Positions, to enable the Warehouse staff to move the Items to the Delivery Position For Picking. If you print the Picking List to screen, you will be able to drill down to each Stock Movement, where you will be able to change the source Position if necessary (providing you have not marked the Stock Movement as Received).

The Goods Receipt Register

This register records the receiving into stock of Stocked Items. Normally, you will take the information for the Goods Receipt record from the Supplier's delivery note. Stock values are based on the information recorded in the Goods Receipt register.

You can enter Goods Receipts directly to the Goods Receipt register in the Stock module. If you have the Purchase Orders module, you can also create them from Purchase Orders, in a similar manner to that in which Deliveries are created from Sales Orders.

If you have the Production module, entering a record in the Production register will update stock through an "invisible" goods receipt transaction. The result of "finishing" a Production transaction in the Production module is to update the stock levels of the input and output Items specified in the Recipe used. No Goods Receipt transaction will be generated in the Goods Receipt register, but the result of the stock change will be visible in the Item History report in the Stock module.

To open the Goods Receipt register, first ensure you are in the Stock module, then click the [Goods Receipts] button in the Master Control panel. The 'Goods Receipts: Browse' window is opened, showing Goods Receipts already entered—

No.	OK	Date	PO No.	Comment	Name
5000	✓	26/1/2005	1		Import Trade Company
5001	✓	26/1/2005	1		Import Trade Company
5002	✓	26/1/2005	2		Import Trade Company
5003	✓	26/1/2005	2		Import Trade Company
5004	✓	26/1/2005	2		Import Trade Company
5005	✓	26/1/2005	3		Import Trade Company
5006	✓	26/1/2005	4		Import Trade Company
5007	✓	26/1/2005	5		Import Trade Company
5008	✓	27/1/2005	6		UK Trading Company Ltd
5009	✓	27/1/2005	6		UK Trading Company Ltd
5010	✓	27/1/2005	7		UK Trading Company Ltd

Goods Receipts are normally shown in transaction number order. The OK column contains a check mark for Goods Receipts that have been approved.

Entering a Goods Receipt


You can enter Goods Receipts in two ways—

1. From the 'Goods Receipts: Browse' window, click the [New] button in the Button Bar to open a new Goods Receipt transaction.
2. Open the Purchase Order against which the Items are being received. The Supplier's delivery note will usually contain your Purchase Order Number, enabling you to find the Purchase Order easily. Select 'Create Goods Receipt' from the Operations menu. A new Goods Receipt transaction is created. The advantage of this method is that the purchase price agreed for the Items for the particular Purchase Order will be transferred to the Goods Receipt: this information will not normally be present on the Supplier's delivery note.

Note that Goods Receipts created in this way will be presented in a 'Goods Receipt: Inspect' window. This means that the record will already have been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

If you have many Purchase Orders, it may be difficult to find unfulfilled Purchase Orders in the 'Purchase Orders: Browse' window. An alternative method is to produce a Purchase Order Stock report. This only lists unfulfilled Purchase Orders, and you can drill down from the report to an individual Purchase Order, from which you can create a Goods Receipt.

Goods Receipt: Inspect

Operations  New Duplicate Cancel Save

No. 6163 Trans. Date 16/9/2006
 Sup. No. 504 Name Estonian Export
 Pur. Order No. 2072 Location WHS

Comment Items Currency Extra Costs Freight


Comment
 Objects PO Contract ☐ Price Incl VAT

Item	Qty	Unit	Description	Unit Price	Cost Price	Sum
1	10126	10	PCS	Personal Stereo	10.00	11.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

☒ OK Qty 10.000 Freight 5 Customs 5 Cost Price 110.00
 Ext. Tax 0.00 Subtotal 110 VAT 19.25 Total 129.25

Header

Goods Receipt: Inspect

Operations  New Duplicate Cancel Save

No. 6163 Trans. Date 16/9/2006
 Sup. No. 504 Name Estonian Export
 Pur. Order No. 2072 Location WHS

Comment Items Currency Extra Costs Freight

No.

Paste Special

Select from another Number Series

The number of the Goods Receipt. 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 first valid row in the

Number Series - Goods Receipts 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 Goods Receipt Number is assigned when you first save the Goods Receipt.

Trans. Date	Paste Special	Choose date
	The date of the receipt. The default value is the current date.	
	If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Goods Receipt with yesterday's date if you have already entered an incoming stock transaction of any kind (e.g. Goods Receipt, Stock Movement) with today's. It is also recommended that you always approve Goods Receipts when you save them for the first time. Do not, for example, go back to an earlier unapproved Goods Receipt and approve it if there are later approved ones, unless you change the date as well.	
	If you created the Goods Receipt from a Purchase Order, you cannot enter a date that is earlier than the Purchase Order Date.	
Sup. No.	Paste Special	Suppliers in Contact register
	Enter the Supplier Number. When you press Return, the Supplier's name will be entered to the field on the right.	
Name	The Supplier's Name is entered from the Contact register after you have entered the Supplier Number.	
Pur. Ord. No.	If you created the Goods Receipt from a Purchase Order, the Purchase Order Number will be placed here automatically. It is not modifiable.	
Location	Paste Special	Locations setting, Stock module
	The stock Location where the goods are to be stored.	
	If you have specified a Main Location in the Stock Settings setting, leave this field blank if the goods are to be stored in that Location. However, if you are using the Require Location option in the same setting, you must enter a Location before you can save the Goods Receipt.	

A default Location can be brought in from the 'Bonus' card of the user's Person record or from the Local Machine setting in the User Settings module. The Local Machine setting is specific to the client machine you are working on.

You can specify a Location in any of the Goods Receipt rows (flip B), to override the one entered here.

Comment Card

Comment

A comment regarding the current Goods Receipt.

This comment will be copied to the Text field in the resulting Nominal Ledger Transaction if the Goods Receipt does not have a Supplier (e.g. if you created the Goods Receipt to adjust stock levels after a stocktake). If the Goods Receipt has a Supplier, the Supplier Name will be copied to the Nominal Ledger Transaction instead.

Objects

Paste Special

Object register, System module/Nominal Ledger

Default taken from

Contact (Purch. Objects), Purchase Order or Location

You can assign up to 20 Objects, separated by commas, to each Goods Receipt. They allow detailed analysis by department or cost centre. Usually these Objects will represent the Supplier or the Location.

If you created the Goods Receipt from a Purchase Order, the Objects will be copied from there ('Date' card). If you entered the Goods Receipt directly to the Goods Receipt record, the Objects will be brought in when you specify the Supplier. If you created the Goods Receipt using the 'Stocktaking Comparison' Maintenance function, the Objects will be brought in from the Location.

The Objects specified here will be assigned to the credit posting to the Purchase Accruals Account when a

Nominal Ledger Transaction is generated from the Goods Receipt. If you are using the Supplier Object on Stock A/C option on the 'Creditors' card of the Account Usage P/L setting in the Purchase Ledger, they will be assigned to the debit posting to the Stock Account as well.



PO Contract If the Goods Receipt was created from a Purchase Order that in turn was created from a Purchase Order Contract, the Contract Number will appear here. This field cannot be changed. Purchase Order Contracts are described in the 'Purchase Ledger' manual.

Price Incl. VAT **Default taken from** Purchase Order

Check this box if the prices entered for the goods received include VAT. For each Item, VAT will be calculated using the VAT Code in the Purch. VAT Code field in the Contact record for the Supplier, in the Item record, the Item Group or from the 'VAT' card of the Account Usage P/L setting.

Items Card

Goods Receipt: Inspect

Operations   New Duplicate Cancel Save

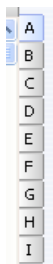
No. 6163 Trans. Date 16/9/2006
 Sup. No. 504 Name Estonian Export
 Pur. Order No. 2072 Location WHS

Comment Items Currency Extra Costs Freight

	Item	Qty	Unit	Description	Unit Price	Cost Price	Sum
1	10126	10	PCS	Personal Stereo	10.00	11.00	110.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

☒ OK Qty 10.000 Freight 5 Customs 5 Cost Price 110.00
 Ext. Tax 0.00 Subtotal 110 VAT 19.25 Total 129.25

Use the grid on the 'Items' card to list the Items being received into stock. This grid is divided into eight horizontal flips. When you click on a flip tab (marked A-H), the two or three right-hand columns of the grid are replaced.



Before adding any rows to a Goods Receipt, ensure that the Currency and Exchange Rate are correct. If you specify an Exchange Rate, all prices transferred from the Purchase Item or Item registers will be converted.

However, if you change the Exchange Rate after you have added Items to the Goods Receipt, their prices will not be converted.

To add rows to a Goods Receipt, 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.

In the case of Goods Receipts created from Purchase Orders, the assumption is usually made that all Items not yet received are on the current shipment. The exception is if you are using the Set Goods Receipt Quantity to Zero option in the Purchase Order Settings setting, in which case the default Quantity for all Items will be zero. You can change the Quantity in any of the rows on the Goods Receipt screen as appropriate but you will not be able to enter a quantity greater than that ordered (unless you are using the Do Not Allow Over Receiving option in the Stock Settings setting). You can remove entire rows, by clicking on the row number to the left and pressing the Backspace key, but you will not be able to add or insert rows.

In the case of Items that are Serial Numbered, you will be prompted to enter Serial Numbers before saving (unless you are using the No Serial No. on Goods Receipts option in the Stock Settings setting).

Flip A

Item	Paste Special	Item register
		Enter the Item Number of the Item received. A warning will appear if you use an Item that is not a Stocked Item.
Qty		Received quantity, to be added to stock. Negative values are not accepted.
Unit		The Unit of the Item will be brought in from the Item register when you enter the Item Number. It cannot be changed.
Description		The Item description will be brought in from the Item register when you enter the Item Number. You can change it if necessary.
Unit Price		The normal purchase price in the Currency of the Receipt, from the Purchase Order, the Purchase Item for the Item/Supplier combination or from the Cost Price field in the Item register. This figure excludes any extra costs such as delivery or customs duties, but includes VAT if you have checked the Price Incl. VAT box on

the 'Comment' card. You can change the price in a particular transaction.

If the Item in question can have its Cost Price updated on Purchase using the Last Purchase Price option (set using the options on 'Costs' card of the Item record), any change in price here will be fed back to the Item record automatically. This figure will be rounded up or down according to the Calc Cost Value rounding rules set in the Round Off setting in the System module before it is used to update the Cost Price of the Item.

If you change the Currency and/or Exchange Rate of the Goods Receipt, the figure in this field will not be recalculated. Instead, it will be treated as being in the new Currency and the Cost Price (below) will be recalculated.

Cost Price

The Unit Price of the Item in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), including any freight and other additional costs. If you have checked the Price Incl. VAT box on the 'Comment' card, the figure in this field will be the only one in the Goods Receipt not to include VAT.

You can use the Upd. Cost Price at Goods Receipt options on the 'Costs' card of each Item record to update its Cost Price automatically from approved Goods Receipts. If you have chosen the Last Purchase Cost option, the figure in this field will become the new Cost Price of the Item. If you have chosen the Weighted Average option, its Cost Price will be updated to the latest Weighted Average including this figure. In both cases, this figure will be rounded up or down according to the Calc Cost Value rounding rules set in the Round Off setting in the System module before it is used to update the Cost Price of the Item.

Sum

The row total, including any additional costs in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

Flip B

Location	Paste Special Locations setting, Stock module You can enter a separate stock Location for each row of the Goods Receipt. If the Item is Serial Numbered at the Batch level, you can receive Items with the same Batch Number into different Locations using separate Goods Receipt rows, but they must have the same Unit and Cost Prices and Best Before Dates.
Serial No.	The Serial or Batch Number of the Item. You must enter Items with Serial Numbers at the Unit level on separate rows, each with a Quantity of one. Goods Receipts created from Purchase Orders will contain the appropriate number of rows for these Items, depending on the Quantity in the Purchase Order. You can record Items with Serial Numbers at the Batch level on a single Goods Receipt row, where the Quantity is the size of the batch. A Goods Receipt created from a Purchase Order will contain a single row for such an Item, with the quantity copied from the Purchase Order. If in fact you receive more than one batch, use the 'Split Row' Operations menu function to divide the row into two, and then enter the appropriate quantities and Serial Numbers in both rows. The 'Split Row' function will ensure that both Goods Receipt rows remain connected to the originating Purchase Order row, so the Received Quantities in that row will be correct. You can use the same Batch Number on more than one row, but the Unit and Cost Prices and Best Before Dates must be the same in those rows. This can be useful if you receive a large number of Items with the same Batch Number, which you need to store in different Positions or Locations. If you receive a large quantity of a Serial Numbered Item into stock, use the 'Generate Serial Nos' function on the Operations menu to help enter consecutive Serial Numbers. This will be most useful for companies that generate their own Serial Numbers. Enter the Item Number in the appropriate number of rows and specify the lowest Serial Number for the first one. Then select

the function: the remaining rows will gain a Serial Number, each incremented by one.

By default, if an Item is one that uses Serial Numbers, you must specify a Serial Number here before you can save the Goods Receipt. If you do not know the Serial Number at this stage, you should use the No Serial No. on Goods Receipts option in the Stock Settings setting. This will allow you to save Goods Receipts without Serial Numbers, but you will still have to specify them in goods out transactions.

Note that Serial and Batch Numbers cannot contain spaces, and that you cannot use the same Serial Number more than once in the same Goods Receipt.

Best Before

If the Item is perishable, enter a Best Before date here.

If you have entered a Serial or Batch Number as well, when you approve and save the Goods Receipt, a record will be created in the Batch Specifications setting recording the Best Before date of the Item or Batch. You can view this record immediately by selecting 'Open Batch Specification' from the Operations menu.

When you sell the Item, the Best Before date will be brought in to the Delivery record. If you want it to be printed on delivery documentation, include the "Best Before Date" field in your Form design. If you want to prevent the sale of Items that have passed their Best Before date, use the Batch Status and Batch Quality Control settings in the Service Orders module, described in the 'Service Orders' manual.

Flip C

Price Variance

Please refer to the 'Price Variances' section below on page 137 for details of this field.

Extra Cost

Any additional cost (per unit) for the Item. It will be shown added to the Unit Price in the Cost Price column to the right. Enter either an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), or a percentage followed by the % character. The percentage will be applied to the Unit Price of the Item in the home Currency.

This value will default to the Extra Cost from the 'Costs' card of the relevant Item (multiplied by the quantity).

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger and the Number Series - Goods Receipts setting), any costs in this field are credited to the Extra Costs Account specified in the Account Usage Stock setting.

V-Cd**Paste Special**

VAT Codes setting, Nominal Ledger

When you create a Purchase Invoice from this Goods Receipt, the VAT Code entered here will determine the rate at which VAT will be charged on this Item and the Input VAT Account to be debited. If you created the Goods Receipt from a Purchase Order, the VAT Code will be taken from the appropriate Purchase Order row. Otherwise, the default is taken from Purch. VAT Code field in the Contact record for the Supplier. If that field is empty, the default is taken from the Item, the Item Group or from the 'VAT' card of the Account Usage P/L setting. In the last three cases, the appropriate VAT Code for the Zone of the Supplier will be used. You can change this default in a particular Goods Receipt row if necessary.

*Flip D***Sup Item No**

The Code allocated to the Item by the Supplier. If you created the Goods Receipt from a Purchase Order, the Supplier's Item Number will be brought in from flip B of that Purchase Order.

Coeff.

Default taken from Item

The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.

Base Price

This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

*Flip E***Stock A/C****Paste Special**

Account register, Nominal
Ledger/System module

The Account entered here will be debited in any Nominal Ledger Transaction created when you approve the Goods Receipt. The default will be the Stock Account for the Location, the Stock Account for the Item Group (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting) or the Stock Account in the Account Usage Stock setting.

Purch. A/C**Paste Special**

Account register, Nominal
Ledger/System module

The Purchase Accruals Account entered here will be credited in any Nominal Ledger Transaction created when you approve the Goods Receipt. If you create a Purchase Invoice from the Goods Receipt, this Account will be the Cost Account in the Purchase Invoice, and will be debited in the Nominal Ledger Transaction resulting from that Invoice.

If the Goods Receipt was created from a Purchase Order and you are using the Transfer Account to Goods Receipt option in the Purchase Order Settings setting, the default Account will be taken from the Purchase Accruals Account in the Purchase Order row to which the Goods Receipt row corresponds. Otherwise (if you are not using the Transfer Account to Goods Receipt option, or you did not create the Goods Receipt from a Purchase Order), the default will be the Purchase Accruals Account from the Item Group to which the Item belongs (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module, and if the Item belongs to an Item Group), or from the Account Usage Stock setting. In all cases, the appropriate Account for the Zone of the Supplier will be used.

You can use Goods Receipts to correct stock discrepancies. If so, you may want to replace the default Purchase Accruals Account with a Stock Gain Account. If you use the 'Stocktaking Comparison' Maintenance function to create such a Goods Receipt, this will occur automatically. In this case, the default Account will

depend on the Type of the Location. If the Type is “Other”, it will be the Stock Gain Account from the Account Usage Stock setting. If the Type is “Production”, if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, it will be the Usage Variance Account in the Item Group. Otherwise, it will be taken from the Account Usage Stock setting.

Objects	Paste Special Object register, Nominal Ledger/System module Default taken from Purchase Order row or Item You can assign up to 20 Objects, separated by commas, to this Item and all transactions generated from it. 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. Usually these Objects will represent the Item. In any Nominal Ledger Transactions generated from this Goods Receipt row, any Objects specified here will be assigned to the debit posting to the Stock Account and the credit posting to the Purchase Accruals Account.
<i>Flip F</i>	
Customs No.	You can use this field to record the consignment or customs number of the incoming shipment for this Item. In Russia, an entry in this field is required by law for imported Items.
Country of O.	Paste Special Countries setting, System module Record the Country of origin of the Item here. In Russia, an entry in this field is required by law for imported Items.
Position, To Position	Paste Special Position register, Warehouse Management module If you are not using the Warehouse Management module and the Location specified in the header or on flip B is a large one that has been sub-divided into Positions, enter

the Position where the Item is to be stored in the To Position field. The 'Paste Special' list from this field shows Positions whose Status is "Free". When you approve the Goods Receipt, the Status of the Position specified here will be changed to "Used" automatically. You must specify a Position if the Demand Position option has been checked in the Location in question. The Position must be in the correct Location. Do not use the Position field.

If the Item is Serial Numbered at the Batch level, you can receive Items with the same Batch Number into different Positions using separate Goods Receipt rows, but they must have the same Unit and Cost Prices and Best Before Dates.

If you are using the Warehouse Management module, the Position field should contain the Position for Goods Receipts (e.g. Warehouse entry ramp), while the To Position should contain the Position in the Warehouse where the Items will be stored. Both Positions will be set by default, although you can change the To Position if necessary. When you approve the Goods Receipt, one Stock Movement will be created for each Goods Receipt row, moving the Items from the Position for Goods Receipts to the To Position. The Status of each To Position will be changed to "Item on the way". You can mark all of these Stock Movements as Received at one stroke using the 'Accept Warehouse Stock Movements' function. The Status of each To Position will be changed to "Used".

Flip G

Serial No.

This is a duplicate of the Serial Number field on flip B: please refer to the description of flip B above on page 120 for details.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item.

If the Item is one that is purchased by area or volume, you can have the Quantity calculated by multiplying the dimensions together. If you would like to use this

feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is purchased by area, choose the Two Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width and Height. If the Item is purchased by volume, choose the Three Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' manual for details and an example.

Flip H

Fr. Cost

An optional Freight Cost (per unit) to be added to the total Cost Price for the Goods Receipt. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). You can enter a value in a particular row, or you can enter the Freight amount for the total shipment in the Freight field in the footer. When you move to the next field, the total Freight amount will be distributed to the different Item rows according to the cost value of each row. In order for the distribution to be accurate, enter the Freight figure after you have made sure the Item and Quantity information in each row is complete.

In the case of Goods Receipts raised from Purchase Orders, the value will be taken from the Freight field in the footer of the Purchase Order or, if this is empty, from the Purchase Cost field on its 'Other' card (distributed proportionally to the different rows).

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger and the Number Series - Goods Receipts setting), any Freight costs are credited to the Freight Accrual Account specified in the Account Usage Stock setting.

If you entered an amount in the footer that could not be wholly distributed to the various Item rows without an amount being left over, that leftover amount will be posted to the Freight Variance Account specified in the Account Usage Stock setting.

Customs

This field works in the same manner as the Freight fields, using the Customs field in the footer area. It refers to any customs charges attached to the Goods Receipt.

This value will default to the Purchase Cost from the relevant Purchase Item (multiplied by the quantity).

You can enter either an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), or a percentage followed by the % character. The percentage will be applied to the Unit Price of the Item in the home Currency.

If a Nominal Ledger Transaction is generated from this Goods Receipt, any Customs costs are credited to the Customs Accrual Account specified in the Account Usage Stock setting.

If you entered an amount in the footer that could not be wholly distributed to the various Item rows without an amount being left over, that leftover amount will be posted to the Customs Variance Account specified in the Account Usage Stock setting.

Costs 1-5

Use these fields to record any additional costs (per unit) for the Item. They will be shown added to the Unit Price in the Cost Price column on flip A. Enter an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

You can also enter total additional cost figures for the whole Goods Receipt on the 'Extra Costs' card: the total amount will then be distributed to the various Item rows according to the cost value of each row.

In the case of Goods Receipts raised from Purchase Orders, the values in these fields will be taken from the 'Extra Costs' card of the Purchase Order.

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger and the Number Series - Goods Receipts setting), any costs in these fields are credited to the corresponding Extra Cost Accrual Account specified in the Account Usage Stock setting.

If you entered an amount on the 'Extra Costs' card that could not be wholly distributed to the various Item rows

without an amount being left over, that leftover amount will be posted to the corresponding Extra Cost Variance Account specified in the Account Usage Stock setting.

If you want to give a name to each of the Extra Cost fields, use the User Defined Field Labels - Extra Costs setting in the Stock module.

Flip I

You can use the fields on flip I if you need to include several Purchase Orders on a single Goods Receipt. Enter the appropriate Purchase Order Number in the PO No. field, using 'Paste Special' if necessary. The Purchase Order must be approved. Press Tab or Enter to move the cursor into the PO Row field. If you want to include the entire Purchase Order in the Goods Receipt, press Tab or Enter again. All unreceived rows from the Purchase Order will be copied to the Goods Receipt. If you only want to include part of the Purchase Order, you can either bring in the entire Purchase Order and remove the rows you don't need, or you can enter a reference to the Row Number of the Purchase Order row that you need. Enter 0 to refer to Purchase Order row 1, enter 1 to refer to Purchase Order row 2, and so on.

If you then receive a single Purchase Invoice covering all the Items on the Goods Receipt, you should enter that Invoice from the Operations menu of the Goods Receipt. If you receive separate Purchase Invoices for each Purchase Order, enter them from the Operations menu of each Purchase Order.

PO Recon., Inv. Recon., Comment

These fields may be useful for companies who receive shipments containing Items from many Purchase Orders, where it is not clear which Items belong to which Purchase Orders.

When you create a Goods Receipt in this situation, you will probably connect it to several Purchase Orders, as described immediately above. The Quantity on flip A of the Goods Receipt will default to the Purchase Order quantity: change this to the quantity received as normal. But, before doing so, enter the correct Purchase Order quantity in the PO Recon. field, with Comment if necessary. When you receive the Purchase Invoice, enter the Purchase Invoice quantity in the Inv. Recon. field, again with Comment if necessary. You can enter the PO Recon. and Inv. Recon. quantities after you have approved the Goods Receipt. When you create a

Purchase Invoice from the Goods Receipt, you can use the 'Not Reconciled POs' function on the Operations menu to produce a report comparing Goods Receipt, Purchase Order and Purchase Invoice quantities for the Item. The report also lists Purchase Order rows that have not been received or invoiced. If there is a discrepancy in the various quantities, the report may help you find the reason for the discrepancy or help you connect other unfulfilled Purchase Orders to the Goods Receipt or Purchase Invoice.

You must be using the Transfer Each Item Separately option in the Purchase Invoice Settings setting in the Purchase Ledger if you want to use this feature and, for the report to be as comprehensive as possible, you should create the Purchase Invoice from the Goods Receipt, not from the Purchase Order.

Footer

<input checked="" type="checkbox"/> OK	Qty	10.000	Freight	5	Customs	5	Cost Price	110.00
	Ext. Tax	0.00	Subtotal	110	VAT	19.25	Total	129.25

OK

Check this box to approve the Goods Receipt. After saving, you will not be able to change it. Stock levels will be amended accordingly.

If you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Goods Receipts setting, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Goods Receipts', below on page 135.

You must approve the Goods Receipt before you can create a Purchase Invoice for it from the Purchase Order.

You can use Access Groups to control who can approve Goods Receipts. To do this, deny access to the 'OKing Goods Receipts' Action. Access Groups are described in the 'System Module' manual.

References in this manual to approved Goods Receipts are to those whose OK check box is on.

Qty	This field records the total number of items of all types on the Goods Receipt. It is updated automatically.
Freight	Please refer to the description of the Fr. Cost field on flip H above on page 126 for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). In the case of Goods Receipts raised from Purchase Orders, this value will be taken from the Freight field in the footer of the Purchase Order or, if that is blank, from the Purchase Cost field on its 'Other' card (reduced proportionally in the case of partial Goods Receipts).
Customs	Please refer to the description of the Customs field on flip H above on page 127 for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module) and by default is the sum of the Purchase Costs from the 'Price' card of the relevant Purchase Items (multiplied by the quantity).
Cost Price	<p>This field records the total value of the Goods Receipt, in Currency and including all shipping and other additional costs.</p> <p>This figure is rounded up or down according to the Calc Cost Value rounding rules set in the Round Off setting in the System module, up to a maximum of two decimals.</p>
Ext. Tax	When you define VAT Codes using the setting in the Nominal Ledger, you can specify that an additional tax, such as an environmental tax, is to be levied. If the VAT Code of any of the rows of the Goods Receipt is one where you have defined such an additional tax, the amount of that tax will be shown in this field, in the Currency of the Goods Receipt. That amount will be recalculated as you add Items to the Goods Receipt. When you create and approve a Purchase Invoice from the Goods Receipt, this Extra Tax will be debited to the Tax Account specified for the appropriate VAT Code. If you have specified a Tax Min. (minimum Extra Tax amount) for a VAT Code, and the Extra Tax in a Goods Receipt is less than this minimum amount, this field will be blank.
Subtotal	The total for the Goods Receipt, excluding VAT.

This figure is rounded up or down according to the Calc Cost Value rounding rules set in the Round Off setting in the System module, up to a maximum of two decimals.

VAT

The VAT total for the Goods Receipt.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If the Goods Receipt does not have a Currency, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module).

Total

The total for the Goods Receipt, including VAT.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module) (Total round off). If the Goods Receipt does not have a Currency, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module) (Calc Cost Value round off).

Currency Card

Comment		Items		Currency		Extra Costs		Freight	
Currency	GBP	Rate	:			Base Currency 1			
Base Currency 1	0.63		:			Base Currency 2			
Base Currency 2	1								

Currency

Paste Special

Currency register, System module

Default taken from

Purchase Order, Customer (Purch. Currency) or Default Base Currency

The Supplier's invoicing Currency (if not the home Currency). The stock value of the Items on the Goods Receipt will be recorded in the Currency specified here.

Exchange Rates	Default taken from	Base Currency Rates setting and/or Exchange Rate register, System module
-----------------------	---------------------------	--

In the case of Goods Receipts entered directly to the Goods Receipt record, the current Exchange Rate will be entered here. In the case of Goods Receipts created from Purchase Orders, the Exchange Rate from the Purchase Order will be entered here.

One of two conversion methods will be used. 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. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

If you are using the Dual-Base system, the Base Currency 1 and 2 fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting).

Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

For examples, please refer to the 'Currency' manual.

Extra Costs Card

Comment	Items	Currency	Extra Costs	Freight
Port Charges	0	Internat'l Shipping	0	
Extra Cost 3	0	Extra Cost 4	0	
Extra Cost 5	0			

Extra Cost 1-5

Use these fields to enter any total additional cost figures that may apply to the whole Goods Receipt. The total amount will then be distributed to the Cost 1-5 fields on flip H of the 'Items' card according to the cost value of each row.

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger and the Number Series - Goods Receipts setting), any costs in these fields are credited to the corresponding Extra Cost Accrual Account specified in the Account Usage Stock setting.

If you want to give a name to each of the Extra Cost Accounts, use the User Defined Field Labels - Extra Costs setting in the Stock module. This has been done in the illustration above.

Freight Card

Comment	Items	Currency	Extra Costs	Freight
Freight Company	Reg.No.			
Name				
Truck Information				
Driver				
CMR				
Language				

Freight Code**Paste Special**

Freight Companies setting,
Stock module

The Freight Code refers to a record in the Freight Companies setting where information is stored regarding the courier or haulage companies that your business uses.

Enter the appropriate Freight Code of the Freight Company used for this Goods Receipt. The Freight Company Registration Number, Freight Company,

Truck Information, Driver and CMR Text will then be brought in from the Freight Companies setting. You can change them here for this Goods Receipt only. For descriptions of these fields, please refer to the section describing that setting above on page 47.

Language**Paste Special**

Languages setting, System module

Default taken from

Contact or Purchase Order

The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, and the selection of document forms etc. Leave the field blank to use the home Language.

You can also use the Language to determine the Form that will be used when you print the Goods Receipt, and the printer that will be used to print it. This can include sending the document to a fax machine, if your hardware can support this feature. Do this in the 'Define Document' window for the Goods Receipt document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Goods Receipt even if it has been approved, to ensure it is printed on the correct printer or fax machine.

Checking and Approving Goods Receipts

Once you have entered a Goods Receipt, you need to check it and approve it, in order to confirm amounts and values. Click in the OK click box to approve it, and save the approval by pressing the [Save] button in the Button Bar. You will no longer be able to change a Goods Receipt once it has been approved.

On approval, stock levels will be amended and, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Goods Receipts setting, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the 'Cost Accounting' section above on page 16 for details of the Accounts used by this Transaction.

You can use Access Groups to control who can approve Goods Receipts. To do this, deny access to the 'OKing Goods Receipts' Action. Access Groups are described in the 'System Module' manual.



Nominal Ledger Transactions from Goods Receipts


When you approve and save a Goods Receipt record, a Nominal Ledger Transaction can be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Goods Receipts setting. Please refer to the 'Cost Accounting' section above on page 16 for full details of this Transaction.

No Items that are Plain or Service Items will be included in the Nominal Ledger Transaction, unless you are using the Cost Accounting for Plain Items option in the Cost Accounting setting. Although stock quantities for such Items are maintained, stock values are not.

Shown below is an example Nominal Ledger Goods Receipt Transaction—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 6163 Trans. Date 16/9/2006 Reference 

Text 504 Estonian Export, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	110.00		
2	820		Purchase Accruals, Domestic		100.00	
3	816		Purchase Accruals - Freight		5.00	
4	817		Purchase Accruals - Customs		5.00	
5	468		Base Currency Round Off	0.00		
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	Difference Base 1			0.00		
	Difference Base 2			0.00		
	Total			110.00	110.00	
	Total			174.61	174.61	

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu (subject to access rights set in the Access Groups setting in the System module).

As shown in the illustration, any Freight, Customs and Extra Costs specified on flip H will be credited to separate Accounts specified in the Account Usage Stock setting.

If a Goods Receipt contains several Items that use the same Purchase Accruals and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

Stock Adjustments

From time to time you may need to adjust your stock balances for returned goods etc. You can enter such adjustments in the Goods Receipt register. This method will be useful for goods that are being returned where there was no original Sales Order (i.e. there was an Invoice only). In this case, entering and approving the Credit Note will not usually update stock levels because of the difficulty of obtaining a correct stock valuation. Instead, you should return the goods to stock using a Goods Receipt. Take care to enter the correct cost prices, in agreement with the stock valuation method (Cost Model) you have selected: you will probably need to find out the true value of the Item from flip C of the original Invoice. The stock valuation in the Nominal Ledger will be updated from the Goods Receipt.

The entering of Credit Notes is described in the 'Sales Ledger' manual, while cost accounting is described above on page 12. If there is an original Sales Order, the stock implications of a return are catered for using the Returned Goods register (described below on page 194).

Invalidating Goods Receipts

In some circumstances it can be appropriate to invalidate a Goods Receipt using the 'Invalidate' command on the Record menu of the 'Goods Receipt: Inspect' window. This function will remove the Items on the Goods Receipt from stock, and; any associated Nominal Ledger Transaction will be removed from the Nominal Ledger as well. An invalidated Goods Receipt is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Goods Receipts: Browse' window.

You cannot invalidate a Goods Receipt if any of the Items it contains use the Weighted Average Cost Model, if it has not been approved or if its Date is earlier than the Lock Others date specified in the Locking setting in the System module.

Price Variances

Price Variances can occur when goods are received into stock with estimated values. You may not know at the time of placing a Purchase Order exactly how much the extra costs such as transport, customs duties, port charges, taxes etc. will be: usually this will be when importing goods. In some cases, the exact costs of the goods themselves will not be known. You therefore need to estimate these costs when you issue the Purchase Order. When you receive the goods into stock, you still may not know how much they will be, so the goods will be signed into stock using the estimated figures taken from the Purchase Order. When the Purchase Invoice arrives, there may be differences between the actual prices (on the Invoice) and what you estimated (received into stock and posted to the various Accruals Accounts). Any such differences (Price Variances) between the Purchase Invoice and the Goods Receipt will be posted to Price Variance Accounts, from the Purchase Invoice or from the Goods Receipt, whichever arrives last. These differences will then be shown in the Profit & Loss report together with the cost of goods sold. This feature allows postings to the various Accruals Accounts from the Purchase Invoice and the Goods Receipt to balance, because the Variances are kept separate.

Follow these steps to configure the Price Variances feature—

- i. Switch on the Post Price Variance option on the 'Stock' card of the Account Usage Stock setting.
- ii. On the 'Variances' card of the same setting, specify Variance Accounts for Purchase Accruals, Freight, Customs and each of the Extra Costs.

Stock		Purchase Cost		Variances	
Purchase Price Variance	220	Port Charges Variance	211		
Freight Variance	216	Internat'l Shipping Variance	212		
Customs Variance	217	Extra Cost 3 Variance	213		
		Extra Cost 4 Variance	214		
		Extra Cost 5 Variance	215		
Stock	740	Production I-cost	740		
Stock Gain	140	Production W-cost	231		
Stock Loss	230	Returned Goods	240		
Dom. Cost A/C	240	Ret. Goods to Suppliers	810		
EU Cost A/C	241				
Export Cost A/C	242				
Stock Transfer					




☐ Ret. Goods to Supplier A/C from Goods Receipt
☒ Post Price Variance

- iii. You can define a separate Purchase Price Variance Account in an Item Group record, if the Item Group is not to use the default set in step 2 above. You must also check the Use Item Groups for Cost Accounts option in the Cost Accounting setting if you want to use the Variance Accounts in Item Groups.
- iv. Switch on the Transfer Each Item Separately option in the Purchase Invoice Settings setting in the Purchase Ledger. Do not switch on the Always use Full Qty from Purch. Ord. option in the same setting.
- v. If you need to account for Variances in Customs, Freight and the other Extra Costs, switch on the Extra Costs Invoices from Different Suppliers option in the Purchase Order Settings setting. If you do not switch on this option, you will only be able to account for Variances in Item prices.
- vi. If it is likely that you will need to enter Purchase Invoices before you have received any goods, switch on the Purchase Invoices before Goods Receipt option in the Stock Settings setting. This will cause the Invoice before Goods Receipt box to be checked by default in new Purchase Orders. If you are not using the Purchase Invoices before Goods Receipt option, you can switch on the Invoice before Goods Receipt option in individual Purchase Orders if necessary.

Having completed the configuration work described above, you can now use the Price Variances feature, as follows—

1. Start by entering a Purchase Order in the normal way. If you do not know the costs of the Item, Freight, Customs and/or any of the Extra Costs, you will need to estimate them so that you can print and issue the Purchase Order. Note that the Freight, Customs and Extra Costs are not included in the Purchase Order total, because it is possible that these will not be paid to the Supplier quoted in the Purchase Order but to a transport company or government revenue department.

Purchase Order: Inspect

Operations    New Duplicate Cancel Save

No. 2068 Name Tyrell, Inc
 Supplier 508 Signers
☐ Closed ☐ Price Incl VAT

Date Items Currency Terms Other Ord. Address Del. Address **Extra Costs**

Port Charges 65 Internat'l Shipping 100
 Extra Cost 3 0 Extra Cost 4 0
 Extra Cost 5 0



Trans. Date 16/9/2006 Plan. Del. Pur. Ref.
 Pay. Terms 30 P/Order Class Attn.
 Our Ref Objects

Item	Qty	Description	Fr. Cost	Customs	Port Charge	Internat'l Sh	Cost 3	Cost 4	Cost 5
1	10101	100 Transistor rac	0.25	0.60	0.65	1			
2									
3									
4									
5									
6									
7									
8									

Currency GBP Freight 25 Customs 60 Subtotal 2300.00
☐ OK Pallets 0 Ext. Tax VAT TOTAL 2300.00

- When the goods arrive, open the Purchase Order and select 'Create Goods Receipt' from the Operations menu. All prices will be copied from the Purchase Order to the Goods Receipt, and this time they are included in the total. Usually, the documentation accompanying the goods will not contain any pricing information, and warehouse staff may only be able to enter quantities and not prices. However, if the pricing information is known, you can update the figures in the Goods Receipt if necessary.

Goods Receipt: Inspect

Operations   New Duplicate Cancel Save

No. 6159 Trans. Date 16/9/2006
 Sup. No. 508 Name Tyrell, Inc
 Pur. Order No. 2068 Location WHS

Comment Items Currency Extra Costs Freight



Comment
 Objects PO Contract ☐ Price Incl VAT

Item	Qty	Unit	Description	Unit Price	Cost Price	Sum
1 10101	100	PCS	Transistor radio	23.00	25.50	2550.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

☐ OK Qty 100.000 Freight 25 Customs 60 Cost Price 2550.00
 Ext. Tax 0.00 Subtotal 2550 VAT 0 Total 2550

- When you approve and save the Goods Receipt, a Nominal Ledger Transaction will be created, debiting the Stock Account and crediting the appropriate Accrual Accounts (in the example, the Purchase, Customs, Freight and Extra Cost 1 and 2 Accrual Accounts) as normal —

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 6159 Trans. Date 16/9/2006 Reference

Text 508 Tyrell, Inc, GBP

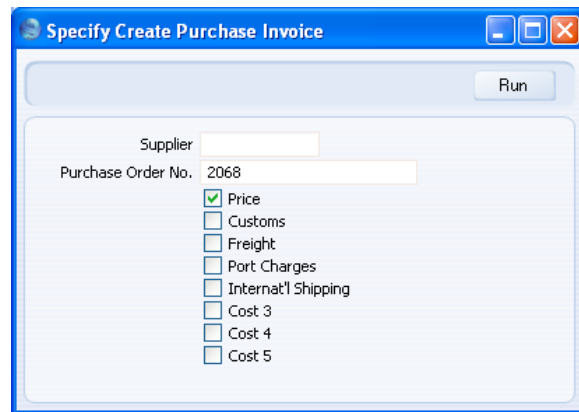
	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	2550.00		A
2	822		Purchase Accruals, Outside EU		2300.00	B
3	816		Purchase Accruals - Freight		25.00	C
4	811		Purchase Accruals - Port Charges		65.00	D
5	812		Purchase Accruals - International Shi▶		100.00	E
6	817		Purchase Accruals - Customs		60.00	F
7	468		Base Currency Round Off		0.00	G
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1 0.00 Total 2550.00 2550.00

Difference Base 2 0.00 Total 4047.62 4047.62

The posting to the Stock Account includes the Extra Costs. When the Item is sold the value of the Cost of Sales posting will include the Extra Costs if your Cost Model is Weighted Average, FIFO or LIFO (or Cost Price, if that is being updated automatically to the Weighted Average or Last Purchase Cost).

4. When the Purchase Invoice arrives, return to the Purchase Order and select 'Create Purchase Invoice' from the Operations menu. Because you are using the Extra Costs Invoices from Different Suppliers option in the Purchase Order Settings setting, the Purchase Invoice is not created immediately. Instead, the following dialogue box opens—



The dialog box titled "Specify Create Purchase Invoice" contains the following elements:

- Supplier:** An empty text input field.
- Purchase Order No.:** A text input field containing the value "2068".
- Checkboxes:**
 - ☒ Price
 - ☐ Customs
 - ☐ Freight
 - ☐ Port Charges
 - ☐ Internat'l Shipping
 - ☐ Cost 3
 - ☐ Cost 4
 - ☐ Cost 5
- Run:** A button located in the top right corner of the dialog.



Proceed as follows, depending on what has been included in the paper Purchase Invoice—


- If the Purchase Invoice includes the Item(s) on the Purchase Order, leave the Supplier field empty (the Supplier will be taken from the Purchase Order). If the Invoice includes any of the Extra Costs as well, leave the Price box checked and check other boxes as appropriate. Then, click the [Run] button.
- If the Purchase Invoice does not include the Item(s) on the Purchase Order (i.e. it is for one or more of the Extra Costs only), specify the Supplier using 'Paste Special', check the Extra Costs boxes as appropriate, remove the check from the Price box and click the [Run] button.

Since it is possible that you will receive separate Invoices for the Item(s) and the Extra Costs, you can return to the Purchase Order to create the various Invoices at any time. You will not be able to create more than one Invoice for the Item(s).

The example illustrated below shows an Invoice for the Items and the Freight—

Purchase Invoice: Inspect

Operations   New Duplicate Cancel Save

No. 960078 Invoice Date 16/9/2006 Trans. Date 16/9/2006 

Supplier 508 Name Tyrell, Inc

TOTAL 2325.00 Hold Amt Sup. Inv. No. Signers

VAT

Terms Costs Currency Identifiers Other

Pay Term 30 ☐ Hold Receiving Date

Due Date 16/10/2006 ☐ Prel. Book Discount Date 26/9/2006

Reference ☐ Supp. Info on Trans. Sett. Discount

Objects Credit of Invoice



	A/C	Objects	Short.	Description	Amount	V-Cd	
1	822			Purchase Accruals, Outside EU	2300.00	I	A
2	816			Purchase Accruals - Freight	25.00	I	B
3							C
4							D
5							
6							
7							
8							
9							
10							
11							
12							
13							


☐ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT

The values of the Item and of the Freight are taken from the Purchase Order. The Purchase Accruals Account for the Item is chosen in the usual way for the Transfer Each Item Separately option (please refer to the description of the 'Create Purchase Invoice' function in the Purchase Orders manual for details). The Freight Accruals Account is taken from the Account Usage Stock setting.

5. If the amounts on the printed Purchase Invoice are different to the defaults, change them as necessary—

Purchase Invoice: Inspect

Operations   New Duplicate Cancel Save

No. 960078 Invoice Date 16/9/2006 Trans. Date 16/9/2006 

Supplier 508 Name Tyrell, Inc

TOTAL 2429.00 Hold Amt Sup.Inv.No. Signers

VAT

Terms Costs Currency Identifiers Other

Pay Term 30 ☐ Hold Receiving Date

Due Date 16/10/2006 ☐ Prel. Book Discount Date 26/9/2006

Reference ☐ Supp. Info on Trans. Sett. Discount



Objects Credit of Invoice


	A/C	Objects	Short.	Description	Amount	V-Cd	
1	822			Purchase Accruals, Outside EU	2400.00	I	A
2	816			Purchase Accruals - Freight	29.00	I	B
3							C
4							D
5							
6							
7							
8							
9							
10							
11							
12							
13							

☐ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT

- When the Invoice is correct, approve it in the usual way. The differences between the Goods Receipt and Purchase Invoice amounts will be copied to the Price Variance field on flip D (so, if you made any changes to the figures in the Goods Receipt in step 2, they will be included in the Variance figures)—

Purchase Invoice: Inspect

Operations   New Duplicate Cancel Save

No. 960078 Invoice Date 16/9/2006 Trans. Date 16/9/2006 

Supplier 508 Name Tyrell, Inc

TOTAL 2429.00 Hold Amt Sup. Inv. No. Signers

VAT

Terms Costs Currency Identifiers Other

Pay Term 30 ☐ Hold Receiving Date

Due Date 16/10/2006 ☐ Prel. Book Discount Date 26/9/2006

Reference ☐ Supp. Info on Trans. Sett. Discount



Objects Credit of Invoice


	A/C	Objects	Description	Amount	Item	Qty	Price Variance	
1	822		Purchase Accruals, Outside EU	2400.00	10101	100	100.00	A
2	816		Purchase Accruals - Freight	29.00			4.00	B
3								C
4								D
5								
6								
7								
8								
9								
10								
11								
12								
13								

☒ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT

In the resulting Nominal Ledger Transaction, the Variance amount for the Item will be posted to the Purchase Price Variance Account specified in the Item Group to which the Item belongs, if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting. If you are not using this option, the Item does not belong to an Item Group, and/or the Item Group does not have its own Variance Account, the Purchase Price Variance Account in the Account Usage Stock setting will be used. The Variance amounts for the Extra Costs will be posted to the appropriate Variance Accounts specified in the Account Usage Stock setting—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960078 Trans. Date 16/9/2006 Reference 

Text: 508 Tyrell, Inc, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	822		Purchase Accruals, Outside EU	2300.00		I
2	220		Price Variance - Purchase Accruals	100.00		I
3	816		Purchase Accruals - Freight	25.00		I
4	216		Price Variance - Freight	4.00		I
5	800		Creditors		2429.00	
6	468		Base Currency Round Off	0.00		
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1 0.00 Total 2429.00 2429.00
 Difference Base 2 0.00 Total 3855.56 3855.56

Thus, in the example the Goods Receipt credited 1000 to the Purchase Accruals Account, and the Purchase Invoice balanced this by debiting the same amount. If you were not using the Price Variance feature, the Purchase Invoice would debit 1100 to the Purchase Accruals Account, creating an imbalance of 100 that you would have to adjust manually.

7. In some cases, you may receive the Purchase Invoice before you receive the goods. In this case, switch on the Invoice before Goods Receipt

option on the 'Terms' card of the Purchase Order. It will be switched on by default if you are using the Purchase Invoices before Goods Receipt option in the Stock Settings setting. This will allow you to create the Purchase Invoice from the Purchase Order as normal but before the receipt of any goods. The figures on the Purchase Invoice will be copied from the Purchase Order as before, and you can change them if necessary. The resulting Nominal Ledger Transaction will not contain any postings to the Variance Accounts—

The screenshot shows the 'Transaction: Inspect' window. At the top, there are navigation buttons (back, forward), an 'Operations' button, and icons for a calculator and clock. To the right are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these, the transaction details are displayed: 'No. 960079', 'Trans. Date 16/9/2006', and 'Reference'. The 'Text' field contains '508 Tyrell, Inc, GBP'. The main area is a table with columns: 'Account', 'Objects', 'Description', 'Base 1 Debit', 'Base 1 Credit', and 'V-Cd'. The table contains two entries: line 1 with account 822, description 'Purchase Accruals, Outside EU', and a debit of 2400.00; line 2 with account 800, description 'Creditors', and a credit of 2400.00. To the right of the table is a vertical list of letters A through G. At the bottom, there are summary rows: 'Difference Base 1' with a value of 0.00, 'Difference Base 2' with a value of 0.00, and 'Total' rows showing a debit of 2400.00 and a credit of 2400.00 for the first set, and a debit of 3809.52 and a credit of 3809.52 for the second set.



	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	822		Purchase Accruals, Outside EU	2400.00		I
2	800		Creditors		2400.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	Difference Base 1			0.00		
	Difference Base 2			0.00		
	Total			2400.00	2400.00	
	Total			3809.52	3809.52	


When the goods arrive, open the Purchase Order and select 'Create Goods Receipt' from the Operations menu. Again, all prices will therefore be copied from the Purchase Order to the Goods Receipt. Usually, the documentation accompanying the goods will not contain any pricing information, and warehouse staff may only be able to enter quantities and not prices. However, you can change the figures if necessary.

When you approve the Goods Receipt, the resulting Nominal Ledger Transaction will contain postings to the appropriate Variance Accounts,

if there are any differences between the Purchase Invoice and Goods Receipt values. The second Transaction (from the Goods Receipt in this case, from the Purchase Invoice in the first example) will always contain the Variance postings—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 6160 Trans. Date 16/9/2006 Reference 

Text 508 Tyrell, Inc, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	2550.00		A
2	822		Purchase Accruals, Outside EU		2400.00	B
3	220		Price Variance - Purchase Accruals	100.00		C
4	816		Purchase Accruals - Freight		25.00	D
5	811		Purchase Accruals - Port Charges		65.00	E
6	812		Purchase Accruals - International Shi		100.00	F
7	817		Purchase Accruals - Customs		60.00	G
8	468		Base Currency Round Off		0.00	
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

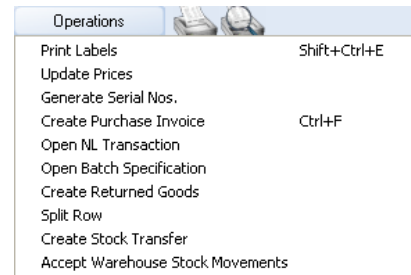
Difference Base 1 0.00 Total 2650.00 2650.00

Difference Base 2 0.00 Total 4206.35 4206.35

The Variance values will also be shown in the Price Variance field on flip C of the Goods Receipt.

8. If you need to return an Item to its Supplier, create a record in the Returned Goods to Supplier register in the usual way. When the time comes to enter the Credit Note, you must do so from the Returned Goods to Supplier window (by selecting 'Create Credit Note' from the Operations menu). If there is a difference in the value of the returned Item between the Returned Goods to Supplier record and the Credit Note, this will be posted as a Variance.

Operations Menu



The Operations menu for the ‘Goods Receipt: New’ and ‘Goods Receipt: Inspect’ windows is shown above. There is no Operations menu for the ‘Goods Receipts: Browse’ window.

Print Labels

Use the ‘Print Labels’ command to print a label document, which you can use to identify a particular shipment from a Supplier.

To print labels in batches, click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. Double-click ‘Goods Receipt Labels’ in the ‘Documents’ list window, or highlight it and press the Enter key. Indicate the Goods Receipt Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

1. Using the Form register in the System module, design the Label and name it “PUR_LABEL”. A sample is supplied with HansaWorld Enterprise: you can modify this to suit your requirements. Full instructions for using the Form register can be found in the ‘System Module’ manual.
2. Select the Stock module using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.
3. Click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. The ‘Documents’ list window is opened: highlight ‘Goods Receipt Labels’.
4. Select ‘Define Document’ from the Operations menu.

5. In the subsequent window, enter “PUR_LABEL” in the Form field of the first row (you can use ‘Paste Special’ to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the ‘Documents’ function and from the Operations menu item.

Update Prices

This command allows you to update the Cost Prices of the Items used in the current Goods Receipt. You can also use it to update any Price Lists that are calculated by adding a margin to the Items’ Cost Prices.

The Cost Price affected is that shown on the ‘Costs’ card of the Item record. Cost Prices for Purchase Items are unaffected by this function: you can update these using the ‘Update Purchase Items’ Maintenance function in the Purchase Orders module.

You should only use the function once you have saved the Goods Receipt by clicking the [Save] button in the Button Bar. It is not necessary to approve the Goods Receipt.

Selecting the function opens the dialogue box shown below. Complete it as described and click the [Run] button in the Button Bar. Price changes will then be made, as directed.

Goods Receipt This field provides a reminder of the number of the Goods Receipt from which the changed prices are taken. It cannot be changed.

Price Lists **Paste Special** Price List register, Pricing module

Specify a particular Price List whose prices are to be recalculated by the function. If left blank, all Price Lists that include Items on the Goods Receipt will be affected.

Only those Price Lists that are calculated by adding a margin to the Items' Cost Prices will be affected.

Items

Paste Special

Item register

Range Reporting

Alpha

Specify a particular Item (which must be one on the Goods Receipt) whose Cost Price is to be changed. If left blank, all Items on the Goods Receipt will be affected.

Item Groups

Paste Special

Item Group register, Sales Ledger

Range Reporting

Alpha

Specify a particular Item Group, the Items of which are to have their Cost Price changed. Only members of the Item Group shown on the Goods Receipt will be affected. If left blank, all Items on the Goods Receipt will be affected.

Update cost price Switch on this option if you want to change the Cost Prices of the Items on the Goods Receipt, using figures taken from the Goods Receipt.

Do not update price lists

Switch on this option if you do not want Price Lists to be recalculated.

Generate Serial Nos

This function can be useful when you receive a large quantity of a Serial Numbered Item into stock and you need to enter many consecutive Serial Numbers. It will be used most often by companies that generate their own serial numbers.

Enter the Item Number in the appropriate number of rows and specify the lowest Serial Number for the first one. Then select the function: the remaining rows will gain a Serial Number, each incremented by one. If you do not enter the lowest Serial Number on the first row, the function will find the last one used for the Item on the most recent previous Goods Receipt and increment from there.

Create Purchase Invoice

To raise a Purchase Invoice from a Goods Receipt, select 'Create Purchase Invoice' from the Operations menu. For the function to have any effect, you must first approve the Goods Receipt and then save it (use the [Save] button).

When you select the function, a new record will be created in the Purchase Invoice register (in the Purchase Ledger) and opened in a new window, entitled 'Purchase Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Purchase Invoice: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No. 960081 Invoice Date 16/9/2006 Trans. Date 16/9/2006

Supplier 504 Name Estonian Export

TOTAL 123.38 Hold Amt Sup. Inv. No. Signers

VAT 18.38

Terms Costs Currency Identifiers Other

Pay Term 30 ☐ Hold Receiving Date

Due Date 16/10/2006 ☐ Prel. Book Discount Date 26/9/2006

Reference ☐ Supp. Info on Trans. Sett. Discount

Objects Credit of Invoice

	A/C	Objects	Short.	Description	Amount	V-Cd
1	820			Purchase Accruals, Domestic	100.00	1
2	816			Purchase Accruals - Freight	5.00	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

☐ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT 18.38

The Purchase Invoice assumes that all Items on the Goods Receipt are to be invoiced. The appearance of the Purchase Invoice will be determined by the Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting in the Purchase Ledger. These options operate in the following manner—

Consolidate Items to Supplier Cost Account

The received Items are grouped together on a single row on the Invoice indicating that they are to be posted to the same Cost Account (taken from the Purchase Accrual Account on flip E of each Goods Receipt row). If the Items on the Goods Receipt have different VAT Codes and/or different Purchase Accrual Accounts, there will be a separate row on the Invoice for each VAT

Code/Purchase Accrual Account. Objects specified in Goods Receipt rows will not be transferred to the Invoice.

Consolidate by Items and Project

This option behaves in the same way as the Consolidate Items to Supplier Cost Account option described above.

Transfer Each Row Separately

This option behaves in the same way as the Consolidate Items to Supplier Cost Account option described above, with the exception that each Item on the Goods Receipt will have its own row in the Purchase Invoice. Objects specified in Goods Receipt rows will be transferred to the corresponding row in the Invoice.

If you need to use HansaWorld Enterprise's Intrastat reporting feature, you should use the third option. The Intrastat P/L document lists the Items that have been purchased from Suppliers in other EU countries. This document takes Item information from the fields on flip B of the relevant Purchase Invoices. If you are using the third option, these fields will contain the necessary information in Purchase Invoices created from Goods Receipts.

You should also use the third option if you want any Freight charges in the Goods Receipt to be transferred to the Purchase Invoice, as shown in the illustration above. The VAT Code (and therefore VAT calculation) for the Freight will be taken from the Account Usage P/L setting ('VAT' card) and will depend on the Zone of the Supplier, while the Account will be the Freight Accrual Account from the Account Usage Stock setting.

The Creditor Account will be taken from the 'Accounts' card of the Contact record for the Supplier or, if this is blank, from the Account Usage P/L setting. The VAT Code on each row will be taken from the appropriate Goods Receipt row (flip C). The value in the Calc VAT field in the footer will be calculated using the VAT Codes from each row.

If you are using the Calculate VAT option in the Purchase Invoice Settings setting in the Purchase Ledger and the Supplier is from the Domestic, the Inside EU (Post VAT) or the Outside EU (Post VAT) Zones, VAT will be calculated backwards from the overall value of the Purchase Invoice using the VAT Rate in that setting. This figure will be placed in the VAT field in the header, and may differ from that in the Calc VAT field in the footer if the Items have different VAT Codes. You will need to correct the header field before you can approve the Invoice. For this reason, it is recommended that the Calculate VAT option should only be used in countries where there is a single VAT rate.

You can change the Amount of one or more rows on the Invoice screen as appropriate. You can also add more rows.

When you have checked the Purchase Invoice, click the OK check box. This signifies that the Purchase Invoice has been approved. When you save it, associated Transactions in the Nominal Ledger will be raised (if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Purchase Invoices setting) and you will no longer be able to modify the Invoice.

The Purchase Invoice and the Goods Receipt will remain connected to each other through the Attachments facility. This allows you to open the Invoice quickly and easily when reviewing the Goods Receipt, or to open the Goods Receipt from the Invoice. When viewing the Goods Receipt or Purchase Invoice, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

You can create Purchase Invoices both from Goods Receipts and Purchase Orders. You can use the two methods in different circumstances—

- This function allows you to create Purchase Invoices from Goods Receipts that were entered independently (i.e. not created from Purchase Orders).
- If you created the Goods Receipt from a Purchase Order, you can create the Purchase Invoice from here or from the Purchase Order. The two methods use the Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting in the Purchase Ledger in slightly different ways. Please refer to the description of these options in the 'Purchase Ledger' manual for details about the differences.
- If you related a Goods Receipt to several Purchase Orders using the fields on flip I and then receive a single Purchase Invoice covering all the Items on the Goods Receipt, use this function to create that Purchase Invoice. If you receive separate Purchase Invoices for each Purchase Order, enter them from the Operations menu of each Purchase Order.
- This function will create a Purchase Invoice for the exact quantity on the Goods Receipt, even if you later returned some or all of the Items to the Supplier using the 'Create Returned Goods' function (described below on page 155). If you want to create a Purchase Invoice for the remaining quantity only, do so from the Purchase Order.

For a full description of the Purchase Invoice screen, please refer to the 'Purchase Ledger' manual.

Open NL Transaction

When you approve and save a Goods Receipt, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Goods Receipts setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

Select this function to open the Transaction in a new window.

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

Open Batch Specification

Once you have approved and saved a Goods Receipt, a separate record will be created in the Batch Specifications setting for every Goods Receipt row with a Serial Number and Best Before date. This function allows you to view one of those Batch Specification records.



First, place the cursor in a Goods Receipt row that has a Serial Number and Best Before date. Then, on selecting the function, the Batch Specification record will be opened in a new window.

Create Returned Goods

Use this function when you need to return an Item to its Supplier. When you need to do this, open the Goods Receipt and select 'Create Returned Goods' from the Operations menu. For the function to have any effect, all changes to the Goods Receipt must first have been saved (use the [Save] button), and it must have been approved. An alternative method (providing you are not using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting and/or you are not using the Do Not Allow Return Goods From Order option in the Purchase Order Settings setting) is to open the Purchase Order from which the Goods Receipt was created and select 'Create Returned Goods' from the Operations menu. If you did not create the Goods Receipt from a Purchase Order, you will not be able to use the 'Create Returned Goods' function. In this case, you will need to remove the returned Item from stock using the Stock Depreciation register.

When you select the function, a new record will be created in the Returned Goods to Supplier register (in the Stock module). It will be opened in a new window, entitled 'Returned Goods to Supplier: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Returned Goods to Supplier: Inspect

Operations   New Duplicate Cancel Save

No. 760004 Trans. Date 16/9/2006
 Supplier 504 Name Estonian Export

Location Items Currency Address Freight

Location WHS
 Pur. Order No. 2072
 Comment

Reduce
☒ Received Quantity
☐ Ordered and Received Qty

Item	Qty	Description	Supplier Item No.	Coeff.
1 10126	10	Personal Stereo		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

☐ OK Qty 10.000 Cost Price 110.00

The Returned Goods to Supplier record takes its information from the Goods Receipt: the default Quantity is that already received, providing it is still in stock. Any quantity that is no longer in stock (e.g. that has been delivered to a Customer) will not be included in the Returned Goods to Supplier record. If you are using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting, the value of the returned Items (visible on flip C) will be the Cost Price from the Goods Receipt (i.e. including Freight, Customs and other Extra Costs). If you are not using this option, the value will be calculated using the usual Cost Model (i.e. as if it was a normal removal from stock).

Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. You cannot enter a quantity greater than that originally received (or remaining in stock if some of those originally received have been delivered to a Customer or otherwise removed from stock).

If the goods were returned because they were faulty (i.e. you require a replacement), choose to reduce the Received Quantity in the originating Purchase Order using the options on the right-hand side of the screen. Then,

after you have approved the Returned Goods to Supplier record and when you receive the replacement Item, you can reopen the Purchase Order and create another Goods Receipt for the appropriate quantity.

Alternatively, you may have returned the goods to their Supplier without requiring a replacement (perhaps the Customer returned the goods to you and cancelled the Order). In this case, choose to reduce the ordered and received quantities. When you view the originating Purchase Order after approving the Returned Goods to Supplier record, both the Order Quantity and the Received Quantity will have been reduced. If the Purchase Order has been invoiced, selecting 'Create Purchase Invoice' from the Operations menu of the Purchase Order screen once again will create an Invoice for a negative quantity, effectively crediting the original Invoice. You can also credit the Purchase Invoice by opening that Invoice and selecting 'Create Credit Note' from the Operations menu (you can locate the original Invoice from the Goods Receipt or Purchase Order using the Attachments feature). This will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited. An alternative method is to use the 'Create Credit Note' Operations menu function on the Returned Goods to Supplier screen, but you can only use this method if only one Purchase Invoice has been created from the Purchase Order.

When the Returned Goods to Supplier record is complete, click the OK check box. This signifies that the Return has been approved. Once this has been done and you have saved the Returned Goods to Supplier record, you will no longer be able to modify it. You will not be able to raise a credit Invoice for the goods that have been returned until the record has been approved. A stock transaction in the Nominal Ledger will be created if you have so determined using the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods to Supplier setting.

For a full description of the screen, including detailed information about any Nominal Ledger Transactions created when the Return is approved, please refer to the section later below on page 212 describing the Returned Goods to Supplier register.

To close the screen and return to the Goods Receipt, click the close box. You will be asked if you want to save any changes. The Recv 1 and Recv 2 fields of the originating Purchase Order (visible on flip C) will be updated automatically (as will the Order Quantity on flip A if you have so chosen).

Split Row

You must enter Items with Serial Numbers at the Unit level on separate rows in a Goods Receipt, each with a Quantity of one. Goods Receipts created

from Purchase Orders will contain the appropriate number of rows for these Items, depending on the Quantity in the Purchase Order.

You can record Items with Serial Numbers at the Batch level on a single Goods Receipt row, where the Quantity is the size of the batch. A Goods Receipt created from a Purchase Order will contain a single row for such an Item, with the quantity copied from the Purchase Order. If in fact you receive more than one batch, place the cursor in the row and then use this function to divide the row into two. Then enter the appropriate quantities and Serial Numbers in both rows. This will ensure that both Goods Receipt rows remain connected to the originating Purchase Order row, so the Received Quantities in that row will be correct. If you receive several batches, you can apply this function to the original row as many times as necessary.

Create Stock Transfer

You will use this function if you are using the Rental and/or Internal Stock modules. If the Item(s) on the Goods Receipt are not for resale but are for internal or rental use, approve and save the Goods Receipt in the usual way and then select this function. This will create a new record in the Stock Transfer register in the Internal Stock module. When you approve this Stock Transfer record, the Item(s) will be removed from sale stock and placed into internal stock. If you are maintaining a stock valuation in the Nominal Ledger, a Nominal Ledger Transaction will be created, removing the value of the Item(s) from the stock valuation. This value will be taken from the Goods Receipt and therefore will not be calculated using the usual Cost Model for the Item(s).

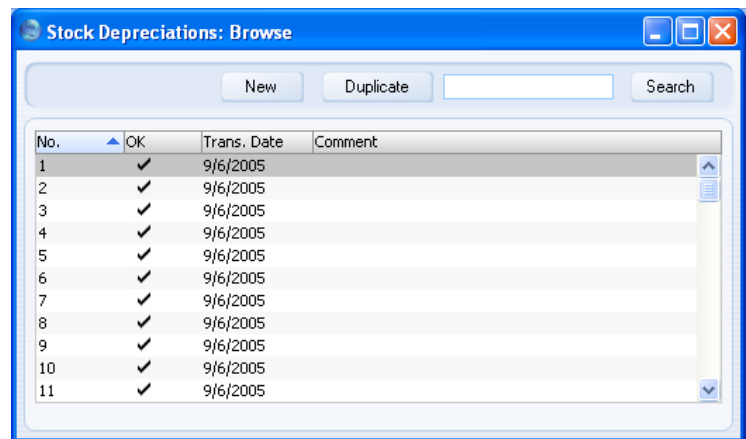
Accept Warehouse Stock Movements

You will use this function if you are using the Warehouse Management module. In this case, when you create Goods Receipts from Purchase Orders, Stock Movements will be created automatically, to move the received Items from the Position for Goods Receipts (e.g. Warehouse entry ramp) to their Positions in the Warehouse (both Positions will be shown on flip F of the Goods Receipt). Use this function to mark these Stock Movements as Received).

The Stock Depreciation Register

This register holds a special type of transaction for the depreciation of stock, the withdrawal from stock of items for internal use and the writing-off of stock. If so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Depreciations setting, Stock Depreciation transactions, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc.

To open the Stock Depreciation register, first ensure you are in the Stock module, then click the [Stock Depreciations] button in the Master Control panel. The 'Stock Depreciations: Browse' window is opened, showing Stock Depreciation transactions already entered—



Stock Depreciations are normally shown in transaction number order. The OK column contains a check mark for the Stock Depreciations that have been approved.

Entering a Stock Depreciation transaction

From the 'Stock Depreciations: Browse' window, click the [New] button in the Button Bar to open a new Stock Depreciation transaction. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

Stock Depreciation: Inspect

Operations

NewDuplicateCancelSave

No.40

Cost A/C230

LocationWHS

Trans. Date16/9/2006

Order Class

Objects

Reference

Short Code

Project

	Item	Qty	Description	Cost A/C	Objects	Short Code
1	10104	3	Loudspeakers			
2	10106	2	CD player	229		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

☒ OK

Tot. Qty.5.000

Comment

No.

Paste Special

Select from another Number Series

The number of the Stock Depreciation transaction. The default is the first unused number in the first valid number sequence the Number Series - Stock Depreciations 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 Stock Depreciation Number is assigned when you first save the record.

Trans Date

Paste Special

Choose date

The Transaction date: the default is the current date.

If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Stock Depreciation with yesterday's

date if you have already entered an outgoing stock transaction of any kind (e.g. Delivery, Stock Depreciation) with today's. It is also recommended that you always approve Stock Depreciations when you save them for the first time. Do not, for example, go back to an earlier unapproved Stock Depreciation and approve it if there are later approved ones, unless you change the date as well.

Cost A/C

Paste Special

Account register, Nominal Ledger/System module

The default debit Account for the Stock Depreciation transaction. You can specify a Cost Account in any of the Stock Depreciation rows, to override the one entered here. The default is the Stock Loss Account specified in the Account Usage Stock setting.

If you do not enter an Account here or in a Stock Depreciation row, you will not be able to approve the Stock Depreciation record.

You can bring in a Cost Account by specifying an Account Short Code in the Short Code field to the right.

Order Class

Paste Special

Order Classes setting, Sales Orders module

Enter the Order Class for the Stock Depreciation (if any). Order Classes permit the analysis of records for reporting or prioritising.

Short Code

Paste Special

Account Short Codes setting, Nominal Ledger

You can use Short Codes to help reduce errors when selecting Cost Accounts and Objects. You can also use them if you do not want members of staff using Stock Depreciations to have any access to the Account and Object registers (which means that they will not be able to use 'Paste Special' to choose Accounts and Objects). Enter a Short Code here to bring the appropriate Cost Account and Object(s) into the header fields.

Location

Paste Special

Locations setting, Stock module

The stock Location affected by the Stock Depreciation transaction. The Stock Account of this Location will be credited by the Nominal Ledger Transaction that results

from this Stock Depreciation record. If this is blank, or if you do not specify a Location, the Stock Account for the Item Group to which the individual Items belong (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting) or the Stock Account in the Account Usage Stock setting will be credited.

If you have specified a Main Location in the Stock Settings setting, leaving the field blank means that the default Location will be used. However, if you are using the Require Location option in the same setting, this field must contain a value.

If the 'Item Status' window is on screen (see the 'Items and Pricing' manual for full details of this window), the quantities shown will refer to the Location specified here. If you have not specified a Location here or on flip B, the quantities will refer to all Locations. This will be the case even if you have specified a Main Location in the Stock Settings setting.

A default Location can be brought in from the 'Bonus' card of the user's Person record or from the Local Machine setting in the User Settings module. The Local Machine setting is specific to the client machine you are working on.

You can specify a Location in any of the Stock Depreciation rows (on flip B), to override the one entered here.

Objects

Paste Special

Object register, Nominal
Ledger/System module

Specify one or more Objects for the transaction, separated by commas.

If you created the Stock Depreciation using the 'Stocktaking Comparison' Maintenance function, the Objects will be brought in from the Location.

In the Nominal Ledger Transaction generated from this Stock Depreciation record, any Objects specified here will be assigned to all debit postings to the Cost (Stock Loss) Account(s), in addition to any Object specified for each row. If you are using the Object on Stock Account option in the Cost Accounting setting, these Objects will also be assigned to all credit postings to the Stock

Account, in addition to any Object specified for each row.

You can bring in a Cost Account by specifying an Account Short Code in the Short Code field to the right.

Project

Paste Special

Project register, Job Costing module

You can link a Stock Depreciation to a Project by entering a Project Number here. When you approve and save the Stock Depreciation, a separate record will be created in the Project Transaction register in the Job Costing module for each Stock Depreciation row. This will be used by the 'Create Project Invoices' Maintenance function to charge the Customer for the depreciated Item(s). In some circumstances it can be useful to use this method instead of raising an Order and Delivery when supplying consumables as part of a Project.

If the Project has been assigned any Objects, they will not be copied to the Objects field above, but they will appear in the resulting Project Transaction.

You can specify a Project in any of the Stock Depreciation rows (on flip C), to override the one entered here. Alternatively you can leave this field empty and specify different Projects in any or all of the Stock Depreciation rows as appropriate.

Use the grid that takes up most of the window to list the Items that are to be removed from stock.

Flip A

Item

Paste Special

Item register

As with all Item Number fields in HansaWorld Enterprise, enter the Item Number, Alternative Code or Bar Code of the Item.

If you choose an Item of which there is no stock in the selected Location, it will not be included in the resulting Nominal Ledger Transaction. However, the stock balance of the Item will be reduced (i.e. negative stock will be created) unless you are using the Do Not Allow Over Delivery option in the Stock Settings setting.

If the Item is a Plain or Service Item, no check for negative stock will be carried out, whatever the setting of the Do Not Allow Over Delivery option. The quantity of the Item in the Location will be adjusted accordingly. The resulting Nominal Ledger Transaction will not contain a value for this row: stock values are not stored for Plain or Service Items.

Qty	The quantity of the Item that is to be deducted from stock levels. If you are using the Do Not Allow Over Delivery option in the Stock Settings setting, you will not be able to approve the Stock Depreciation if you have entered a greater figure than the stock balance in the specified Location. Negative quantities are not allowed.	
Description	The Item Name will be brought in from the Item register when you enter the Item Number. You can change it if necessary.	
Cost A/C	Paste Special	Account register, Nominal Ledger/System module
	You can enter an individual Cost Account for each row, to override that entered for the Stock Depreciation overall.	
	You can bring in a Cost Account by specifying an Account Short Code in the Short Code. field to the right.	
	If you created the Stock Depreciation using the 'Stocktaking Comparison' Maintenance function, if the Type of the Location is "Production", if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Usage Variance Account in the Item Group will appear here. In effect, this Account will be used for wastage resulting from the Production process.	
Objects	Paste Special	Object register, Nominal Ledger/System module
	Default taken from	Item
	Specify one or more Objects for the row, separated by commas. Usually these Objects will represent the Item. In the Nominal Ledger Transaction generated from this Stock Depreciation record, any Objects specified here	

will be assigned to all debit postings to the Cost (Stock Loss) Account resulting from this row. If you are using the Object on Stock Account option in the Cost Accounting setting, these Objects will also be assigned to all credit postings to the Stock Account.

You can bring in an Object by specifying an Account Short Code in the field immediately to the right.

Short Code

Paste Special

Account Short Codes setting,
Nominal Ledger

You can use Short Codes to help reduce errors when selecting Cost Accounts and Objects. You can also use them if you do not want members of staff using Stock Depreciations to have any access to the Account and Object registers (which means that they will not be able to use 'Paste Special' to choose Accounts and Objects). Enter a Short Code here to bring in the appropriate Cost Account and Object(s) into the Stock Depreciation row.

Flip B

Serial No.

Paste Special

Serial Numbers of Items in
stock

If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.

You must enter Items with Serial Numbers at the Unit level on separate rows each with a quantity of one, to allow you to enter Serial Numbers individually.

If you have not specified a Location, the 'Paste Special' list will show the Serial Numbers of Items in every Location, with an indication of the Location in which each Item is stored. However, if you have specified a Location in the header or on flip B of the grid, only those Serial Numbers stored in that Location will be shown in the 'Paste Special' list.

If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than one will be allowed.

Usually, no default Serial Numbers will be offered, so you will need to enter them yourself. There is no automatic FIFO or LIFO allocation.

Location **Paste Special** Locations setting, Stock module

Enter a Location if different from the Location entered in the header.

Flip C

Recipe if the Item is a Structured Item whose Paste Components During Entry box is off, its Recipe will be shown here. You should not change it. The Recipe will result in the stock levels of the components being reduced when you approve and save the Stock Depreciation record.

Project **Paste Special** Project register, Job Costing module

You can link a Stock Depreciation row to a Project by entering a Project Number here. When you approve and save the Stock Depreciation, a record will be created in the Project Transaction register in the Job Costing module. This will be used by the 'Create Project Invoices' Maintenance function to charge the Customer for the depreciated Item. In some circumstances it can be useful to use this method instead of raising an Order and Delivery when supplying consumables as part of a Project.

If the Project has been assigned any Objects, they will not be copied to the Objects field on flip A, but they will appear in the resulting Project Transaction.

You can use this field if you want to connect the Stock Depreciation row to a different Project to the one specified in the header, or if there is no Project in the header.

Base Price This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

Flip D

FIFO The unit value of the Item, to be subtracted from your Nominal Ledger Transaction stock valuation. If the Quantity is greater than one, this field will show the average unit cost value. This figure will be brought in

automatically when you approve and save the Stock Depreciation record.

This figure will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. Despite its name, the field therefore shows the FIFO, LIFO, Weighted Average or other value of the Item, depending on the Cost Model.

Row FIFO

The total stock value of the Items on this row (unit cost from the FIFO field multiplied by quantity). This figure is brought in automatically when you approve and save the Stock Depreciation record.

Coeff

Default taken from Item

The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.

Flip E

Position

Paste Special

Position register, Warehouse Management module

If the Location specified in the header or on flip B is a large one that has been sub-divided into Positions, enter here the Position from where the Item is to be removed. You must specify a Position if the Demand Position option has been checked in the Location in question.

The Position must be in the correct Location, and it must contain sufficient stock of the correct Item. If you specify a Position that does not meet these criteria, the Stock Depreciation row will be split into two. For example, if the Quantity is 52 and the specified Position contains 25, the Stock Depreciation row will be split into two rows with Quantities of 25 and 27. You can then specify a second Position on the second row if necessary. If the Position has no stock of the Item, or is in the wrong Location, the first row after splitting will have a blank Quantity, and the second row will have the full Quantity.

The 'Paste Special' list only lists Used Positions (Positions that are not empty).

Serial No. This is a duplicate of the Serial Number field on flip B: please refer to the description of flip B above on page 165 for details.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item.

If the Item is one that is bought and sold by area or volume, you can have the Depreciation Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions option in the Unit record, and the Depreciation Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Depreciation Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' manual for details and an example.

Footer

OK Check this box to approve the Stock Depreciation transaction. After approving and saving the transaction, you will not be able to change it.

If you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Depreciations setting, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Stock Depreciation transactions', below on page 169.

You can use Access Groups to control who can approve Stock Depreciations. To do this, deny access to the 'OKing Stock Depreciation' Action. Access Groups are described in the 'System Module' manual.

References in this manual to approved Stock Depreciation transactions are to those whose OK check box is on.

Tot. Qty	This shows the total number of Items in the Stock Depreciation record.
Comment	Record any comment about the Stock Depreciation record here, such as the reason for its entry.

Nominal Ledger Transactions from Stock Depreciation transactions

An example Nominal Ledger Transaction created from a Stock Depreciation record (that shown in the previous illustration) is shown below. This Transaction will be generated automatically when you approve and save a Stock Depreciation record if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Depreciations setting.

The Debit Account(s) in the Nominal Transaction will be the Account specified in the Cost Account field in the header of the Stock Depreciation record. By default, this is the Stock Loss Account from the Account Usage Stock setting. If you have entered a Cost Account in a particular row, that will be used instead of the Account entered for the Stock Depreciation overall.

The Credit Account(s) in the Nominal Transaction will be determined as follows—

1. The Credit Account will be the Stock Account of the Location.
2. If this is blank, or you have not specified a Location, and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Stock Account for the Item Group to which the Item belongs will be credited.
3. If this is blank, the Item does not belong to an Item Group or you are not using the Use Item Groups for Cost Accounts option, the Stock Account in the Account Usage Stock setting will be credited.



The value of the Transaction will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used.

If a Stock Depreciation record contains several Items that use the same Cost and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

Note that Plain and Service Items will not be included in the resulting Nominal Ledger Transaction, unless you are using the Cost Accounting for Plain Items option in the Cost Accounting setting. If you enter a Stocked Item in a Stock Depreciation record with a quantity greater than you have in stock, you will not be able to approve the Stock Depreciation if you are using the Do Not Allow Over Delivery option in the Stock Settings setting.

Any Objects specified in the header and on flip A will be assigned to all debit postings to the Cost Account(s) (Stock Loss Account). If you are using the Object on Stock Account option in the Cost Accounting setting, these Objects will be assigned to the credit postings to the Stock Account as well.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 40 Trans. Date 16/9/2006 Reference

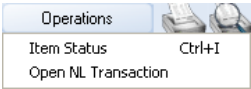
Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	230		Stock Loss - Default	24.00		A
2	740		Stock Valuation		49.54	B
3	229		Stock Loss - Type 1	25.54		C
4						D
5						E
6						F
7						G
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1 0.00 Total 49.54 49.54
 Difference Base 2 0.00 Total 78.64 78.64

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu (subject to access rights set in the Access Groups setting in the System module).

Operations Menu



The Operations menu for the 'Stock Depreciation: New' and 'Stock Depreciation: Inspect' windows is shown above. There is no Operations menu for the 'Stock Depreciations: Browse' window.

Item Status

This function provides instant feedback for the Item shown in the Stock Depreciation row containing the cursor or highlighted in the 'Paste Special' window listing Items. Information displayed in a new window includes the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' manual for full details of this function.

Open NL Transaction

When you approve and save a Stock Depreciation record, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Depreciations setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

The Stock Movement Register

This register allows you to move stock between Locations. If so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting, Stock Movements, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc. Any cost incurred in the moving of an Item will be included in that Transaction, and will be added to the FIFO/LIFO value of the moved Item. If you are using the Weighted Average per Location option in the Cost Accounting setting, the extra cost will be included in the Weighted Average figure for the Item in the destination Location. If you are not using this option, the extra cost will be included in the overall Weighted Average figure for the Item.

You can move stock simply from one Location to another, or you can move it from one Location to another via a third Location. This third Location could be a transit point, a temporary storage Location or the truck, ship or other method of transport. If you have many vehicles running between the source and destination Locations, this third Location could also be all of those vehicles, so in this case the third Location would contain all stock that is on its way to the destination. Staff in the final destination can produce a Stock List report for the third Location at any time to see what Items they are expecting, and they can inspect the Stock Movement records for the estimated dates and times of arrival.

Entering a Stock Movement

To open the Stock Movement register, first make sure you are in the Stock module, and then click the [Stock Movements] button in the Master Control panel. The 'Stock Movements: Browse' window is opened, showing Stock Movements already entered. These are normally listed in transaction number order. The OK column contains a check mark for the Stock Movements that have been approved.

To enter a new Stock Movement, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

Stock Movement: Inspect

Operations

NewDuplicateCancelSave

No.24

☐Reserved

Ord. Date15/9/2006

Sent Date16/9/2006

Received Date16/9/2006

From LocationWHS

Via LocationWALES

To LocationIRELAND

Positions

Objects

Items

Currency

Durations

Freight

From Position

To Position

For Production

☐Manual Pick

☐Send To Forklift Queue

Objects

Text

	Item	Req. Qty	Sent Qty	Rcvd. Qty	Description	R. Old Unit Pr.	R. Extra Cost	R. New Unit Pr.	
1	10102	1	1	1	Stereo cassette radio	14.29	5	19.29	A
2									B
3									C
4									D
5									E
6									
7									
8									
9									
10									

☒Confirmed

☒Sent

☒Received

Sent Qty1.000

Rcvd. Qty1.000

Non Accounted Extra Costs

Header

Stock Movement: Inspect

Operations

NewDuplicateCancelSave

No.24

☐Reserved

Ord. Date15/9/2006

Sent Date16/9/2006

Received Date16/9/2006

From LocationWHS

Via LocationWALES

To LocationIRELAND

Positions

Objects

Items

Currency

Durations

Freight

No.

Paste Special

Select from another Number Series

The number of the Stock Movement. The default is the first unused number in the first valid number sequence in the Number Series - Stock Movements 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

Stock Movement Number is assigned when you first save the record.

Reserved

Check this box if you want to reserve stock of the requested Items for this Stock Movement. When you deliver similar Items, HansaWorld Enterprise will maintain sufficient stock for this Stock Movement until it is Sent or Received.

Note that the Reserved check box operates by quantity in stock only. You should not allocate Serial Numbers to any of the Items on the Stock Movement until you mark it as Sent or Received, as HansaWorld Enterprise will not prevent the use of those particular Serial Numbers in other Stock Movements, Deliveries or Stock Depreciations.

If you are using the Do Not Allow Reserving More Than In Stock option in the Order Settings setting, you will not be able to reserve stock for a Stock Movement if the Requested Quantity of an Item is greater than the quantity you have in stock. When you try to save a Stock Movement in which you have attempted to do this, you will be told, "You cannot reserve more than is available in stock". This check will only be made for Stocked Items. The 'Item Status' function (described briefly below on page 192 and in full in the 'Items and Pricing' manual) will allow you to compare the stock balance with any previously reserved quantity.

If you check the Reserved box in a Stock Movement, the Items will be reserved when you save the record. There is no need to mark the Stock Movement as Confirmed first. However, after marking the Stock Movement as Confirmed and saving, you will not be able to change the Reserved box.

You can use Access Groups to control who can check the Reserved box in Stock Movements. To do this, deny access to the 'Change Reserved Status on Orders and Stock Movements' Action. Access Groups are described in the 'System Module' manual.

Ord. Date

Paste Special

Choose date

The Transaction Date: the default is the current date.

If you are using the Set Delivery and Stock Movement Date to Day of OK option in the Stock Settings setting, the Order Date will be changed to the current date automatically when you mark the Stock Movement as Confirmed and save it.

Once you have marked the Stock Movement as Confirmed and saved it, you will not be able to change the Order Date.

Sent Date

Paste Special

Choose date

The date you moved the stock from the From Location to the Via Location. If there is no Via Location (i.e. you are moving the stock straight to the To Location), leave this date blank.

If you have specified a Via Location and you mark the Stock Movement as Sent, you must specify a Sent Date before you can save it. Once you have done this and saved the Stock Movement, you will not be able to change the Sent Date.

If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Stock Movement with yesterday's date if you have already entered an outgoing stock transaction of any kind (e.g. Delivery, Stock Depreciation, Stock Movement) with today's. It is also recommended that you always approve Stock Movements when you save them for the first time. Do not go back to an earlier unapproved Stock Movement and approve it if there are later approved ones, unless you change the date as well. To help ensure FIFO/LIFO accuracy, if you are using the Queued Cost Model, it is recommended that you use the Set Delivery and Stock Movement Date to Day of OK option in the Stock Settings setting. This will change the Sent Date to the current date automatically when you mark the Stock Movement as Sent and save it.

Received Date	Paste Special	Choose date
	<p>The date you moved the stock into the To Location.</p> <p>When you mark the Stock Movement as Received, you must specify a Received Date before you can save it. Once you have done this and saved the Stock Movement, you will not be able to change the Received Date.</p> <p>If you are using the Queued Cost Model, you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO/LIFO queue to become incorrect. Do not, for example, enter a Stock Movement with yesterday's date if you have already entered an outgoing stock transaction of any kind (e.g. Delivery, Stock Depreciation, Stock Movement) with today's. It is also recommended that you always approve Stock Movements when you save them for the first time. Do not go back to an earlier unapproved Stock Movement and approve it if there are later approved ones, unless you change the date as well. To help ensure FIFO/LIFO accuracy, if you are using the Queued Cost Model, it is recommended that you use the Set Delivery and Stock Movement Date to Day of OK option in the Stock Settings setting. This will change the Received Date to the current date automatically when you mark the Stock Movement as Received and save it.</p>	
From Location	Paste Special	Locations setting, Stock module
	<p>The stock Location from where the Items are to be moved. You must specify a From Location before you can save the Stock Movement for the first time, even if you have specified a Main Location in the Stock Settings setting.</p> <p>Once you have marked the Stock Movement as Confirmed and saved it, you will not be able to change the From Location.</p>	
Via Location	Paste Special	Locations setting, Stock module
	<p>You can use a Stock Movement to move stock simply from the From Location to the To Location, or you can move it via a third Location. Specify the third Location here. This could be a transit point, a temporary storage Location or the truck, ship or other method of transport.</p>	

If you have many vehicles running between the From and To Locations, the Via Location could also be all of those vehicles, so in this case the Via Location would contain all stock that is on its way to the To Location.

You do not need to specify a Via Location, but if you do you will not be able to change it once you have marked the Stock Movement as Confirmed and saved it.

To Location

Paste Special

Locations setting, Stock module

The stock Location to where the Items are to be moved. You must specify a To Location before you can save the Stock Movement for the first time, even if you have specified a Main Location in the Stock Settings setting.

Once you have marked the Stock Movement as Confirmed and saved it, you will not be able to change the To Location.

Positions Card

From Position, To Position

Paste Special

Position register, Warehouse Management module

If appropriate, enter the Positions within the From and To Locations between which the Items are to be moved. You must specify a Position if the Demand Position option has been checked in the Location in question. You can specify From and To Positions in any of the Stock Movement rows (on flip E), to override the ones entered here.

The 'Paste Special' list for the From Position only lists Used Positions, while the 'Paste Special' list for the To Position only lists Free Positions.

For Production

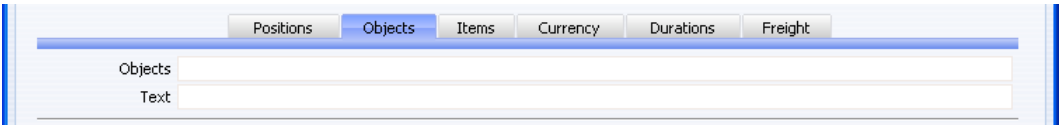
If the Stock Movement was created from a Production record (i.e. its purpose is to move components into the To Location where they will be used to build an assembled Item), the originating Production Number will appear here and cannot be changed. This is for

information only, but you can use the Stock Movement Journal report to print a list of the Stock Movements related to a particular Production record. Please refer to the ‘Production’ manual for details of the Production register.

Manual Pick This check box is used by the Warehouse Management module. Please refer to your local HansaWorld representative for details.

Send To Forklift Queue This check box is used by the Warehouse Management module. Please refer to your local HansaWorld representative for details.

Objects Card





Objects	Paste Special	Object register, Nominal Ledger/System module
	Specify one or more Objects for the transaction, separated by commas. In the Nominal Ledger Transaction generated from this Stock Movement, any Objects specified here will be assigned to the credit and debit postings to the Stock Accounts of the From and To Locations, and to any posting to the Stock Gain or Stock Loss Account.	
Text	A text message for the Stock Movement, such as the circumstances surrounding its entry.	

Items Card

Use the grid on the 'Items' card to list the Items that are to be subject to the Stock Movement.

Stock Movement: Inspect

Operations   New Duplicate Cancel Save

No. 24 ☐ Reserved

Ord. Date 15/9/2006 Sent Date 16/9/2006 Received Date 16/9/2006

From Location WHS Via Location WALES To Location IRELAND

Positions Objects **Items** Currency Durations Freight

Item	Req. Qty	Sent Qty	Rcvd. Qty	Description	R. Old Unit Pr.	R. Extra Cost	R. New Unit Pr.
1 10102	1	1	1	Stereo cassette radio	14.29	5	19.29
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

☒ Confirmed
☒ Sent
☒ Received

Sent Qty 1.000 Rcvd. Qty 1.000 Non Accounted Extra Costs

Flip A

Item

Paste Special

Item register

Enter the Item Number or Bar Code of the Item to be moved.

If you choose an Item of which there is no stock in the selected From Location, it will still be included in the resulting Nominal Ledger Transaction. The stock balance of the Item in the From Location will be reduced (i.e. negative stock will be created) unless you are using the Do Not Allow Over Delivery option in the Stock Settings setting.

If you choose a Plain or Service Item, no check for negative stock will be carried out, whatever the setting of the Do Not Allow Over Delivery option.

Req. Qty Quantity of the Item to be moved (the “Requested Quantity”).

Once you have marked the Stock Movement as Confirmed and saved it, you will not be able to change the Requested Quantity.

Sent Qty The quantity received in the Via Location.

This figure cannot be greater than the Requested Quantity, but it can be lower. If you are using the Do Not Allow Over Delivery option in the Stock Settings setting, you will not be able to mark the Stock Movement as Sent if this figure is greater than the stock balance in the From Location.

You can leave this field empty when you mark the Stock Movement as Confirmed, but you must specify a Sent Quantity when you mark the Stock Movement as Sent, providing there is a Via Location. If there is no Via Location, leave this field empty.

Rcvd. Qty The quantity received in the To Location.

If there is a Via Location, this figure cannot be greater than the Sent Quantity, but it can be lower. If this quantity is lower than the Sent Quantity (i.e. some Items were lost in transit), you will need to record this using a Stock Depreciation for the Via Location. If there is no Via Location, this figure cannot be greater than the Requested Quantity, but it can be lower. In both cases, if you are using the Do Not Allow Over Delivery option in the Stock Settings setting, you will not be able to mark the Stock Movement as Received if this figure is greater than the stock balance in the source Location.

You can leave this field empty when you mark the Stock Movement as Confirmed and Sent, but you must specify a Received Quantity when you mark the Stock Movement as Received.

Description The Item Name is brought in from the Item register.

R. Old Unit Pr. The Item’s unit stock value will be placed in this field when you save the Stock Movement, providing there is a

Received Quantity. This figure will be used in the Nominal Ledger Transaction generated when you mark the Stock Movement as Received and save it. If the Quantity is greater than one, this field will show the average unit stock value.

If you change the Item Number or specify or change the Received Quantity, the R. Old Unit Price is not always updated immediately. If you need to update the figure, use the 'Cost Price in Old Unit Price' function on the Operations menu. In any case, the figure will be updated each time you save the Stock Movement providing there is a Received Quantity (and, if there is a Via Location, if there is stock of the Item in that Location).

This figure will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. If there is a Via Location, this field may remain blank until you mark the Stock Movement as Sent and save it. There may be no stock in the Via Location until you do this, so the Cost Model calculation may not be possible until then.

R. Extra Cost

Sometimes the value of an Item can change when it is transferred to another Location. Use this field to enter a positive or negative figure by which the cost price is to be adjusted: the figure entered should be per unit.

You can use this field in the following ways—

Old Price	Extra Cost	New Price
50	10	60
50	-10	40
50	10%	55
50	-10%	45

In the Nominal Ledger Transaction generated when you mark the Stock Movement as Received and save it, the adjustment will be posted to the Stock Gain or Stock Loss Accounts specified in the Account Usage Stock setting. The value of the Item in the FIFO/LIFO queue will be adjusted to include the R. Extra Cost, as will the overall Weighted Average figure for the Item, shown on the 'Costs' card of the Item record. If you are using the Weighted Average per Location option in the Cost

Accounting setting, the R. Extra Cost will also be included in the Weighted Average figure for the Item in the To Location.

If the Item in question is one that has its Cost Price updated on Goods Receipt using the Weighted Average option (set on the 'Costs' card of the Item record), any R. Extra Cost entered here will be fed back via the overall Weighted Average figure for the Item to that Cost Price automatically.

R. New Unit Pr. The new unit cost price including the cost of the stock transfer to the To Location. This will become the new stock value of the Item(s) moved.

The 'Cost Price in Old Unit Price' function on the Operations menu will recalculate this figure by adding any R. Extra Cost to the updated R. Old Unit Price. The figure will also be recalculated each time you save the Stock Movement providing there is a Received Quantity (and, if there is a Via Location, if there is stock of the Item in that Location).

Flip B

S. Old Unit Pr. The Item's unit stock value will be placed in this field when you save the Stock Movement, providing there is a Sent Quantity. This figure will be used in the Nominal Ledger Transaction generated when you mark the Stock Movement as Sent and save it. If the Quantity is greater than one, this field will show the average unit stock value.

If you change the Item Number or specify or change the Sent Quantity, the S. Old Unit Price is not always updated immediately. If you need to update the figure, use the 'Cost Price in Old Unit Price' function on the Operations menu. In any case, the figure will be updated each time you save the Stock Movement providing there is a Sent Quantity, up to and including the time when you mark it as Sent.

This figure will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used.

S. Extra Cost

Sometimes the value of an Item can change when it is transferred to another Location. Use this field to enter a positive or negative figure by which the cost price is to be adjusted: the figure entered should be per unit.

You can use this field in the following ways—

Old Price	Extra Cost	New Price
50	10	60
50	-10	40
50	10%	55
50	-10%	45

In the Nominal Ledger Transaction generated when you mark the Stock Movement as Sent and save it, the adjustment will be posted to the Stock Gain or Stock Loss Accounts specified in the Account Usage Stock setting. The value of the Item in the FIFO/LIFO queue will be adjusted to include the S. Extra Cost, as will the overall Weighted Average figure for the Item, shown on the 'Costs' card of the Item record. If you are using the Weighted Average per Location option in the Cost Accounting setting, the S. Extra Cost will also be included in the Weighted Average figure for the Item in the Via Location.

If the Item in question is one that has its Cost Price updated on Goods Receipt using the Weighted Average option (set on the 'Costs' card of the Item record), any S. Extra Cost entered here will be fed back via the overall Weighted Average figure for the Item to that Cost Price automatically.

S. New Unit Pr.

The new unit cost price including the cost of the stock transfer to the Via Location. This will become the new stock value of the Item(s) moved.

The 'Cost Price in Old Unit Price' function on the Operations menu will recalculate this figure by adding any S. Extra Cost to the updated S. Old Unit Price. The figure will also be recalculated each time you save the Stock Movement providing there is a Sent Quantity, up to and including the time when you mark it as Sent.

Flip C

Serial No.	Paste Special	Serial Numbers of Items in stock
	<p>If the Item uses Serial Numbers or batch numbers, you must enter a valid number here.</p> <p>You must enter Items with Serial Numbers at the Unit level on separate rows each with a quantity of one, to allow you to enter Serial Numbers individually.</p> <p>If you try to enter a Serial Number before specifying a From Location, the 'Paste Special' list will show the Serial Numbers of Items in every Location, with an indication of the Location in which each Item is stored. However, after specifying a From Location, only those Serial Numbers stored in that Location will be shown in the 'Paste Special' list.</p> <p>If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than one will be allowed.</p> <p>If you have Confirmed and saved the Stock Movement, you will still be able to specify a Serial Number if the field is empty, but you will not be able to change a Serial Number that is already there.</p>	
Base Price	This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.	
Coeff	Default taken from	Item
	The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.	

Flip D

Width, Height, Depth	Default taken from	Item
	<p>These fields contain the dimensions of the Item.</p> <p>If the Item is one that is bought and sold by area or volume, you can have the Movement Quantity calculated</p>	

by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions option in the Unit record, and the Movement Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Movement Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' manual for details and an example.

Flip E

From Position, To Position

Paste Special

Position register, Warehouse Management module

You can enter individual From and/or To Locations for each row, to override those entered for the Stock Movement overall (on the 'Positions' card).

The 'Paste Special' list for the From Position only lists Used Positions, while the 'Paste Special' list for the To Position only lists Free Positions.

Footer

<input checked="" type="checkbox"/> Confirmed	Sent Qty	1.000	Rcvd. Qty	1.000	Non Accounted Extra Costs	
<input checked="" type="checkbox"/> Sent						
<input checked="" type="checkbox"/> Received						

Confirmed

Approving a Stock Movement is a two- or three-stage process, depending on whether there is a Via Location. The first stage, when you are sure the Items and Requested Quantities are correct, is to mark the Stock Movement as Confirmed and to save it. You must specify From, To and, if appropriate, Via Locations before you can Confirm. After confirming, you will not be able to change the Locations, Order Date, the Reserved check box, Item Numbers or Requested Quantities, and you will not be able to add, insert or remove Items.

If the subject of the Stock Movement is an Item with Serial Numbers, you do not need to specify the Serial Number before Confirming, but if you do you will not be able to change the Serial Number later.

Sent

If the Stock Movement contains a Via Location, enter a Sent Quantity and check this box when the stock has passed from the From Location to the Via Location. Once you have done this and saved the Stock Movement, you will no longer be able to change the Sent Quantity or the Sent Date. Stock levels in the From and Via Locations will be adjusted.

If there is no Via Location (i.e. the stock is being moved directly from the From Location to the To Location), do not mark the Stock Movement as Sent. In this situation, you should only use the Confirmed and Received check boxes.

If you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Stock Movements', below on page 190.

You can use Access Groups to control who can mark Stock Movements as Sent. To do this, deny access to the 'Sending Stock Movements' Action. Access Groups are described in the 'System Module' manual.

Received

When the stock arrives at the To Location, enter a Received Quantity and check this box. Once you have done this and saved, you will no longer be able to change the Stock Movement. If the Stock Movement has a Via Location, stock levels in the Via and To Locations will be adjusted. Otherwise, stock levels in the From and To Locations will be adjusted.

If you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Stock Movements', below on page 190.

If the Stock Movement has a Via Location, you will not be able to Receive it until it has been marked as Sent and saved.

You can use Access Groups to control who can mark Stock Movements as Received. To do this, deny access to the 'Receiving Stock Movements' Action. Access Groups are described in the 'System Module' manual.

Sent Qty This shows the total Sent Quantity of the Stock Movement.

Rcvd. Qty This shows the total Received Quantity of the Stock Movement.

Non Accounted Extra Costs

If there are any costs associated with the Stock Movement that are not to be posted to the Stock Gain or Stock Loss Account or included in the FIFO/LIFO or Weighted Average values of the Items being moved, enter them here.

Currency Card

Positions	Objects	Items	Currency	Durations	Freight
Currency	GBP	Rate	:	Base Currency 1	
Base Currency 1	0.63	:	Base Currency 2		
Base Currency 2	1				

Currency **Paste Special** Currency register, System module

The Currency used for this Stock Movement.

Exchange Rates **Default taken from** Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rate will be entered by HansaWorld Enterprise.

One of two conversion methods will be used. 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. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

If you are using the Dual-Base system, the Base Currency 1 and 2 fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting).

Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

For examples, please refer to the 'Currency' manual.

Durations Card

If you have Locations that are some distance apart and you often move Items between them using Stock Movements, you can use the Stock Movement Durations setting to store typical journey times, so you can estimate how long it will take to complete each Stock Movement.

When you enter a Stock Movement, you will specify From and To Locations (and, optionally, a Via Location) in the header. Each time you enter or change one of these Locations, HansaWorld Enterprise will search in the Stock Movement Durations setting for a record with the appropriate combination of Locations. This record will be used to calculate a planned journey duration and a planned time of arrival. These will be shown on the 'Durations' card of the Stock Movement.

Positions		Objects		Items		Currency		Durations		Freight	
Plan. Sent Date	15/9/2006	Plan. Duration Days	1	Plan. Arrival Date	16/9/2006						
Plan. Sent Time	09:00:00	Plan. Duration Hours	08:00:00	Plan. Arrival Time	17:00:00						
Actual Sent Date		Actual Duration Days	0	Actual Arrival Date							
Actual Sent Time		Actual Duration Hours		Actual Arrival Time							

The Planned Sent Date and Time default to the time when you created the Stock Movement. If you change them, the Planned Arrival Time will be recalculated using the relevant Stock Movement Duration record. Similarly, if you change the Planned Arrival Time, the Planned Sent Time will be recalculated.

When you know the actual dates and times, you can enter them in the lower set of fields.

Freight Card

Positions		Objects		Items		Currency		Durations		Freight	
Freight Company		Reg.No.									
Name											
Truck Information											
Driver											
CMR											

Freight Code

Paste Special

Freight Companies setting,
Stock module

The Freight Code refers to a record in the Freight Companies setting where information is stored regarding the courier or haulage companies that your business uses to move goods from one Location to another.

Enter the appropriate Freight Code of the Freight Company used for this Stock Movement. The Freight Company Registration Number, Freight Company, Truck Information, Driver and CMR Text will then be brought in from the Freight Companies setting. You can change them here for this Stock Movement only. For descriptions of these fields, please refer to the section describing that setting above on page 47.

Nominal Ledger Transactions from Stock Movements

A Nominal Ledger Transaction will be generated automatically (if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting) when you mark a Stock Movement as Sent and save it, and again when you mark it as Received and save it.

In normal circumstances, the first Transaction (the “Sent Transaction”) will credit the Stock Account of the From Location with a figure based on the S. Old Unit Price and debit that of the Via Location with a figure based on the S. New Unit Price. This Transaction therefore records in the Nominal Ledger the moving of the stock from the From Location to the Via Location. If there is no Via Location, you will not mark the Stock Movement as Sent, and so there will be no Sent Transaction.

The second Transaction (the “Received Transaction”) will depend on whether there is a Via Location. If there is a Via Location, the Transaction will credit the Stock Account of the Via Location with a figure based on the R. Old Unit Price and debit that of the To Location with a figure based on the R. New Unit Price. This Transaction therefore records in the Nominal Ledger the moving of the stock from the Via Location to the To Location. If there is no Via Location (i.e. if the Stock Movement was never marked as Sent), the Transaction will credit the Stock Account of the From Location with a figure based on the R. Old Unit Price and debit that of the To Location with a figure based on the R. New Unit Price. This records in the Nominal Ledger the moving of the stock from the From Location to the To Location. If there is no Via Location, you will still need to mark the Stock Movement as Received, and so there will always be a Received Transaction, even if there is no Sent Transaction.

In all cases, if either Stock Account is blank, the Stock Account from the Item Group will be used (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting) or it will be taken from the Account Usage Stock setting. Any difference (i.e. any S. Extra Cost or R. Extra Cost) will be sent to the Stock Gain or Stock Loss Accounts, as also specified in the Account Usage Stock setting.

Transaction: Inspect

Operations

No. 24 Trans. Date 16/9/2006 Reference

Text GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	741		Stock - WALES		14.29	
2	140		Stock Gain		5.00	
3	742		Stock - IRELAND	19.29		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Difference Base 1				0.00		
Difference Base 2				0.00		
Total				19.29	19.29	
Total				30.62	30.62	

Once the Sent Transaction has been generated, you can look at it straight away using the 'Open NL Transaction Sent' function on the Operations menu. Similarly, you can look at the Received Transaction using the 'Open NL Transaction Received' function on the Operations menu. Both functions are subject to access rights set in the Access Groups setting in the System module

Operations Menu

Operations

Cost Price in Old Unit Price	Ctrl+=
Item Status	Ctrl+I
Open NL Transaction Sent	
Open NL Transaction Received	

The Operations menu for the 'Stock Movement: New' and 'Stock Movement: Inspect' windows is shown above. There is no Operations menu for the 'Stock Movements: Browse' window.

Cost Price in Old Unit Price

If you change the Item Number or specify a Sent or Received Quantity in a Stock Movement row, the Old and New Unit Prices are not always updated immediately. If you need to update these figures using the relevant Cost Model and taking any Extra Cost into account, use this function. If there is a Sent Quantity, this function will update the S. Old and New Unit Prices on flip B. If there is a Received Quantity, this function will update the R. Old and New Unit Prices on flip A. The S. Old and New Unit Prices will always be updated when you save the Stock Movement providing there is a Sent Quantity, up to and including the time when you mark the Stock Movement as Sent. Similarly, the R. Old and New Unit Prices will always be updated when you save, providing there is a Received Quantity (and, if there is a Via Location, if there is stock of the Item in that Location), until you mark the Stock Movement as Received.

Item Status

This function provides instant feedback for the Item shown in the Stock Movement row containing the cursor or highlighted in the 'Paste Special' window listing Items. Information displayed in a new window includes the quantity in stock, the quantity on order and the quantity shippable. These figures will be for the From Location until you mark the Stock Movement as Sent and save it. Then, the figures will be for the Via Location.

Please refer to the 'Items and Pricing' manual for full details of this function.

Open NL Transaction Sent

When you mark a Stock Movement as Sent and save it, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

Open NL Transaction Received

When you mark a Stock Movement as Received and save it, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Stock Movements setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

The Returned Goods Register

Use this register when goods that you have delivered to your Customer are returned to you. A record in the Returned Goods register is always connected with a Sales Order, and it can be either a full Return or a part Return. You cannot use Returned Goods if you do not have the Sales Orders module.

The difficulty with the returning of goods to stock is to establish the actual value of the goods being returned. The purpose of the Returned Goods register is to allow you to record values that are as accurate as possible. The Original Cost on Returned Goods option in the Cost Accounting setting will help you achieve this. For example, if you are using the Queued Cost Model (FIFO or LIFO) Cost Model, you should receive the Item back into stock with the same value as when you delivered it. If you are using the Weighted Average or Cost Price Cost Models, the Weighted Average or Cost Price may have changed in the time between delivery and return.

When you approve and save the Return, the stock levels of the Items used will be amended accordingly as will the Nominal Ledger stock valuation of any Stocked Items used (if you have chosen in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting to have such Transactions created). The Nominal Ledger stock valuation of any Plain Items will only be updated if you are using the Cost Accounting for Plain Items option in the Cost Accounting setting. You can then raise another Delivery (if you will be sending out a replacement) from the Sales Order screen. If you need to issue a Credit Note (if an Invoice has already been issued and no replacement is required), you can do so from the Returned Goods or from the original Invoice.

To view Returns already entered, ensure you are in the Stock module and click the [Returned Goods] button in the Master Control panel. The 'Returned Goods: Browse' window is opened. Returns are normally shown in number order. For each is shown a Return Number, an indication of whether the Return has been approved in the OK column, Date and Comment. As in all browse windows, you can re-sort the list and search for particular records.

Entering a Return

You cannot enter records directly to the Returned Goods register. Instead, you must create a new Return using one of two methods—



1. With a Sales Order open, select the 'Create Returned Goods' command from the Operations menu. This creates a new record in the Returned

Goods register. For the command to have any effect, you must first save all changes to the Sales Order (use the [Save] button) and you must have issued and approved at least one Delivery from the Order.

2. With a Delivery open, select the 'Create Returned Goods' command from the Operations menu. This creates a new record in the Returned Goods register. For the command to have any effect, you must have saved all changes to the Delivery (use the [Save] button) and it must have been approved.

If you are using the Original Cost on Returned Goods option in the Cost Accounting setting, you are using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting and/or you are using the Do Not Allow Return Goods From Order option in the Order Settings setting, you must use the second method. If you are using at least one of these options, you cannot create Returned Goods records from Sales Orders. If you are not using any of these options, but at least one of the Items on a Sales Order uses a Queued Cost Model (FIFO or LIFO) then again you must create the Return from the relevant Delivery.

Returned Goods: Inspect

Operations   New Duplicate Cancel Save

No. 660014 Trans. Date 16/9/2006
 Customer 001 Name Against All Odds Trading Co

Location Items Currency

Location WH5 ☒ Update Stock Reduce
 Order No. 992052 ☐ Price Incl VAT ☒ Delivered Quantity
 Comment ☐ Ordered and Delivered Qty

Item	Qty	Description	Item Cost	Extra Cost	Unit Cost
1	10101	5	Transistor radio	23.00	23.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

☐ OK Total Qty 5.000

Note that the record is presented in a ‘Returned Goods: Inspect’ window. This means that the record has already been created and saved into the register. To delete it you must choose ‘Delete’ on the Record menu.

Let us go through the fields.

Header

No.	Paste Special	Select from another Number Series
		The serial number of the current Return. The default is the first unused number in the first valid number sequence in the Number Series - Returned Goods 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 Returns Number is assigned when you first save the record.
Trans. Date	Paste Special	Choose date
		The date of the Return. The default is the current date.
Customer		The Customer Number from the Order or Delivery.
Name		The Customer Name, taken from the Order or Delivery.

Location Card

Location	Paste Special	Locations setting, Stock module
	Default taken from	Order or Delivery
		The Location into which the Items are to be returned. If you have specified a Main Location in the Stock Settings

setting, leaving the field blank means that the default Location will be used.

This field must contain a value if you are using the Require Location option in the Stock Settings setting.

Update Stock

Use this option if you need stock levels for the Items on the Return to be altered and a Nominal Ledger Transaction to be created when you approve the Return. If the Item being returned is to be written off, you can then do so using a Stock Depreciation record or a Returned Goods to Supplier record, depending on the circumstances.

If you switch this option off, stock levels for the Items on the Return will not be updated, and a Nominal Ledger Transaction will not be created when you approve the Return (even if you have so specified in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting). So, you may want to switch this option off if the Item being returned is to be written off immediately.

Order No.

The serial number for the Sales Order from which the Returns record was created. This field cannot be changed.

Price Incl VAT

Check this box if the Unit Prices for the Items on the Return include VAT.

Comment

Any comment entered here (perhaps the reason for the return) will be shown in the 'Returned Goods: Browse' window.

Reduce

Use these alternatives to control the effect of the Return on the Sales Order from which it was created.

Delivered Quantity

This option reduces the Del 1 and Del 2 quantities only. You should use it when goods are returned because they are faulty (i.e. the Customer requires a replacement). Then, after approving the Returned Goods record, you can return to the Order to raise another Delivery for the appropriate quantity to fulfil the Order. In this instance you may choose not to update the stock levels and to treat the Item as written off. If you

need to return the Items to your Supplier, it is recommended that you update stock levels and then enter a Returned Goods to Supplier record (if you originally purchased the Items using a Purchase Order) or a Stock Depreciation record (if there is no originating Purchase Order).

Ordered and Delivered Qty



This option reduces the Del 1 and Del 2 quantities and the Order quantity. You should use it when goods are returned without a replacement being required (perhaps the Customer has cancelled the Order). In this case, choose to reduce the ordered quantity and to update stock levels. If the Order has been invoiced, selecting 'Create Credit Note' from the Operations menu of the Returned Goods record will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited. If more than one Invoice has been created from the Sales Order, you will not be able to create the Credit Note from the Returned Goods and instead will need to do so from the Order or from the Invoice to be credited.

To specify which of these options is chosen by default in a new Returned Goods record, use the Returned Goods Settings setting.

Items Card

Use the grid on the 'Items' card to list the Items being returned. This information is taken from the Order or the Delivery from which the Return was created, and the default quantity for each Item is that already delivered. Items on the Order with a delivery quantity of zero will not be shown. Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. If you are not using the Original Cost on Returned Goods option in the Cost Accounting setting and/or you are not using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting, you can change the Item Cost of the Returned Item, although this is not recommended. If you have incurred any costs in receiving an Item back into stock, it is recommended that you do not change the Item Cost but instead enter an Extra Cost.

Returned Goods: Inspect

Operations   New Duplicate Cancel Save

No. 660014 Trans. Date 16/9/2006
 Customer 001 Name Against All Odds Trading Co

Location Items Currency

Item	Qty	Description	Item Cost	Extra Cost	Unit Cost
1 10101	5	Transistor radio	23.00		23.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

OK Total Qty 5.000

Flip A**Item**

The Item Number from the Order or Delivery.

If an Item being returned is a Structured Item, you should list its components in the Return, not the Structured Item itself. Structured Items are built the moment the Delivery is made and are not kept in stock themselves. Therefore, they should not be included on a Return. Only the components should be listed on the Return: this will ensure they are correctly received back into stock.

Qty

Enter the quantity returned (the default is that delivered, less any that have already been returned). You can reduce this figure, but not increase it.

Description

The Item Name from the Order or Delivery.

Item Cost

The unit Cost Price of the Item being returned.

In the case of Returns created from Deliveries, if you are using the Original Cost on Returned Goods option in the Cost Accounting setting the default will be a unit price calculated from the Row FIFO figure on flip C of the originating Delivery. If you are not using this option, the default Item Cost will be the Cost Price from the Item record.

In the case of Returns created from Orders, the default will be the Weighted Average, Cost Price or percentage of Base Price of the Item, depending on the Cost Model. If the Item uses a Queued Cost Model (FIFO or LIFO), you will not be able to create the Return from the Order, because Queued values are not stored in Orders.

If you are not using the Original Cost on Returned Goods option in the Cost Accounting setting and/or you are not using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting you can change the Item Cost, although this is not recommended. If the Item in question is one that has its Cost Price updated on Goods Receipt using the Weighted Average option (set on the 'Costs' card of the Item record) and if you are using the Update Weighted Average from Return Goods and Credit Notes option in the Cost Accounting setting in the Stock module, any change in Price here will be fed back to that Cost Price automatically. The FIFO/LIFO and Weighted Average values of the Item will be adjusted accordingly.

Extra Cost

Any additional cost (per unit) incurred by your company in having the item returned. It will be shown added to the Item Cost in the Cost Price column. Either enter an amount in Currency, or a percentage followed by the % character. You can only add an Extra Cost if you are not using the Original Cost on Returned Goods option in the Cost Accounting setting and/or you are not using the option to insert Returned Goods at their original position in the FIFO/LIFO cost queue in the same setting.

If a Nominal Ledger Transaction is generated from this Return (this is determined using the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting), any costs in this field are credited to the Extra Cost Account specified in the

Account Usage Stock setting and included in the debit posting.

The FIFO/LIFO value of the Item will not be affected by the Extra Cost but, if you are using the Update Weighted Average from Return Goods and Credit Notes option in the Cost Accounting setting, the Extra Cost will be included in the Weighted Average calculation for the Item. The Extra Cost will therefore be fed back to the Cost Price of the Item if you are using this option and if the Item is one that has its Cost Price updated on Goods Receipt using the Weighted Average option (set on the 'Costs' card of the Item record).

Unit Cost

The Unit Cost of the Item in the Currency of the Return, including any Extra Costs.

Flip B

Objects

Paste Special

Object register, Nominal
Ledger/System module

Default taken from

Order row

You can assign up to 20 Objects, separated by commas, to this Item and all transactions generated from it. 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.

By default, the Objects entered here are taken from the Order or Delivery row to which the Return row corresponds, but you can change them if necessary. Usually these Objects will represent the Item.

In any Nominal Ledger Transactions generated from this Return, any Objects specified here will be assigned to the credit posting to the Cost of Sales or Returned Goods Account. This assignment will merge these Objects with those of the parent Return (shown on the 'Currency' card).

Serial No.

Paste Special

Serial Numbers of Items in
stock

If the Item uses Serial Numbers or batch numbers, you must enter a valid Serial Number here.

In the case of Returns created from Deliveries, this field will contain a default, taken from the Items that have already been delivered. In the case of Returns created from Orders, there will be no default, because the Serial Numbers of delivered Items are not all stored in Orders if the Order Quantity is greater than one.

If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than 1 will be allowed.

Best Before

In the case of perishable goods, enter a Best Before date here. The default will be taken from the Items that have already been delivered from the Order.

*Flip C***Position****Paste Special**

Position register, Warehouse Management module

If the Location specified in the header is a large one that has been sub-divided into Positions, enter here the Position where the Item is to be stored. The Position must be in the correct Location. The 'Paste Special' list only lists Free Positions (Positions that are empty). If you created the Returned Goods record from a Delivery, a default Position will be taken from that Delivery.

Recipe

The Recipe for Structured Items is entered here. This field cannot be changed.

Width, Height, Depth**Default taken from** Item

These fields contain the dimensions of the Item.

If the Item is one that is sold by area or volume, you can have the Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is sold by area, choose the Two Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width and Height. If the Item is sold by

volume, choose the Three Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the ‘Sales Ledger’ manual for details and an example.

Footer

OK

Check this box to approve the Return. After saving the approved Return, you will no longer be able to change it. If you have switched on the Update Stock option (‘Location’ card), stock levels will be amended. If you have determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting that cost accounting transactions are to be generated from Returned Goods records and you have switched on the Update Stock option, stock transactions in the Nominal Ledger will be raised.

You must approve the Return before you can raise a Credit Note for it.

References in this manual to approved Returns are to those whose OK check box is on.

Qty

This shows the total number of Items returned.

Currency Card

LocationItemsCurrency

CurrencyGBPRate:Base Currency 1

Base Currency 10.63:Base Currency 2

Base Currency 21

ObjectsReason

Currency

Paste Special

Currency register, System module

The Currency of the Return.

Exchange Rates

Default taken from

Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rate will be entered by HansaWorld Enterprise.

One of two conversion methods will be used. 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. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

If you are using the Dual-Base system, the Base Currency 1 and 2 fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting).

Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

For examples, please refer to the 'Currency' manual.

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

Default taken from	Order, 'Date' card
---------------------------	--------------------

You can assign up to 20 Objects, separated by commas, to this Return and all transactions generated from it. 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.

By default, the Objects entered here are taken from the Order from which the Return was issued, but you can

change them if necessary. Usually these Objects will represent the Customer and the Salesman.

In any Nominal Ledger Transactions generated from this Return, any Objects specified here will be assigned to the credit posting to the Cost of Sales or Returned Goods Account.

Reason	Specify the reason for the Return. You can modify this field after the Return has been approved.
---------------	--

Nominal Ledger Transactions from Returns

When you approve and save a Returned Goods record, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting, and if at least one of the Items on the Return is a Stocked Item (or a Plain Item if you are using the Cost Accounting for Plain Items option in the Cost Accounting setting).

The Stock Account debited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be debited.
2. If this is blank or if you have not specified a Location, and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Stock Account for the Item Group to which the Item belongs will be debited.
3. In all other cases, the Stock Account in the Account Usage Stock setting will be debited.

The Cost of Sales or Returned Goods Account credited by such Transactions is determined as follows—

1. The Cost Account for the Item will be credited.
2. If this is blank and you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Cost Account for the Item Group to which the Item belongs will be credited.
3. In all other cases, the Returned Goods Account specified in the Account Usage Stock setting will be credited.
4. If the Returned Goods Account is blank, the Cost Account specified in the Account Usage Stock setting will be credited.

If there are any Extra Costs, these will be posted to the Extra Cost Account specified in the Account Usage Stock setting.

Any Objects in the Return (both those on the 'Currency' card representing the Customer and the Salesman and those on flip B of the 'Items' card representing the Item) will be assigned to the credit posting to the Cost of Sales or Returned Goods Account.

Below is shown an example of a Nominal Ledger Transaction created from a Return—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	115.00		A
2	240		Cost of Sales, Domestic		115.00	B
3						C
4						D
5						E
6						F
7						G
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	Difference Base 1			0.00		
	Difference Base 2			0.00		
	Total			115.00	115.00	
	Total			182.54	182.54	

If you are using the Negative Amounts option in the Transaction Settings setting in the Nominal Ledger, the Transaction will be slightly different, with negative amounts being credited to the Stock Account and debited to the Cost of Sales or Returned Goods Account.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu (subject to access rights set in the Access Groups setting in the System module).

Returning Goods when there is no Delivery

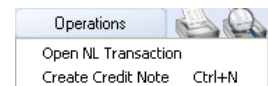
You can deliver goods from stock without a Sales Order or Delivery. This process is described in the section entitled 'Deliveries from the Sales Ledger' above on page 101. In this circumstance, because of the lack of a Sales Order, if such goods are returned to you, you cannot use the Returned Goods register to receive them back into stock.

Instead, follow these steps—

1. You will originally have issued such an Item using an Invoice. You should credit this Invoice, using the procedure described in the 'Credit Notes' section of the 'Sales Ledger' manual. When you create the Credit Note and change the Payment Terms field to "CN", the Update Stock check box on the 'Delivery' card will be switched off automatically. You should not switch it back on again especially if you are using a Queued Cost Model (FIFO or LIFO) because doing so will mean that the Nominal Ledger stock valuation will become inaccurate (the stock valuation may be updated with an incorrect FIFO value). Instead, approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger).
2. Receive the Item back into stock using the Goods Receipt register in the Stock module. This will correctly update stock levels and, if you have so determined in the Sub Systems setting and in the Number Series - Returned Goods setting, the Nominal Ledger stock valuation.

In the interests of stock accuracy, it is recommended that you set the cost prices manually in the Goods Receipt record. You may need to find out the true value of the returned goods from the original Invoice record (the FIFO field on flip C shows the average unit FIFO value of the Items delivered).

Operations Menu



The Operations menu for the 'Returned Goods: New' and 'Returned Goods: Inspect' windows is shown above. There is no Operations menu for the 'Returned Goods: Browse' window.

Open NL Transaction

When you approve and save a Return, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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




You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

Create Credit Note

When you have invoiced an Order and goods are then returned without a replacement being required (perhaps the Customer cancelled the Order), use this function to issue a Credit Note. You must first have approved and saved the Return, and you must first have created an approved Invoice from the Order.

When you select the function, a new record will be created in the Invoice register and opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Invoice: Inspect

Operations    New Duplicate Cancel Save

No. 970119 Name Against All Odds Trading Co
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Invoice Date 16/9/2006 Our Ref. Salesman FF
Payment Terms CN Attn. Joseph Conrad
Due Date 16/9/2006 Object
Trans. Date 16/9/2006 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 970118			
2	10101	5 Transistor radio	10.00		50.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 8.75 Subtotal 50.00
☐ OK Ext. Tax TAX2 Base 58.75 TOTAL 58.75

The Payment Terms of the Credit Note (“CN” in the illustration) are taken from the first record in the Payment Terms setting that is of the “Credit Note” type. If you have only created one Invoice from the Order, its Invoice Number will be shown in the first row of the grid, stating that it is the Invoice being credited. If this is wrong, you can change it, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices. If you have created more than one Invoice from the Order, the first row will not have an Invoice Number (i.e. there will be no reference to the Invoice being credited) because HansaWorld Enterprise will not be able to establish which Invoice is to be credited. You will be able to specify this yourself, again using ‘Paste Special’ if necessary. If you are using the Do Not Allow Credit Invoices Without No. option in the Account Usage S/L setting, you will not be able to approve the Credit Note until you have done this. In this situation, an alternative method of creating the Credit Note is to find the original Invoice (using the Attachments feature from the Order or Delivery) and select ‘Create Credit Note’ from the Operations menu.

As soon as you create the Credit Note, the invoiced quantity on flip D of the originating Order will be updated, irrespective of whether you are using the

Credit Notes Update Invoiced Quantity option in the Order Settings setting in the Sales Orders module.

To print the Credit Note, click the Printer icon. If you have not approved the Credit Note and if you are not using the No Test Printout option in the Optional Features setting in the System module, the printed Credit Note will be marked as a test print, so that it cannot be confused with the final version of the Credit Note.

When the Credit Note is complete, click the OK check box and save. This signifies that the Credit Note has been approved. Associated transactions in the Nominal Ledger will now be raised and you will no longer be able to modify the Credit Note.

For a full description of the screen, please refer to the 'Sales Ledger' manual.

To close the screen and return to the Return, click the close box. You will be asked if you want to save any changes.

The Returned Goods to Supplier Register

Use this register when you need to return goods that you have received to the Supplier. A record in the Returned Goods to Supplier register is always connected with a Purchase Order, and it can be either a full Return or a part Return. You cannot use the Returned Goods to Supplier register if you do not have the Purchase Orders module: use the Stock Depreciation register to remove Items from stock in this situation.

The difficulty with the returning of goods to their Suppliers is to establish the actual value of the goods being returned. When you remove Items from stock using Deliveries or the Stock Depreciation register, the cost of those Items will be calculated using your usual Cost Model. When you use the Returned Goods to Supplier register, you have the choice of using your usual Cost Model or you can use the actual cost of the Item, as recorded in the original Goods Receipt. Make this choice using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting.

When you approve and save the Return, the stock levels of the Items used will be amended accordingly as will the Nominal Ledger stock valuation (if you have chosen in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods to Supplier setting to have such Transactions created). You can then raise another Goods Receipt (if you receive a replacement) or a Credit Note (if you have already received a Purchase Invoice and no replacement is required) from the Purchase Order screen. You can also raise a Credit Note from the Returned Goods to Supplier screen, providing that only one Invoice has been created from the Purchase Order, and providing you are not using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting in the Purchase Ledger. If more than one Invoice has been created from the Purchase Order, you must issue the Credit Note using the 'Create Credit Note' function from the original Purchase Invoice, or return to the Purchase Order to create a Purchase Invoice for a negative quantity.

To view Returns already entered, ensure you are in the Stock module and click the [Ret. Goods to Supplier] button in the Master Control panel. The 'Returned Goods to Supplier: Browse' window is opened. Returns are normally shown in number order. For each is shown a Return Number, an indication of whether the Return has been approved in the OK column, Date and Comment. As in all browse windows, you can re-sort the list and search for particular records.

Entering a Returned Goods to Supplier record



You cannot enter records directly to the Returned Goods to Supplier register. Instead, you must create a new Return using one of two methods—

1. With a Purchase Order open, select the 'Create Returned Goods' command from the Operations menu. This creates a new record in the Returned Goods to Supplier register. For the command to have any effect, you must first save all changes to the Purchase Order (use the [Save] button) and you must have issued and approved at least one Goods Receipt from the Order.
2. With a Goods Receipt open, select the 'Create Returned Goods' command from the Operations menu. This creates a new record in the Returned Goods to Supplier register. For the command to have any effect, you must have saved all changes to the Goods Receipt (use the [Save] button) and it must have been approved.

You must originally have created the Goods Receipt from a Purchase Order to be able to create a Returned Goods to Supplier record from it. If you did not create the Goods Receipt from a Purchase Order, you will not be able to create a Returned Goods to Supplier record, so you will need to remove the returned Item from stock using the Stock Depreciation register.

If you are using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting and/or you are using the Do Not Allow Return Goods From Order option in the Purchase Order Settings setting, you must use the second method. If you are using at least one of these options, you cannot create Returned Goods to Supplier records from Purchase Orders.

Returned Goods to Supplier: Inspect

Operations   New Duplicate Cancel Save

No. 760004 Trans. Date 16/9/2006
 Supplier 504 Name Estonian Export

Location Items Currency Address Freight

Location WH5
 Pur. Order No. 2072
 Comment

Reduce
☒ Received Quantity
☐ Ordered and Received Qty

Item	Qty	Description	Supplier Item No.	Coeff.
1 10126	10	Personal Stereo		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



☐ OK Qty 10.000 Cost Price 110.00

Note that the record is presented in a 'Returned Goods to Supplier: Inspect' window. This means that the record has already been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

Let us go through the fields.

Header

Returned Goods to Supplier: Inspect

Operations   New Duplicate Cancel Save

No. 760004 Trans. Date 16/9/2006
 Supplier 504 Name Estonian Export

Location Items Currency Address Freight

No.	Paste Special	Select from another Number Series
		The serial number of the current Return. The default is the first unused number in the first valid number sequence in the Number Series - Returned Goods to Supplier 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 Returns Number is assigned when you first save the record.
Trans. Date	Paste Special	Choose date
		The date of the Return. The default is the current date.
Supplier		The Supplier Number from the Purchase Order or Goods Receipt.
Name		The Supplier Name, taken from the Purchase Order or Goods Receipt.

Location Card

Location	Paste Special	Locations setting, Stock module
	Default taken from	Purchase Order or Goods Receipt
		The Location from which the Items are to be returned. If you have specified a Main Location in the Stock Settings setting, leaving the field blank means that the default Location will be used.
		This field must contain a value if you are using the Require Location option in the Stock Settings setting.
Pur. Order No.		The serial number for the Purchase Order from which the Returns record was created. This field cannot be changed.
Comment		Any comment entered here (perhaps the reason for the return) will be shown in the 'Returned Goods to Supplier: Browse' window.

Reduce

Use these alternatives to control the effect of the Return on the Purchase Order from which it was created.

Received Quantity

This option reduces the Recv. 1 and Recv. 2 quantities only. You should use it when goods are returned because they are faulty (i.e. you require a replacement). Then, after approving the Returned Goods to Supplier record and when the replacement Item arrives, you can return to the Purchase Order to raise another Goods Receipt for the appropriate quantity to fulfil the Order.

Ordered and Received Qty



This option reduces the Recv 1 and Recv 2 quantities and the Order quantity. You should use it when you return goods without requiring a replacement. If you have received a Purchase Invoice for the Order, selecting 'Create Credit Note' from the Operations menu of the Returned Goods to Supplier record will create a Credit Note with appropriate Payment Terms. If more than one Invoice has been created from the Purchase Order, you will not be able to create the Credit Note from the Returned Goods to Supplier record and instead will need to do so from the Order or from the Invoice to be credited.

To specify which of these options is chosen by default in a new Returned Goods to Supplier record, use the Returned Goods Settings setting.

Items Card

Use the grid on the 'Items' card to list the Items being returned. This information is taken from the Purchase Order or the Goods Receipt from which the Return was created, and the default quantity for each Item is that already received. Items on the Purchase Order with a delivery quantity of zero will not be shown. Plain and Service Items on the Purchase Order or Goods Receipt will not be transferred to the Returned Goods to Supplier record. Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key.

Returned Goods to Supplier: Inspect

Operations   New Duplicate Cancel Save

No. 760004 Trans. Date 16/9/2006
 Supplier 504 Name Estonian Export

Location Items Currency Address Freight

Item	Qty	Description	Supplier Item No.	Coeff.
1 10126	10	Personal Stereo		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

☐ OK Qty 10.000 Cost Price 110.00

Flip A**Item**

The Item Number from the Purchase Order or Goods Receipt. This field can't be changed.

Qty

Enter the quantity returned. The default is that received, providing it is still in stock. Any quantity that is no longer in stock (e.g. it has been delivered to a Customer) will not be included in the Returned Goods to Supplier record. You can change this figure, but not to a quantity greater than that originally received (or remaining in stock if some of those originally received have been delivered to a Customer or otherwise removed from stock).

Description

The Item Name from the Purchase Order or Goods Receipt.

Supplier Item No. The code allocated to the Item by the Supplier.

Coeff	<p>Default taken from Item</p> <p>The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.</p>
<i>Flip B</i>	
Price Variance	Please refer to the 'Price Variances' section above on page 137 for details of this field.
FIFO	<p>The unit value of the Item, to be subtracted from your Nominal Ledger Transaction stock valuation. If the Quantity is greater than one, this field will show the average unit cost value. The total value is shown in the Row FIFO field to the right.</p> <p>This figure will be brought in automatically when you approve and save the Returned Goods to Supplier record. The calculation of this figure will usually depend on the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting. If you are not using this option, this figure will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. In other words, this figure will be calculated as though this were a normal removal from stock. If you are using the Original Cost on Returned Goods to Supplier option, the cost of the Item will be taken from the original Goods Receipt. The exception is when the Item requires Serial Numbers and you are using the Cost Price for Serial Number option in the Cost Accounting setting: please refer to the description of the Serial No. field on flip C below on page 218 for details.</p>
Row FIFO	<p>The total stock value of the Items on this row (unit cost from the FIFO field multiplied by quantity). This figure is brought in automatically when you approve and save the Returned Goods to Supplier record.</p> <p>When you approve the Returned Goods to Supplier record, this figure will be credited to the Stock Account and debited to the Purchase Accruals or Returned Goods Account. If you create a Credit Note from the record,</p>

this figure will be copied to the Credit Note, where you will be able to change it if necessary.

Flip C

Serial No.

Paste Special

Serial Numbers of Items in stock

If the Item uses Serial Numbers or batch numbers, you must enter a valid number here.

For Items with Serial Numbers at the Unit level, if the quantity returned is greater than 1, the Returned Goods to Supplier record will automatically contain an appropriate number of separate rows each with a Quantity of one to allow you to enter Serial Numbers individually.

If you have not specified a Location, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location on the 'Location' card, only those Serial Numbers stored in that Location will be shown.

If you would like Best Before dates to be shown in the 'Paste Special' list, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger. Best Before Dates are entered using the Batch Specifications setting in the Stock module and the Batch Quality Control setting in the Service Orders module.

The 'Paste Special' list will not be shown if you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, and you will not need to enter a Serial Number. If you do enter a Serial Number, no check will be carried out that the Serial Number you have used is valid (i.e. one that is currently in stock).

If you created the Returned Goods to Supplier record from a Purchase Order, no default Serial Numbers will be offered, so you will need to enter them yourself. There is no automatic FIFO or LIFO allocation. If you created the record from a Goods Receipt, Serial Numbers will be copied from there.

The Cost Price for Serial Number option in the Cost Accounting setting in the Stock module controls how the

choice of Serial Number affects the FIFO and Row FIFO fields on flip B and the value of any cost accounting element in the Nominal Ledger Transaction resulting from the Returned Goods to Supplier record. If you are not using this option, a Cost Price calculated using the usual Cost Model will be placed in the FIFO and Row FIFO fields, even though this may not be appropriate for the Serial Number chosen (e.g. if you are using the FIFO Cost Model, the oldest Cost Price will be placed in the FIFO and Row FIFO fields, even if the chosen Serial Number is not the oldest one). If you are using this option, the actual Cost Price of the selected Serial Number will be placed in the FIFO and Row FIFO fields.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item.

Currency Card

Location		Items		Currency		Address		Freight	
Currency	GBP	Rate	:			Base Currency 1			
Base Currency 1	0.63		:			Base Currency 2			
Base Currency 2	1								

Currency

Paste Special

Currency register, System module

The Currency of the Return.

Exchange Rates

Default taken from

Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rate will be entered by HansaWorld Enterprise.

One of two conversion methods will be used. 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. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

If you are using the Dual-Base system, the Base Currency 1 and 2 fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting).

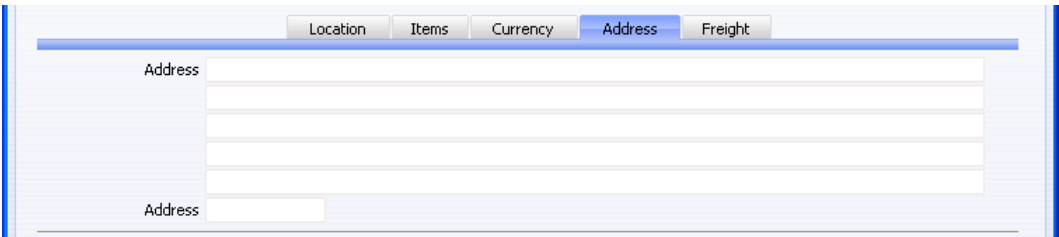
Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

For examples, please refer to the ‘Currency’ manual.

Address Card



Address	Default taken from	Contact (Delivery Address)
----------------	---------------------------	----------------------------

Enter the Supplier Address to which the goods are to be returned.

If the Supplier is one with several Delivery Addresses (e.g. it has several branches), these can be recorded in the Delivery Addresses setting in the Sales Orders module. Use the ‘Paste Special’ function to select the correct one. The full Delivery Address will be brought in

to the fields above. Usually, only Delivery Addresses for this Supplier and those with no Contact specified will be included in the 'Paste Special' list. If you would like the 'Paste Special' list to contain every Delivery Address, check the Paste All Delivery Addresses box in the Order Settings setting in the Sales Orders module.

Freight Card

Location		Items	Currency	Address	Freight
Freight Company	Reg.No.				
Name					
Truck Information					
Driver					
CMR					
Reason					

Freight Code

Paste Special

Freight Companies setting,
Stock module

The Freight Code refers to a record in the Freight Companies setting where information is stored regarding the courier or haulage companies that your business uses to transport goods.

Enter the appropriate Freight Code of the Freight Company used for this Return. The Freight Company Registration Number, Freight Company, Truck Information, Driver and CMR Text will then be brought in from the Freight Companies setting. You can change them here for this Return only. For descriptions of these fields, please refer to the section describing that setting above on page 47.

Reason

Specify the reason for the Return.

Nominal Ledger Transactions from Returned Goods to Supplier transactions

When you approve and save a Returned Goods to Supplier record, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods to Supplier setting.

The Stock Account credited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be credited.
2. If this is blank or if you have not specified a Location, and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Stock Account for the Item Group to which the Item belongs will be credited.
3. In all other cases, the Stock Account in the Account Usage Stock setting will be credited.

The Purchase Accruals Account debited by such Transactions will depend on how the Returned Goods to Supplier record was created. If it was created from a Good Receipt, it will be determined as follows—

1. If you are not using the Ret. Goods to Supplier A/C from Goods Receipt option in the Account Usage Stock setting, it will be the Ret. Goods to Suppliers Account in the same setting.
2. If you are using the Ret. Goods to Supplier A/C from Goods Receipt option, it will be the Purchase Accruals Account from flip E of the relevant Goods Receipt row.
3. If this is blank, you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting and the Item belongs to an Item Group, it will be the Purchase Accruals Account in the Item Group record.
4. If you are not using the Use Item Groups for Cost Accounts option, the Item Group does not have a Purchase Accruals Account and/or the Item does not belong to an Item Group, it will be the Purchase Accruals Account from the Account Usage Stock setting.

In steps 3 and 4, the appropriate Purchase Accruals Account for the Zone of the Supplier will be used.

If the Returned Goods to Supplier record was created from a Purchase Order, the Purchase Accruals Account will be determined as follows—



1. If you are not using the Ret. Goods to Supplier A/C from Goods Receipt option in the Account Usage Stock setting, the Ret. Goods to Suppliers Account in the same setting will be debited.
2. If you are using the Ret. Goods to Supplier A/C from Goods Receipt option and you are also using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Purchase Accruals Account for the Item Group to which the Item belongs will be debited.
3. In all other cases, the Purchase Accruals Account specified in the Account Usage Stock setting will be debited.

In steps 2 and 3, the appropriate Purchase Accruals Account for the Zone of the Supplier will be used.

Objects are not shown in a Returned Goods to Supplier record, but those in the originating Purchase Order or Goods Receipt (both those on the 'Date' or 'Comment' cards respectively representing the Supplier and those on flips B or E respectively of the 'Items' card representing the Item) will be assigned to the debit posting to the Purchase Accruals or Returned Goods to Supplier Account and to the credit posting to the Stock Account.

Below is shown an example of a Nominal Ledger Transaction created from a Returned Goods to Supplier record—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 760004 Trans. Date 16/9/2006 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	810		Returned Goods Accruals	110.00		A
2	740		Stock Valuation		110.00	B
3						C
4						D
5						E
6						F
7						G
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1 0.00 Total 110.00 110.00

Difference Base 2 0.00 Total 174.60 174.60

If you are using the Negative Amounts option in the Transaction Settings setting in the Nominal Ledger, the Transaction will be slightly different, with negative amounts being credited to the Purchase Accruals Account and debited to the Stock Account.

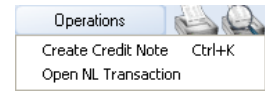
Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu (subject to access rights set in the Access Groups setting in the System module).

Returning Goods when there is no Purchase Order

You can receive goods into stock by entering a Goods Receipt directly to the Goods Receipt register (i.e. without a Purchase Order). In this circumstance, because of the lack of a Purchase Order, if you return such goods to the Supplier, you cannot use the Returned Goods to Supplier register. Instead,

you will have to remove the Items from stock using the Stock Depreciation register.

Operations Menu





The Operations menu for the 'Returned Goods to Supplier: New' and 'Returned Goods to Supplier: Inspect' windows is shown above. There is no Operations menu for the 'Returned Goods to Supplier: Browse' window.

Create Credit Note

When you have created a Purchase Invoice from a Purchase Order and you then return the goods without requiring a replacement, use this function to create a Credit Note. You must first have approved and saved the Return, and you must first have created an approved Purchase Invoice from the Purchase Order.

When you select the function, a new record will be created in the Purchase Invoice register and opened in a new window, entitled 'Purchase Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Purchase Invoice: Inspect

Operations   New Duplicate Cancel Save

No. 960082 Invoice Date 16/9/2006 Trans. Date 16/9/2006

Supplier 504 Name Estonian Export

TOTAL 128.38 Hold Amt Sup. Inv. No. Signers

VAT 18.38

Terms Costs Currency Identifiers Other

Pay Term CN ☐ Hold Receiving Date

Due Date 16/10/2006 ☐ Prel. Book Discount Date 26/9/2006

Reference ☐ Supp. Info on Trans. Sett. Discount 0.00

Objects Credit of Invoice

	A/C	Objects	Short.	Description	Amount	V-Cd	
1	810			Returned Goods Accruals	110.00	1	A
2							B
3							C
4							D
5							
6							
7							
8							
9							
10							
11							
12							
13							

☐ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT 19.25

The Payment Terms of the Credit Note ("CN" in the illustration) are taken from the first record in the Payment Terms setting that is of the "Credit Note" type. Be sure to enter a reference to the Purchase Invoice being credited in the Credit of Invoice field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Purchase Invoices. The value of each row in the Credit Note will be taken from the Row FIFO field on flip B of the corresponding row in the Returned Goods to Supplier record.

The Creditor Account will be taken from the original Purchase Invoice. The VAT Code on each row will be taken from the appropriate Purchase Order row (flip A). The value in the Calc VAT field in the footer will be calculated using the VAT Codes from each row.

As soon as you create the Credit Note, the invoiced quantity on flip C of the originating Purchase Order will be updated.

When the Credit Note is complete, click the OK check box and save. This signifies that the Credit Note has been approved. Associated transactions in the Nominal Ledger will now be raised and you will no longer be able to modify the Credit Note.

You cannot use this function to create a Credit Note in the following circumstances—

1. You have created more than one Purchase Invoice from a Purchase Order. In this case, HansaWorld Enterprise will not be able to establish which Purchase Invoice is to be credited. Instead, you should enter the Credit Note directly to the Purchase Invoice register, perhaps by using the 'Create Credit Note' Operations menu function from the original Purchase Invoice: this will create a Credit Note with appropriate Payment Terms and a reference to the Purchase Invoice being credited.
2. You are using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting. Again, use the 'Create Credit Note' function from the Operations menu of the original Purchase Invoice. Alternatively, use the 'Create Purchase Invoice' function from the Operations menu of the Purchase Order screen to create an Invoice for a negative quantity, effectively crediting the original Invoice.

For a full description of the screen, please refer to the 'Purchase Ledger' manual.

To close the screen and return to the Return, click the close box. You will be asked if you want to save any changes.

Open NL Transaction

When you approve and save a Return, if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods to Supplier setting, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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

You can use Access Groups to control who can use this function. To do this, deny access to the 'Open Transactions from Operations Menu' Action. Access Groups are described in the 'System Module' manual.

The Stocktaking Register

From time to time, you should carry out a stocktake, to check that the quantities of Items held in stock match the stock levels recorded in HansaWorld Enterprise. When you need to do this, it is recommended that you use the following procedure—

1. Print a stock list using the Stocktaking List report. This contains spaces in which you can write the actual stock figures.
2. Once you have carried out the stocktake, you should enter the results in the Stocktaking register (separate records per Location). You can enter these records yourself directly to the Stocktaking register or, to minimise the typing load, you can use the 'Create Stocktaking Records' Maintenance function. This will create separate records per Location in the Stocktaking register containing the current stock figures as stored in your HansaWorld Enterprise database. Each Stocktaking record can contain up to 200 rows. If you need to record more than 200 Items, enter more than one Stocktaking record with the same date. Similarly, if you have different members of staff carrying out stocktakes in different parts of a warehouse, they can each enter their own Stocktaking records with the same date. Do not use the 'Create Stocktaking Records' function if you are using Positions.
3. If you used the 'Create Stocktaking Records' Maintenance function to create a Stocktaking record or records, update these new records to match the results of your stocktake.
4. Approve the Stocktaking record(s) and print out the Stocktaking Comparison report. This will compare the Stocktaking record(s) you have just entered with the current stock figures in the database. Note: the report will not be correct if you forget to approve the Stocktaking record(s).
5. Once you have checked the report and confirmed it to be correct, you can enter any discrepancies to the Stock Depreciation, Goods Receipt or Stock Movement registers, depending on the reason for the discrepancy. If a particular Item is found in a different Location to that in which it is recorded as being stored, you can move it using a Stock Movement. You can correct a quantity discrepancy using a Stock Depreciation transaction or a Goods Receipt. Again, you can enter these records yourself or, if you are not using Positions, you can use the 'Stocktaking Comparison'

Maintenance function. This will create appropriate unapproved Stock Depreciation transactions and Goods Receipts.

It is recommended that you do not enter any new stock transactions during this process (especially from step 4 onwards). If this is unavoidable, make sure that the Counted Quantities in steps 2 and 3 take the new stock transactions into account.

The Stocktaking register is described here. The 'Create Stocktaking Records' and 'Stocktaking Comparison' functions are described below on pages 235 and 237 respectively.

To open the Stocktaking register, ensure you are in the Stock module, then click the [Stocktaking] button in the Master Control panel. The 'Stocktaking: Browse' window opens, listing Stocktaking records previously entered. Click [New] to enter a new record: the 'Stocktaking: New' window appears—

Stocktaking: Inspect

Operations New Duplicate Cancel Save

No. 7 Trans. Date 31/8/2006

Location WHS

Item	Qty	Description	Serial No.	Location	Coeff
1	10101	42	Transistor radio		
2	10102	222	Stereo cassette radio		
3	10103	127	Receiver		
4	10104	12	Loudspeakers		
5	10106	97	CD player		
6	10109	63	CD rack		
7	10110	1	Amplifier	908VHG164	
8	10110	1	Amplifier	908VHG165	
9	10110	1	Amplifier	908VHG166	
10	10110	1	Amplifier	908VHG167	
11	10110	1	Amplifier	908VHG168	
12	10110	1	Amplifier	908VHG169	
13	10110	1	Amplifier	908VHG170	
14	10110	1	Amplifier	908VHG161	
15	10110	1	Amplifier	908VHG172	
16	10110	1	Amplifier	908VHG173	
17	10110	1	Amplifier	908VHG174	
18	10112	3	Stereo System		
19	10113	1	Record Deck	7850122009	
20	10113	1	Record Deck	7850122010	

OK Comment

No.	Paste Special	Select from another Number Series
	<p>The number of the Stocktaking record. The default will be the first unused number in the first valid number sequence in the Number Series - Stocktaking 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 Stocktaking Number is assigned when you first save the record.</p>	
Trans. Date	Paste Special	Choose date
	<p>Enter the date on which the stocktake was carried out.</p>	
Location	Paste Special	Locations setting, Stock module
	<p>If you have various stock Locations and have carried out a stocktake for each, you should then enter separate Stocktaking records for each one. Specify the Location here.</p> <p>You can specify a Location in any of the Stocktaking rows, to override the one entered here.</p> <p>It is recommended that you leave this field blank only if you are not using Locations at all. If you have specified a Main Location in the Stock Settings setting, you should not leave this field blank as you would elsewhere in the Stock module when you want to use the default Location. Instead, you should enter the Main Location here.</p> <p>If you are using the Require Location option in the Stock Settings setting, you must enter a Location before you can save the Stocktaking record.</p> <p>A default Location can be brought in from the 'Bonus' card of the user's Person record or from the Local Machine setting in the User Settings module. The Local Machine setting is specific to the client machine you are working on.</p>	

Use the grid area that occupies most of the screen to list the Items you have in stock, together with Quantities and Serial Numbers.

Flip A

Item	Paste Special	Item register
	As with all Item Number fields in HansaWorld Enterprise, enter the Item Number, Alternative Code or Bar Code of the Item. You should only enter Stocked Items.	
Qty	Enter the actual quantity of the Item in the Location, as recorded in the stocktake. This quantity is given the term “Counted Quantity” in HansaWorld Enterprise and in these manuals.	
Description	The Item Name will be brought in from the Item register when you enter the Item Number. You can change it if necessary.	
Serial No	Paste Special	Serial Numbers of Items in stock
	If the Item uses Serial Numbers or batch numbers, you must enter a valid number here.	
	You must enter Items with Serial Numbers at the Unit level on separate rows each with a quantity of one, to allow you to enter Serial Numbers individually.	
	If you have not specified a Location, the ‘Paste Special’ list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location at either header or row level, only those Serial Numbers stored in that Location will be shown in the ‘Paste Special’ list.	
Location	Paste Special	Locations setting, Stock module
	Enter a Location if different from the Location entered in the header.	
Coeff	Default taken from	Item
	The Unit Coefficient of the Item is shown here, taken from the ‘Stock’ card of the Item. If you are maintaining stock quantities using different units of measurement,	

this coefficient is the ratio between those units of measurement.

Flip B

Base Price This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

FIFO, Row FIFO

Usually, stock values are not shown in Stocktaking records. If you would like to see them, select ‘Fill in Current Cost’ from the Operations menu. The unit stock value will be brought in the FIFO field, and the total stock value for the row to the Row FIFO field. If you change the Item Number or the Quantity in a row, the figures will not be recalculated so you will need to select ‘Fill in Current Cost’ again to update them.

The calculation of these figures will usually use the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. Despite their names, the fields will therefore show the unit and total FIFO, LIFO, Weighted Average or other values of the row, depending on the Cost Model.

Flip C

Position	Paste Special	Position register, Warehouse Management module
-----------------	----------------------	--

Specify here the Position in which the Item is stored. This is for information only.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item.

If the Item is one that is bought and sold by area or volume, you can have the Counted Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions

option in the Unit record, and the Counted Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Counted Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' manual for details and an example.

Footer

OK

Check this box when you have confirmed that the Stocktaking record is complete and correct. Once you have checked this box and saved the Stocktaking record, you will no longer be able to change it. Stock levels will not be altered and Nominal Ledger Transactions will not be created: a Stocktaking record merely allows you to compare actual stock levels with the stock levels recorded in your HansaWorld Enterprise database. You can print this comparison using the Stocktaking Comparison report (you must have approved the Stocktaking record before it will be included in this report). You can then rectify any discrepancies using Stock Movements, Goods Receipts or Stock Depreciations, all of which will affect stock levels and, if so defined in the Sub Systems setting in the Nominal Ledger and in the relevant Number Series settings, create Nominal Ledger Transactions.

Operations Menu

Operations
Fill in Current Cost

The Operations menu for the 'Stocktaking: New' and 'Stocktaking: Inspect' windows is shown above. There is no Operations menu for the 'Stocktaking: Browse' window.

Fill in Current Cost

Usually, stock values are not shown in Stocktaking records. If you would like to see them, select this function from the Operations menu. The unit stock value will be brought in to the FIFO field on flip B, and the total stock value for the row to the Row FIFO field, also on flip B. If you change the Item Number or the Quantity in a row, the figures will not be recalculated so you will need to select this function again to update them.

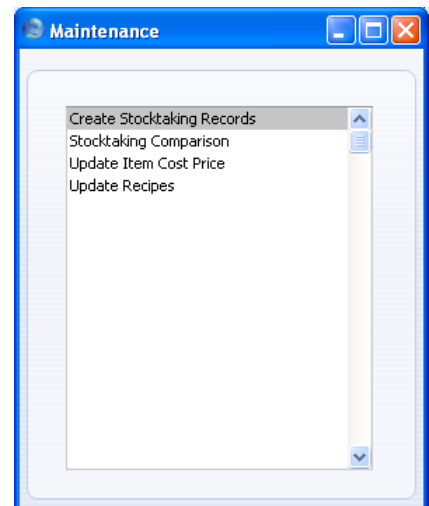
The Item Register

Please refer to the 'Items and Pricing' manual for full details of this register.

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 four such functions available in the Stock module. To use them, select 'Maintenance' from the File menu. The following window appears—



Double-click an item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Stocktaking Records

When you carry out a stocktake, you should enter the results to the Stocktaking register. You can do this yourself as described above on page 228 or, to minimise the typing load, you can use this Maintenance function. It will create new records in the Stocktaking register, containing the current stock figures for each Stocked Item as they are in your HansaWorld Enterprise database. If you have several Locations, the function will create separate new Stocktaking records for each Location. These records will only include Stocked Items of which you have stock in the specified Location.

Then, you should update the new records to match the results of your stocktake before approving them and printing the Stocktaking Comparison report. Do not use this function if you are using Positions.

Selecting the 'Create Stocktaking Records' function brings up the following dialogue box —

Location

Paste Special

Locations setting, Stock module

Specify here the Location for which a Stocktaking record is to be created.

If you leave this field blank and you have several Locations, a separate Stocktaking record will be created for each Location.

If you have specified a Main Location in the Stock Settings setting, all Goods Receipts, Deliveries and other stock transactions without a Location will be treated as affecting the Main Location. The Main Location feature does not apply to Stocktaking records, so this function will create a Stocktaking record explicitly quoting the Main Location. For example, if the Main Location is 1, all stock transactions without a Location will be treated as adding stock to or removing stock from Location 1. This function will create a Stocktaking record with a Location of 1, not with a blank Location. If you have some stock transactions with a blank Location and some with a Location of 1, they will all contribute to the new Stocktaking record for Location 1.

Item Group	Paste Special	Item Group register, Sales Ledger
		Enter an Item Group here if you would like the new Stocktaking record to contain Items belonging to that Item Group only.
Sorting		Use these options to specify whether you want the Items in the new Stocktaking record to be listed in Item Number order or in Item Group order.

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

Stocktaking Comparison

This function automates the final stage of the stocktaking process. It compares the Counted Quantities in the latest approved Stocktaking record(s) with the current stock figures in the database. If there are any discrepancies, it will create appropriate unapproved Stock Depreciation transactions and Goods Receipts. As with the 'Create Stocktaking Records' Maintenance function described immediately above, you should run this function once per Location. Before doing so, you can print a Stocktaking Comparison report that will list the discrepancies to be corrected. Do not use this function if you are using Positions.

Note that if your stocktake revealed that a particular Item was in a different Location to that in which it is recorded as being stored, you would probably choose to make the correction using a Stock Movement. If you use this function, the Item will be removed from the original Location using a Stock Depreciation transaction and moved in to the new one using a Goods Receipt.

In the case of any Goods Receipts created by the function, the Unit Prices will be taken from the Cost Price fields on the 'Costs' card of the Item records. Since the new Goods Receipts will not be approved (unless you so choose), you will be able to change these figures if necessary. The Purchase Accruals Account on flip E of these Goods Receipts (the Account that will be credited in the subsequent Nominal Ledger Transactions) will not be chosen in the usual manner. If the Type of the Location is "Other", the default will be the Stock Gain Account from the Account Usage Stock setting. If the Type of the Location is "Production", if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the default will be the Usage Variance Account in the Item Group. Otherwise, it will be the Stock Gain Account in the Account Usage Stock setting. You can change this default before approval.

In the case of any Stock Depreciations created by the function, the Cost Account in the header will be the Stock Loss Account from the Account Usage Stock setting as normal. However, if the Type of the Location is “Production”, if the Item belongs to an Item Group and if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting, the Usage Variance Account in the Item Group will be copied to the Cost Account field on flip A of the Stock Depreciation row. In effect, this Account will be used for wastage resulting from the Production process. If these conditions are not all met, the Cost Account field in the Stock Depreciation row will be left empty.

Selecting the ‘Stocktaking Comparison’ function brings up the following dialogue box —

Specify Stocktaking Comparison

Run

Item No.

Group

Item Classification

Classification Type

Location

Date 31/8/2006

Comment

Function

☒ Standard

☐ If Item not on last Stocktaking assume 0 in Stock

☐ Skip Item if Item not on last Stocktaking

☐ Per Serial Number (using todays Serial Number status)

☐ OK Goods Receipts and Stock Depreciations

Item No. **Paste Special** Item register

Range Reporting Alpha

Enter an Item Number (or range of numbers) if the function is to compare stock levels and Counted Quantities of specific Item(s) only. Use a colon (:) to separate the first and last number.

This comparison will only be made for Stocked Items in the range (not Plain, Service or Structured Items).

Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Enter an Item Group Code if the function is to compare stock levels and Counted Quantities of the Stocked Items in a particular Item Group.	
Classification	Paste Special	Item Classifications setting, Stock module
	Enter a Classification Code in this field if you want the function to compare stock levels and Counted Quantities of Items with a certain Classification. If the field is empty, stock levels and Counted Quantities will be compared for all Items, with and without Classification. If you enter a number of Classifications separated by commas, stock levels and Counted Quantities will only be compared for those Items featuring all the Classifications listed. If you enter a number of Classifications separated by plus signs (+), stock levels and Counted Quantities will be compared for all Items featuring at least one of the Classifications listed. If you enter a Classification preceded by an exclamation mark (!), stock levels and Counted Quantities will be compared for all Items featuring any Classification except the one listed.	
	For example—	
1,2	Compares stock levels and Counted Quantities for Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).	
1+2	Compares stock levels and Counted Quantities for Items with Classifications 1 or 2.	
!2	Compares stock levels and Counted Quantities for all Items except those with Classification 2.	
1,!2	Compares stock levels and Counted Quantities for Items with Classification 1 but not those with Classification 2 (i.e. not Items with Classifications 1 and 2). Note the comma before the exclamation mark in this example.	

!1,!2	Compares stock levels and Counted Quantities for all Items except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Compares stock levels and Counted Quantities for all Items except those with Classifications 1 and 2 (i.e. not Items with Classifications 1, 2 and 3).
!1+2	Compares stock levels and Counted Quantities for Items without Classification 1 and those with Classification 2 (i.e. including Items with Classifications 1 and 2).
(1,2)+(3,4)	Compares stock levels and Counted Quantities for Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Types

Paste Special

Classification Types setting,
CRM module

Enter a Classification Type in this field if you want the function to compare stock levels and Counted Quantities of every Item with a Classification belonging to that Type. If the field is empty, stock levels and Counted Quantities will be compared for all Items, with and without Classification. If you enter a number of Classification Types separated by commas, stock levels and Counted Quantities will be compared for Items featuring a Classification belonging to any of those Types.

Location

Paste Special

Locations setting, Stock module

To compare stock levels and Counted Quantities of Stocked Items in one stock Location, enter its Location Code here. This Location will also be quoted in any Stock Depreciation transactions and Goods Receipts created by the function.

If you have more than one Location, you must make an entry to this field and run this function once for each Location (including once for the Main Location if you have one).

If you have a single Location, you will have specified in the Stock Settings setting that this Location is your Main Location. You do not need to specify that Location here.

Any Objects specified in the Location will be copied to the Goods Receipts and Stock Depreciations created by this function. These Objects will not be copied to other Goods Receipts and Stock Depreciations, so they will allow you to analyse in the Nominal Ledger stock gains and losses for each Location resulting from the stock checking process.

Date

Paste Special

Choose date

The function will compare stock levels on the date specified here with the Counted Quantities in the Stocktaking record(s) with the same date. If you leave this field blank, the current date will be used. If you specify a date for which more than one Stocktaking record exists, Counted Quantities will be taken from all Stocktaking records with that date (they will added together if you have used the same Item in more than one Stocktaking record). You should not specify a future date.

If you specify a date for which no Stocktaking record exists, the first record after the specified date will be used. In general, it is recommended that you specify a date for which you are certain that a Stocktaking record exists, especially if you specify the current date. If there is no Stocktaking record with the current date, there will usually be no later Stocktaking record and so the function will assume the Counted Quantity for all Items is zero. If you are using the Standard option (described below), it will then create a Stock Depreciation record containing the entire stock for the specified Location.

The Date entered here will be copied to any Stock Depreciation transactions and Goods Receipts created by the function.

Historic stock levels are maintained for most Items, allowing you to enter any past date here, to compare stock levels on that date with the Counted Quantities in the Stocktaking record(s) with the same date. The exception is for Serial Numbered Items. Historic stock levels (i.e. quantities in stock) are maintained, but the Serial Numbers themselves are not. So, if you are using the Per Serial Number option below, the function will compare the Counted Quantities in the Stocktaking

record(s) with the date specified here with current Serial Numbers. Therefore, if you need to use the Per Serial Number option, you should enter the current date here and you should have at least one approved Stocktaking record with the current date. If you enter a past date, it should be a date since when there has been no change in the Serial Numbers held in stock. If, for example, you have delivered a Serial Numbered Item after the last Stocktaking record, the Counted Quantity in the Stocktaking record, although accurate for the date, will be one greater than the actual (current) stock level, and so a Goods Receipt will incorrectly be created for that discrepancy.

Comment If you enter a comment here, it will be copied to every Stock Depreciation transaction and Goods Receipt created by the function.

Function Use these options to specify how the discrepancies are to be calculated.

Standard In order to find the Counted Quantity of an Item, this option looks forward through all Stocktaking records (from the date specified above) until it finds a reference to the Item in question. If it does not find a reference to the Item, it will assume the Counted Quantity is zero, and therefore, if the stock level is greater than zero, it will create a Stock Depreciation transaction, writing off that stock.

Use this option if your Stocktaking records list all Stocked Items (i.e. you have carried out a complete stocktake, not a partial one).

If Item not on last Stocktaking assume 0 in Stock

In order to find the Counted Quantity of an Item, this option looks forward through all Stocktaking records from the specified date to find a reference to the Item in question. If it does not find a reference to the Item, it will assume the stock level in your HansaWorld Enterprise database and the Counted Quantity are both zero. So, no Stock Depreciation transactions will be created.

You might use this option in the situation where you have not finished with the stocktaking process, so you do not want Stock Depreciation records or Goods Receipts created for Items that you have not counted yet.

Skip Item if Item not on last Stocktaking

This is similar to the second option described above.

Per Serial Number (using today's Serial Number status)

If the function includes a Serial Numbered Item in a new Goods Receipt or Stock Depreciation, it will usually be in a single row with appropriate Quantity, and without Serial Numbers. Before approving, you will need to specify the correct Serial Numbers yourself, inserting the appropriate number of rows with appropriate Quantity (if the Item is Serial Numbered at the Batch level), or each with a Quantity of one (if the Item is Serial Numbered at the Unit level). If you would like this function to suggest Serial Numbers and Quantities, check this box.

If you are using this option, it is recommended that you enter the current date in the field above, and that you have at least one approved Stocktaking record with the current date.

OK Goods Receipts and Stock Depreciations

Check this box to create approved Goods Receipts and Stock Depreciation transactions. Otherwise, unapproved records will be created.

You can use Access Groups to control who can approve Goods Receipts and Stock Depreciations. To do this, deny access to the 'OKing Goods Receipts' and 'OKing Stock Depreciation' Actions. If the Person running this Maintenance has been denied access to these Actions, the new Goods Receipts and Stock Depreciations will not be approved. Access Groups are described in the 'System Module' manual.

If the function includes a Serial Numbered Item in a new Goods Receipt or Stock Depreciation but does not specify a Serial Number (usually this will be if you are not using the Per Serial Number option above), then the

transaction will not be approved because this is not possible until you have specified the Serial Number.

Please refer to the description of the Stocktaking Comparison report below on page 298 for an example.

Update Item Cost Price

This function allows you to update Cost Prices of Stocked Items in the Item register. The new Cost Prices will be taken from the Goods Receipt register.

The screenshot shows a Windows-style dialog box titled "Specify Update Item Cost Price". It has a "Run" button in the top right. Below the title bar, there are two text input fields: "Item" and "Item Group". Underneath these, there are two sections. The first is "Rate" with two radio buttons: "At Goods Receipt" (which is selected) and "Current". The second is "Update Using" with two radio buttons: "Type from Item Record" (which is selected) and "Weighted FIFO". At the bottom of the dialog, there are two unchecked checkboxes: "Update Weighted Average Field" and "Items with Balance only".

Item	Paste Special	Item register
	Enter an Item Number, or leave blank to update all Stocked Items.	
Item Group	Paste Special	Item Group register, Sales Ledger
	Limit the updating to Stocked Items of a single Item Group.	
Rate	Use these alternatives to control how Cost Prices will be calculated for Items that were purchased in foreign Currencies.	
	At Goods Receipt	Cost Prices will be calculated using the exchange rate applying on the date of each Goods Receipt. This is recommended, because it will give the same value as in the stock report.
	Current	Cost Prices will be calculated using the current exchange rate.

Update Using Use these alternatives to determine how the new Cost Prices are to be calculated.

Type from Item Record

The function will use the Update Cost Price at Goods Receipt option specified on the 'Costs' card of each Item.

Weighted FIFO A weighted FIFO method will be used for all Items.

Update Weighted Average Field

Use this option to recalculate the Weighted Average of each Item.

Only Items with Balance

Use this option to limit the updating to Items with positive stock balances.

If you want to change Cost Prices using a formula (e.g. you might want to increase all Cost Prices by 10%), use the 'Update Item Cost Prices' Maintenance function in the Pricing module. This is described in the 'Items and Pricing' manual.

Update Recipes

This Maintenance function is also available in the Production module: please refer to the 'Production' manual for full details.

Rebuild Stock

The Stock module was rewritten in HansaWorld Enterprise version 5.1. As far as daily use of the Stock module is concerned, this rewriting will cause little or no difference. Most of these changes are behind the scenes, in the way information is stored. If you were using HansaWorld Enterprise prior to this version, you need to rebuild your stock information using this function before you can start using the Stock module.

To rebuild your stock information, you will need to work in the Technics module. If you are working in a multi-user system and 'Technics' is not available when you click the [Select Module] button in the Master Control panel, the probable reason is that you have logged on as a Person that does not have access privileges for this module. If you are the system administrator, it is recommended that your Person record should belong to an Access Group that Starts from Full Access and that explicitly grants full

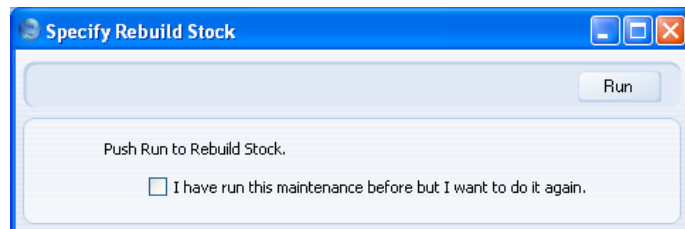
access to the Technics module. Access Groups are fully described in the 'System Module' manual. In a single-user system, the probable reason is that the Server option is not checked in the Configuration setting in the System module.

Follow these steps—

1. Referring to the section entitled 'Updating from Previous Versions of HansaWorld Enterprise' in the first chapter of the 'Introduction to HansaWorld Enterprise' manual, update your database to the new version of the program.
2. Back up your database in the usual fashion.
3. Prior to HansaWorld Enterprise 5.1, you would use the Cost Model setting in the Sales Ledger to choose the Cost Model. You could choose different Cost Models for Invoices and Deliveries. Various options controlling the Cost Model were to be found in the Cost Accounting setting in the Stock module. In version 5.1, these two settings were combined. The Cost Model setting was removed, and the choice of Cost Model was moved to the Cost Accounting setting. The option to have different Cost Models for Invoices and Deliveries was replaced by a single Cost Model.

Having updated to the new version of the program, the next step is to check the options in Cost Accounting setting are correct (e.g. that the correct Cost Model has been chosen). If, in the old Cost Model setting, your Cost Model, Delivery was set to None, make sure the Don't Post Cost on Deliveries option in the Cost Accounting setting is chosen.

4. Once you are certain that the Cost Accounting setting has been configured correctly, change to the Technics module and select the 'Rebuild Stock' Maintenance function—



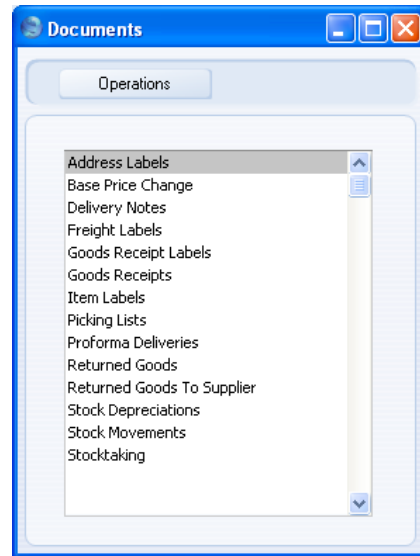
5. If this is the first time you have used the 'Rebuild Stock' function, click the [Run] button. This will cause your stock information to be rebuilt.

6. If you have more than one Company, repeat the process in each Company.
7. It will occasionally be useful to run the 'Rebuild Stock' Maintenance function on subsequent occasions. For example, if you change the Queued Cost Model per Location, Weighted Average per Location or Cost Price per Serial Number options in the Cost Accounting setting or in an Item that has previously been used in a stock transaction, you should then run the 'Rebuild Stock' function to rebuild the FIFO/LIFO queue and recalculate the Weighted Average figures. In this case, check the check box in the 'Specify Rebuild Stock' window before clicking [Run].

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The window illustrated below appears, listing the documents that you can print from the Stock module. 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 documents that you want to be printed (e.g. which Delivery Notes are to be printed). The different specification windows for each option are described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine the Form that will be used when you print a document, follow this procedure (when HansaWorld Enterprise is supplied, sample Forms will be printed)—

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 Stock module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight the appropriate 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 the document: this window is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. For example, each document can be printed using different Forms, determined perhaps by the Language of the Supplier or Customer or the Number Series of the Delivery or Goods Receipt.
4. You only need use the 'Define Document' function once. Afterwards, Form selection will be automatic.

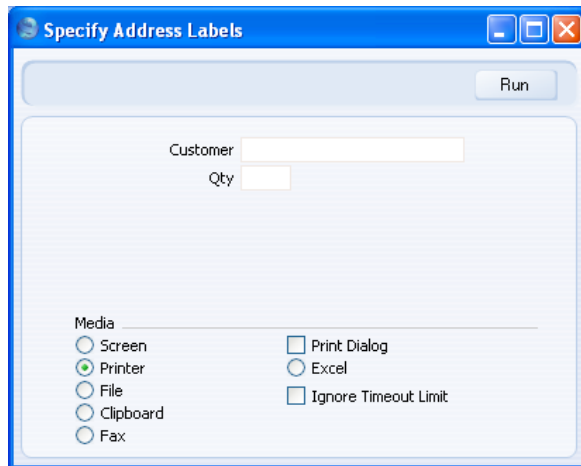
The selection process for the document is described below. Leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If you need to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Delivery Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier 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.

Address Labels

You can print address labels per Customer or for all Customers.

Double-click 'Address Labels' in the 'Documents' list and the 'Specify Address Labels' window appears—



Enter a Customer Number (or a range of numbers) and a Quantity (the number of labels to be printed for each Customer) and click [Run] in the Button Bar. A Quantity must be entered.

For hints on label design, including the printing of static text (i.e. text that identifies the information on the labels, such as “Customer Name”), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code “ADDRESS_LABEL”.

Base Price Change

This document provides a hard copy of any records entered to the Base Price Changes setting. You can print it for a range of records using the 'Documents' function, or for a single record by clicking the Printer icon in the 'Base Price Change: Inspect' window.

When using the 'Documents' function, double-click 'Base Price Change' in the 'Documents' list and, when the 'Specify Base Price Change' window appears, enter the Number of a Base Price Change record or a range of numbers separated by a colon. Click [Run] to start printing.

Delivery Notes

There are several ways to print Delivery Notes—

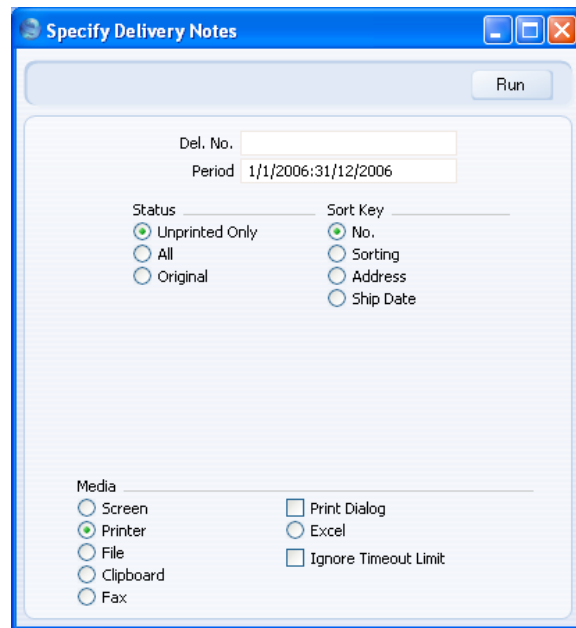
1. While the Delivery is shown in an inspect window, click the Printer icon in the Button Bar. If you want to print to screen, click the Preview icon.
2. The Delivery Note can be printed automatically when the Delivery is approved. This is controlled by the Auto Actions setting in the System module.
3. With a list of Deliveries shown in the ‘Deliveries: Browse’ window, you can select one or more rows, and select ‘Print’ from the File menu. Delivery Notes for the selected records will then be printed.

Select several rows by shift-clicking the first to the last record. This will select all records in the interval.

4. In the Stock module, click [Documents] in the Master Control panel, or select ‘Documents’ from the File menu. Double-click ‘Delivery Notes’ in the ‘Documents’ list.

The ‘Specify Delivery Notes’ window is opened.

Enter a single Delivery number, or a range separated by a colon. If there are any unapproved Deliveries in the range, they will be printed using the Picking List Form instead of the Delivery Note Form. You must enter a Delivery number or a range of numbers: if you leave this field empty, no Delivery Notes will be printed.



The image shows a Windows-style dialog box titled "Specify Delivery Notes". It has a blue title bar with standard window controls (minimize, maximize, close). Inside the dialog, there is a "Run" button in the top right corner. Below it, there are two text input fields: "Del. No." and "Period", with the value "1/1/2006:31/12/2006" entered in the "Period" field. Under the "Status" label, there are three radio buttons: "Unprinted Only" (selected), "All", and "Original". Under the "Sort Key" label, there are four radio buttons: "No." (selected), "Sorting", "Address", and "Ship Date". At the bottom, under the "Media" label, there are two columns of options. The first column has five radio buttons: "Screen", "Printer" (selected), "File", "Clipboard", and "Fax". The second column has three checkboxes: "Print Dialog", "Excel", and "Ignore Timeout Limit".

Use the Sort Key options to choose the order in which the Delivery Notes are to be printed.

Click [Run] to start the printout.

If you have included fields to print your telephone and/or fax number on Delivery Notes, this information will be taken from the Location record. If the relevant fields in the Location are blank or no Location was specified in the Delivery, it will be taken from the Company Info setting in the System module.

Freight Labels

These are special freight labels that you can attach to parcels to identify each Delivery.

Double-click 'Freight Labels' in the 'Documents' list and, when the 'Specify Freight Labels' window appears, enter a Delivery Number or a range of numbers separated by a colon. Unusually, you must specify a Delivery: you cannot leave this field blank. Click [Run] to start printing.

You can print one Freight Label for each Delivery, one for each row in each Delivery or one for each Item. If you use the last option, the number of Labels printed will be determined by the quantity delivered.

When using the One per Item Row or One per Item options, you can prevent the printing of labels for certain Items. To do so, place these Items in an Item Group whose Do Not Print Freight Labels for this Group is switched on. This is useful for Service Items such as labour.

You can also prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module.

For hints on label design, including the printing of static text on your labels (i.e. text that identifies the information on the labels, such as "Item Name"), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code "FREIGHT_LABEL".

Goods Receipt Labels

These are labels that you can attach to parcels received, in order to identify particular shipments into stock. You can print a Goods Receipt Label for a range of Goods Receipts using the 'Documents' function, or for a single Goods Receipt using the 'Print Labels' item on the Operations menu of the 'Goods Receipt: Inspect' window.

When using the 'Documents' function, double-click 'Goods Receipt Labels' in the 'Documents' list and, when the 'Specify Goods Receipt Labels' window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Unusually, you must specify a Goods Receipt Number: you cannot leave this field blank. Click [Run] to start printing.

For hints on label design, including the printing of static text on your labels (i.e. text that identifies the information on the labels, such as "Item Name"), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code "PUR_LABEL".

Goods Receipts

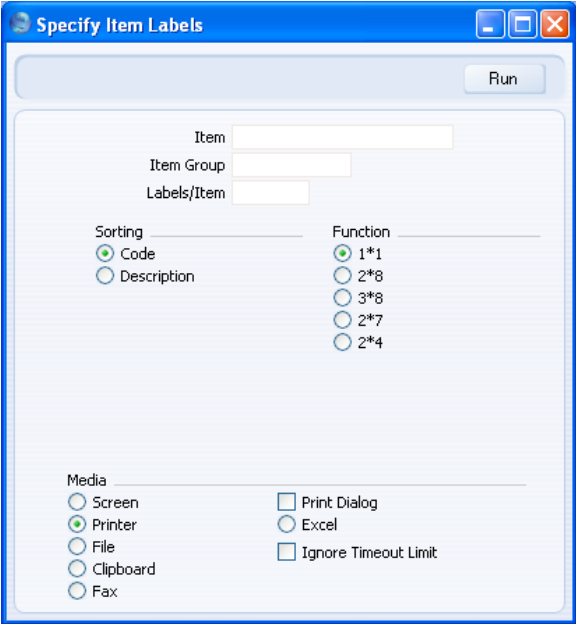
This document provides a hard copy of any records entered to the Goods Receipt register. You can print a range of Goods Receipts using the 'Documents' function, or a single Goods Receipt by clicking the Printer icon in the 'Goods Receipt: Inspect' window.

When using the 'Documents' function, double-click 'Goods Receipts' in the 'Documents' list and, when the 'Specify Goods Receipts' window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Click [Run] to start printing.

Item Labels

This document allows you to print Item Labels for affixing to item packages. Information in the label is taken from the Item register.

Double-click 'Item Labels' in the 'Documents' list and the 'Specify Item Labels' window appears—



Item	Paste Special	Item register
	Range Reporting	Alpha
Use this field if you need to print labels for specific Items.		
Item Group	Paste Special	Item Group register, Sales Ledger
Use this field if you need to print labels for all Items belonging to a particular Item Group.		
Labels/Item	Specify here the number of labels that you want printed for each Item. One label per Item will be printed if this field is blank.	
Sorting	The Labels can be sorted by Item Number or Name.	

Function Select the appropriate option for the label configuration being used.

Illustrated below is a sample ITEM_LABEL record from the Form register in the System module. Note that you should only draw each field once: the label printing function will print the fields the appropriate number of times on each page.

The 'Form ITEM_LABEL: Inspect' dialog box displays a sample label layout. At the top, there are buttons for 'Operations', 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are tabs for 'Text', 'Line', 'Frame', 'Field', and 'Picture'. The main area shows a grid of fields:

Item No.	Item Code	Item Group	Group
Description 1		Object	Object
Unit	Unit	EU Code	EU Code
Dept.	Item Department	Price Change	Price Change

Add the fields to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the Field dialogue box opens, specify the Fieldname—

The 'Field' dialog box is used to configure a field. It contains the following settings:

- Fieldname: Description 1
- Field Argument: (empty)
- Left: 43, Top: 48, Right: 159, Bottom: 62
- Style: FIELD_T
- Vertical Spacing: 0
- Escape Sequence: (empty)
- Format: 0
- Exclude from page: (unchecked) First, Middle, Last, Single
- Justification: ☒ Left, ☐ Right, ☐ Centre
- Clipping: ☒ Off, ☐ On
- Word Wrap: ☒ Off, ☐ On, flow down, ☐ On, flow up

Buttons: OK, Cancel

If the labels on each row are not aligned properly, set the Format to 1.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Item Name”), follow these steps—

1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.
2. Leave the Fieldname blank and enter the static text in the Field Argument field.

3. Click [OK] to save.
4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

Picking Lists

The Picking List can be used by the stock staff to prepare an Order for delivery.

Double-click ‘Picking Lists’ in the ‘Documents’ list and, when the ‘Specify Picking Lists’ window appears, enter a Delivery Number or a range of numbers separated by a colon. Please refer to the description of the Delivery Note document above on page 251 for details of the other options. Click [Run] to start printing.

If you have included fields to print your telephone and/or fax number on Picking Lists, this information will be taken from the Location record. If the

relevant fields in the Location are blank or the Delivery does not have a Location, it will be taken from the Company Info setting in the System module.

Proforma Deliveries

This option behaves in the same manner as 'Picking Lists' already described, but uses its own dedicated form.

Returned Goods

This document provides a hard copy of any records entered to the Returned Goods register. You can print it for a range of Returned Goods records using the 'Documents' function, or for a single Returned Goods record by clicking the Printer icon in the 'Returned Goods: Inspect' window.

When using the 'Documents' function, double-click 'Returned Goods' in the 'Documents' list and, when the 'Specify Returned Goods' window appears, enter a Returned Goods Number or a range of numbers separated by a colon. Click [Run] to start printing.

Returned Goods to Supplier

This document provides a hard copy of any records entered to the Returned Goods to Supplier register. You can print it for a range of Returned Goods to Supplier records using the 'Documents' function, or for a single Returned Goods to Supplier record by clicking the Printer icon in the 'Returned Goods to Supplier: Inspect' window.

When using the 'Documents' function, double-click 'Returned Goods to Supplier' in the 'Documents' list and, when the 'Specify Returned Goods to Supplier' window appears, enter a Returned Goods to Supplier Number or a range of numbers separated by a colon. Click [Run] to start printing.

Stock Depreciations

This document provides a hard copy of any records entered to the Stock Depreciation register. You can print it for a range of Stock Depreciation records using the 'Documents' function, or for a single Stock Depreciation record by clicking the Printer icon in the 'Stock Depreciation: Inspect' window.

When using the 'Documents' function, double-click 'Stock Depreciations' in the 'Documents' list and, when the 'Specify Stock Depreciations' window

appears, enter a Stock Depreciation Number or a range of numbers separated by a colon. Click [Run] to start printing.

Stock Movements

This document provides a hard copy of any records entered to the Stock Movement register. You can print a range of Stock Movements using the 'Documents' function, or a single Stock Movement by clicking the Printer icon in the 'Stock Movement: Inspect' window.

When using the 'Documents' function, double-click 'Stock Movements' in the 'Documents' list and, when the 'Specify Stock Movements' window appears, enter a Stock Movement Number or a range of numbers separated by a colon. Click [Run] to start printing.

Stocktaking

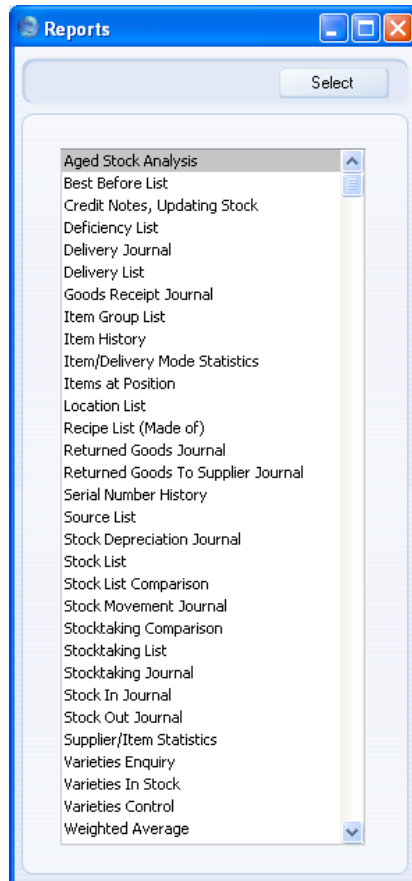
The Stocktaking document is similar to the Stocktaking Comparison report, but as it is a document you can design the printed output to meet your requirements using the Form register in the System module. Please refer to the description of the Stocktaking Comparison report below on page 298 for full details.

Reports

Introduction

As with all modules, to print a report in the Stock module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. You can also use the Ctrl-R or ⌘-R keyboard shortcuts. Then, double-click the appropriate item in the list.

The Stock module has the following reports—



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 records 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, it is often possible to report on a selection range, such as a range of Customers, 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 Customers 001 to 010, enter "001:010" in the Customer 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 report window.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, use the 'Recalculate' command on the Operations menu to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

Aged Stock Analysis

The Aged Stock Analysis report illustrates how long each Item has been in stock. It is calculated on a FIFO basis. The report shows for each Item the Item Number and Name, the total stock level and the stock level for each ageing period, as defined in the specification window. The report supports up to six ageing periods.

Specify Aged Stock Analysis

Run

Item No.

Group

Location

Department

Supplier

Date

Age Limit 1

30

Age Limit 2

60

Age Limit 3

Age Limit 4

Age Limit 5

Age Limit 6

☒ Only with Balance

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Ignore Timeout Limit

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Enter an Item Number (or range of numbers) to produce an Aged Stock Analysis report for specific Item(s). Use a colon (:) to separate the first and last number.		
Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).		
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.		

Location	Paste Special	Locations setting Stock module To produce an Aged Stock Analysis report for one stock Location, enter its Location Code here.
Department	Paste Special	Departments setting, Assets module/System module Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
Supplier	Paste Special	Suppliers in Contact register If a Supplier Code is entered here, only those Items whose Default Purchase Item features that Supplier will be shown in the report.
Date	Paste Special	Choose date Enter the date when the ageing calculation is to start. If you leave the field blank, the current date will be used.
Age Limits 1-6		Use these fields to define the ageing periods. By default and as shown in the illustration, the Age Limit 1 will be set to 30 and the Age Limit 2 will be set to 60. This will result in a report with three columns showing stock aged 0-30 days, 31-60 days and 61 days and over. If you would like the first column in the report to show stock that arrived today (or on the Date specified above), enter 0 as the Age Limit 1. If you then enter 30 as the Age Limit 2, the second column in the report will show stock that is between 1 and 30 days old. The age of the stock is taken from the Goods Receipt date. If you have any returned stock, its age will depend on whether you are using the Insert at Original Position in Cost Queue option in the Cost Accounting setting.
Only with Balance		Use this option to ensure only Items of which you have stock (positive or negative) will be listed.

Best Before List

This report lists all examples currently in stock of serial numbered and batch Items. It shows Item Number and Name, Serial or Batch Number, Best Before date, Quantity, Unit Price and Value.

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end date of the reporting period. The report will list Serial Numbered and batch Items in stock whose Best Before dates fall within this period, together with those with blank Best Before dates.

Item No

Paste Special

Item register

Range Reporting

Alpha

To restrict the report to particular Items, enter an Item Number or a range of numbers here.

Group

Paste Special

Item Group register, Sales
Ledger

Range Reporting

Alpha

Enter an Item Group number, to include in the report only those Items belonging to the Item Group.

Location	Paste Special	Locations setting, Stock module To limit the report to a specific stock Location, enter its code here.
Department	Paste Special	Departments setting, Assets module/System module Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
Exchange Rate		When you enter Goods Receipts with prices and values in foreign Currencies, the stock value in the report can be calculated using either the Exchange Rate from the time of receipt (FIFO principle) or the Exchange Rate at the time of the report. The time of receipt is recommended, because it will show the same values as the FIFO value.
Valuation Method		The stock values shown in the report can be calculated using the Base Price (the retail price shown on the 'Pricing' card of the Item record) or the Purchase Price (the FIFO purchase price from the Goods Receipt).

Credit Notes, Updating Stock

This report lists Credit Notes: it is intended to help in the task of checking that stock levels and valuations have been updated correctly following the issuing of Credit Notes. This report is also available in the Sales Ledger: please refer to the 'Sales Ledger' manual for full details.

Deficiency List

This report presents a listing of all Items whose stock is less than the re-order point. It is also available in the Purchase Orders module: please refer to the 'Purchase Orders' manual for full details.

Delivery Journal

The Delivery Journal produces a list of Deliveries from the Delivery register.

Del No.	Range Reporting	Numeric
	Specify the range of Deliveries to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Deliveries are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
	To limit the report to a single Customer, enter the Customer Number here.	
Order No.	Range Reporting	Numeric
	To limit the report to Deliveries from a particular range of Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	

Del. Mode	Paste Special	Delivery Modes setting, Sales Orders module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
Location	Paste Special	Locations setting, Stock module
		To limit the report to a single Location, enter the Location Code here. This refers to the Location entered at Delivery level, not those entered for Delivery rows.
Function		Use these options to determine the level of detail to be included in the report.
	Overview	This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
	Detailed	This option gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown. You can use this report as an archive file instead of printing a copy of each Delivery.
Specify		Use these options to specify whether approved and/or unapproved Deliveries are to be included in the report.
New page for each Customer		
		Check this box to create a page break after each Customer.
		The report is usually sorted by Delivery Number. Selecting this option sorts it by Customer Number and then Delivery Number.

Delivery List

This report is similar to the Delivery Journal described above. It differs in that, instead of showing all Deliveries that fall within a certain period, it lists Deliveries that have been issued against Orders received in that period.

Specify Delivery List

Run

Period1/1/2006:31/12/2006

Del. No.

Customer

Order No.

Del. Mode

Order Object

Salesman

Function

☒ Overview

☐ Detailed

☐ Per Item

☒ Not OKed

☒ OKed

☐ Only blank Del. Mode

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Ignore Timeout Limit

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the period whose Orders are to be covered by the report. The first record in the Reporting Periods setting is used as a default.
Del No.	Range Reporting	Numeric
		To limit the report to a particular Delivery, or range of Deliveries, enter their Delivery Numbers here.
Customer	Paste Special	Customers in Contact register
		Enter a Customer Number to limit the report to Deliveries to that Customer.
Order No.	Range Reporting	Numeric
		Enter an Order Number or a range of numbers to restrict the scope of the report.

Del. Mode	Paste Special	Delivery Modes setting, Sales Orders module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
Order Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code to restrict the report to Orders with that Object. This refers to Objects at Order level, not those at Order Item level.
Salesman	Paste Special	Person register, System module
		Enter a Person's initials to show the Deliveries raised against the Orders of a particular sales person.
Function		Use these options to determine the level of detail to be included in the report.
Overview		This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
Detailed		This option gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown.
Per Item		This option simply features a single line per Item, showing Order Quantity, Delivered Quantity and Delivered Value.
Specify		Use these options to specify which Deliveries are to be included in the report.

Goods Receipt Journal

This report shows Goods Receipts from the Goods Receipt register.

No.	Range Reporting	Numeric
	Specify the range of Goods Receipts to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Goods Receipts are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Supplier	Paste Special	Suppliers in Contact register
	To limit the report to a single Supplier, enter the Supplier Number here.	
PO No.	Range Reporting	Numeric
	To limit the report to Goods Receipts for a particular range of Purchase Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	

Location	Paste Special	Locations setting, Stock module
		To limit the report to a single Location, enter the Location Code here. This refers to the Location entered at Goods Receipt level, not those entered for Goods Receipt rows.
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 Goods Receipt, showing Receipt Number and Date, Supplier, Comment and Value.
	Detailed	This choice produces a report listing each Item on the Goods Receipt with quantities and unit prices. Any extra costs such as carriage or customs duties are also shown.
Specify		Use these options to specify whether approved and/or unapproved Goods Receipts are to be included in the report.
Sorting by		Choose the order in which the Goods Receipts are to be listed in the report.

Item Group List

Please refer to the 'Items and Pricing' manual for full details of this report.

Item History

The Item History is a report listing each goods in and goods out transaction for individual Items.

When printed to screen, the Item History report has the HansaWorld Enterprise Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Goods Receipt Number or Invoice Number) to open the corresponding record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the report period, separated by a colon (:).
Item No	Paste Special	Item register
	Range Reporting	Alpha
		To restrict the report to particular Items, enter an Item Number or a range of numbers here.
Group	Paste Special	Item Group register, Sales Ledger
		Enter an Item Group number, to include in the report only those Items belonging to the Item Group.

Classification	Paste Special	Item Classifications setting, Stock module
		<p>Enter a Classification Code in this field if you want to list Items with a certain Classification. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Items featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), all Items featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Items featuring any Classification except the one listed will be shown.</p> <p>For example—</p>
1,2		Lists Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).
1+2		Lists Items with Classifications 1 or 2.
!2		Lists all Items except those with Classification 2.
1,!2		Lists Items with Classification 1 but excludes those with Classification 2 (i.e. Items with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists all Items except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists all Items except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Items without Classification 1 and those with Classification 2 (Items with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Types

Paste Special Classification Types setting,
CRM module

Enter a Classification Type in this field if you want to list Items with a Classification belonging to that Type. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Items featuring a Classification belonging to any of those Types will be shown.

Location **Paste Special** Locations setting, Stock module

To limit the report to a specific stock Location, enter its code here.

Department **Paste Special** Departments setting, Assets
module/System module

Range Reporting Alpha

Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).

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

If a Supplier Code is entered here, only those Items whose Default Purchase Item features that Supplier will be shown in the report.

Registers Select one or more transaction types for inclusion in the report.

Only Stocked Items

Use this option to exclude Plain, Structured and Service Items from the report.

Show Balance for Items with no History

By default, only those Items for which at least one stock transaction was entered during the report period will be shown in the report. Items that were received into stock before the report period and that were not subject to any subsequent movement will not be listed. If you would like to include such Items in the report together with opening balance figures, use this option.

Include Future Records

Usually, the report does not include Sales and Purchase Orders, because these do not directly result in any movement of stock (their stock implications are more correctly represented by Deliveries and Goods Receipts).

Check this box if you would like to have certain Sales and Purchase Orders included in the report: this could help with planning future requirements for particular Items. To be included in the report, Sales and Purchase Orders must be unfulfilled and must have a Planned Delivery Date that falls within the report period. The Planned Delivery Date field must use the Date format, set in the Planned Delivery setting in the Sales Orders module.

Per Location

By default, the report is a list of Items. For each Item, the stock transactions are listed in Cost Date or Transaction Date order (determined by the Sorting options below). The stock transactions are not sorted by Location.

If you choose this option, the report will be a list of Locations. For each Location, there will be a list of Items. Then for each Item, the stock transactions will be listed in Cost Date or Transaction Date order.

Function

Use these options to control the level of detail shown in the report.

Overview

The report will contain one row per Item, showing for each the quantity received and the quantity removed from stock over the report period. If the Item is a component and has been used in Stock Depreciations as part of a Structured Item, these movements will be shown separately.

Detailed

For each Item, the report will list all stock transactions during the period. Locations are also shown.

Function	Use these options to determine which figures are shown in the report.
Quantities	The report will contain only stock quantities.
Amounts	The report will show stock values and, if the Detailed option has been chosen, quantities.
Function	<p>Use these options if you have some Items for which stock levels can be expressed using different units of measurement (e.g. metres and yards, litres and gallons, etc). These Items should be configured with a main Unit on the 'Pricing' card and a Unit 2 (the secondary Unit) and Coefficient (the relationship between the two Units) on the 'Stock' card. For example, an Item sold in litres and gallons should have "LITRE" as the main Unit, "GALLON" as the Unit 2 and "0.22" will be the Coefficient. The Quantity 2 figure in this report will be the quantity measured in gallons.</p> <p>You can only use these options in the Detailed version of the report, and when you are also using the Quantities option described above.</p>
Don't show Quantity 2	Use this option to express stock quantities using the main unit of measurement (litres in the example).
Show Quantity 2	Use this option to express stock quantities using both units of measurement (litres and gallons in the example). Quantity 2 figures will only be shown for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card. You cannot use this option if you are producing the Detailed version of the report together with the Amounts option.
Show Coefficient	Use this option to express stock quantities using the main unit of measurement, together with the Coefficients where appropriate. You cannot use this option if you are producing the Detailed version of the report together with the Amounts option.
Sorting	Use these options to specify how the stock transactions will be sorted in the report. Usually the Cost Date and

the Transaction Date will be the same, but they may be different if you have some Returned Goods and you are using the Insert At Original Position in Cost Queue option in the Cost Accounting setting. In this case, the Transaction Date will be the date of the Returned Goods record, while the Cost Date will be the date of the original Goods Receipt.

Item/Delivery Mode Statistics

This report analyses Deliveries by Delivery Mode, showing the value of goods delivered using each Delivery Mode in the report period.

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end date of the report period, separated by a colon (:). The first record in the Reporting Periods setting is offered as a default.

Delivery Modes

Paste Special

Delivery Modes setting, Sales
Orders module

Range Reporting

Alpha

Specify here the Delivery Modes that are to be included in the report.

Status

Use these options to specify whether approved and/or unapproved Deliveries are to be included in the report.

Items at Position

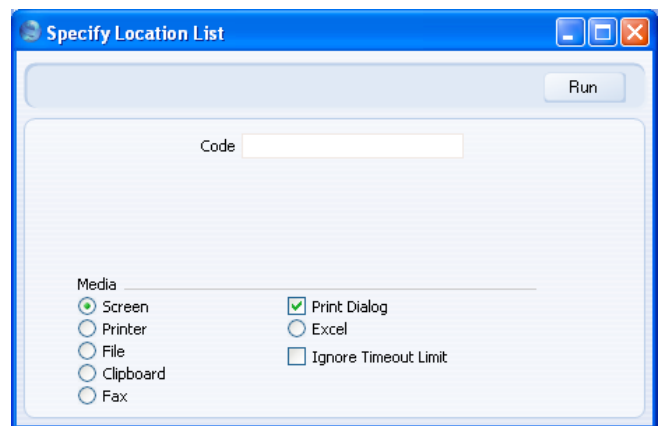
Use this report if you need to find out where an Item is in your warehouse (i.e. which Position it is in), or what the contents of a particular Position are. The report is a list of Positions, showing Position, Location, Item Number and Name, quantity of the Item in Stock Movements (on the way to the Position or leaving it) and the quantity in the Position.

Item No.	Paste Special	Item register Specify an Item Number, to find out where that Item is in your warehouse.
Position	Paste Special	Position register, Warehouse Management module Specify a Position, to find out what it contains. The Position will not be shown in the report if it is empty.
Area	Paste Special	Location Area register, Warehouse Management module Specify a Location Area, to list of the contents of every Position in that Area. Empty Positions will not be shown in the report.

Location	Paste Special	Locations setting, Stock module
	Specify a Location, to list of the contents of every Position in that Location. Empty Positions will not be shown in the report.	
Position Status	Choose a Position Status, to list Positions with that Status in the report. Empty Positions will not be shown in the report. These Positions should have a “Free” Status, so if the report contains any such Positions, there will have been an error somewhere. The report will reveal these Positions, giving you the chance to correct their Statuses.	

Location List

This report is a list of the stock Locations entered using the Locations setting, showing name, manager’s name, address etc.



Code	Paste Special	Locations setting, Stock module
	Range Reporting	Alpha
	If you need to print the details of a particular Location or range of Locations, enter the Location Code(s) here.	

Recipe List (Made of)

Please refer to the ‘Production’ manual for full details of this report.

Returned Goods Journal

The Returned Goods Journal is a list of records in the Returned Goods register.

When printed to screen, the Returned Goods Journal has the HansaWorld Enterprise Drill-down feature. Click on any Returns Number or Order Number to open the corresponding record.

No.	Range Reporting	Numeric
	Specify the range of Returned Goods records to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Returns are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
	To limit the report to a single Customer, enter the Customer Number here.	

Order No.	Range Reporting	Numeric
	To limit the report to Returned Goods from a particular range of Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	
Function	Use these options to determine the level of detail to be included in the report.	
	Overview	This choice gives a report with one row per Return, showing Return Number and Date, Order Number, the Customer Number and Name and total stock value.
	Detailed	This option gives a report listing each Item on the Return with quantities, cost prices and any extra costs. You can use this report as an archive file instead of printing a copy of each Return.
Specify	Use these options to specify whether approved and/or unapproved Returned Goods records are to be included in the report. You must select at least one option or the report will be empty.	

Returned Goods to Supplier Journal

The Returned Goods to Supplier Journal is a list of records in the Returned Goods to Supplier register.

When printed to screen, the Returned Goods to Supplier Journal has the HansaWorld Enterprise Drill-down feature. Click on any Returns Number or Purchase Order Number to open the corresponding record.

No.	Range Reporting	Numeric
	Specify the range of Returned Goods to Supplier records to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Returns are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	To limit the report to a single Supplier, enter the Supplier Number here.	

Order No.	Range Reporting	Numeric
	To limit the report to Returned Goods from a particular range of Purchase Orders, enter their Purchase Order Numbers here. Use a colon (:) to separate the first and last number.	
Function	Use these options to determine the level of detail to be included in the report.	
	Overview	This choice gives a report with one row per Return, showing Return Number and Date, Purchase Order Number, the Supplier Number and Name and total stock value.
	Detailed	This option gives a report listing each Item on the Return with quantities and cost prices. You can use this report as an archive file instead of printing a copy of each Return.
Specify	Use these options to specify whether approved and/or unapproved Returned Goods to Supplier records are to be included in the report. You must select at least one option or the report will be empty.	

Serial Number History

For Items with serial numbers, this report tracks the movement of individual Items and batches.

When printed to screen, the Serial Number History report has the HansaWorld Enterprise Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Goods Receipt Number or Invoice Number) to open the corresponding record.

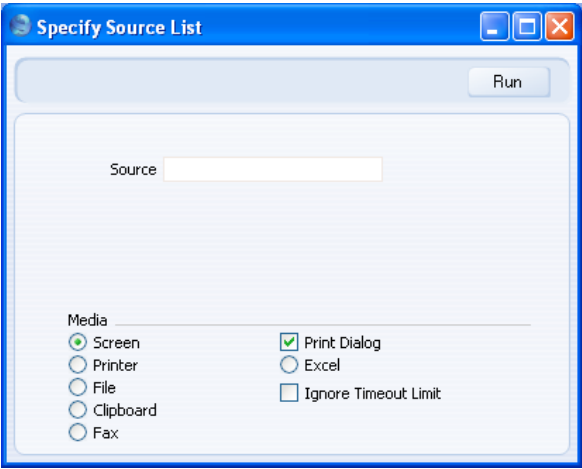
Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period to be covered by the report.
Item	Paste Special	Item register
	Range Reporting	Alpha
		To restrict the report to particular Items, enter an Item Number or a range of numbers here.
Serial Number	Paste Special	Serial Numbers of Items in stock
		If you need to trace an Item with a particular Serial Number, enter that Serial Number here.

If the Item Number field above is empty, the 'Paste Special' list will contain Serial Numbers of every Item. If the Item Number field above contains a single Item Number, the 'Paste Special' list will contain Serial Numbers for that Item only.

Item Group	Paste Special	Item Group register, Sales Ledger
		Enter an Item Group number, to include in the report only those Items belonging to the Item Group.
Location	Paste Special	Locations setting, Stock module
		Entering a Location here restricts the report to stock transactions of all kinds relating to that Location.
Department	Paste Special	Departments setting, Assets module/System module
	Range Reporting	Alpha
		Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
Sorting		The report is a list of the stock transactions in which each Serial Number has been used, including date, type of transaction, transaction number, Location, Serial Number and quantity. If you choose the Show Info option, the Customer or Supplier number and name will also be shown. If you choose the Show Positions option, the Position will be shown instead.

Source List

This report is a list of the Sources entered using the Sources setting, showing Source Name, Contact name, address etc.



Source

Paste Special

Sources setting, Stock module

Range Reporting

Alpha

If you need to print the details of a particular Source or range of Sources, enter the Source Code(s) here.

Stock Depreciation Journal

This report shows selected records from the Stock Depreciation register.

Serial No.

Range Reporting

Numeric

Specify the range of Stock Depreciation transactions to be shown in the report. Use a colon (:) to separate the first and last number.

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end dates of the period to be covered by the report.

Location

Paste Special

Locations setting, Stock module

To report on Stock Depreciations that relate to a particular Location, enter the Location Code here.

N/L Account	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		To report on Stock Depreciations that debit a particular Account, enter the Account Number here. This refers to the Cost Accounts entered in the header of the Stock Depreciation records, not any that might have been entered in the rows.
Object	Paste Special	Object register, Nominal Ledger/System module
		To report on Stock Depreciations that use a particular Object, enter the Object Code here. This refers to the Objects entered in the header of the Stock Depreciation records, not any that might have been entered in the rows.
Function		Use these options to control the level of detail shown in the report.
	Overview	This choice gives a report with one row per Stock Depreciation record, showing Serial Number and Date, Cost Account (from the header of each record), Location, Objects and Comment.
	Detailed	As well as the information shown in the Overview, this report lists each Item in each Stock Depreciation record, showing the Item Number and Name, Cost Account, Quantity and value. You can use this report as an archive file instead of printing a copy of each Stock Depreciation record.
Status		Use these options to specify whether approved and/or unapproved Stock Depreciation transactions are to be included in the report.
Values		Use these options to specify whether any values are to be printed in the report.
	No value	No values will be printed in the report.
	Cost Price	FIFO values from flip D of each Stock Depreciation record will be printed in the report.
	Base Price	Base Prices from flip C of each Stock Depreciation record will be printed in the report.

Show Quantity 2 Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the ‘Stock’ card.

Stock List

This report shows the stock situation, balances etc. for all or selected Items, stock Locations etc. Various stock valuation models are available for calculating stock values. Be careful when comparing the results of this report with the balance on the Stock Account in the Nominal Ledger: the latter may be based on a different stock valuation to that selected here.

Specify Stock List

Run

Item No.

Group

Item Classification

Classification Type

Location

Department

Supplier

Date

Function

☒ Overview

☐ Detailed

☐ Per Location

☐ Inc Values

☒ Only with Balance

☐ Negative Qtys only

☐ Show Serial No.

☐ Show Quantity 2

☐ Value - Two Decimals

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

Exchange Rate

☒ At Goods Receipt

☐ Current

Sorting

☒ No.

☐ Group

☐ Name

☐ Barcode

☐ Classification

Valuation Method

☒ Default

☐ Cost Price

☐ Base Price

☐ Weighted Average

☐ Queued

☐ Include Closed Items

☒ Print Dialog

☐ Excel

☐ Ignore Timeout Limit

Item No.

Paste Special

Item register

Range Reporting

Alpha

Enter an Item Number (or range of numbers) to produce a Stock List for specific Item(s). Use a colon (:) to separate the first and last number.

Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).

Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.	
Location	Paste Special	Locations setting Stock module
	To produce a Stock List for one stock Location, enter its Location Code here.	
Classification	Paste Special	Item Classifications setting, Stock module
	Enter a Classification Code in this field if you want to list Items with a certain Classification. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Items featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), all Items featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Items featuring any Classification except the one listed will be shown.	
	For example—	
1,2	Lists Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).	
1+2	Lists Items with Classifications 1 or 2.	
!2	Lists all Items except those with Classification 2.	
1,!2	Lists Items with Classification 1 but excludes those with Classification 2 (i.e. Items with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.	
!1,!2	Lists all Items except those with Classification 1 or 2 or both. Again, note the comma.	

!(1,2)	Lists all Items except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Items without Classification 1 and those with Classification 2 (Items with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Types

	Paste Special	Classification Types setting, CRM module
		Enter a Classification Type in this field if you want to list Items with a Classification belonging to that Type. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Items featuring a Classification belonging to any of those Types will be shown.
Department	Paste Special	Departments setting, Assets module/System module
		Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
Supplier	Paste Special	Suppliers in Contact register
		If a Supplier Code is entered here, only those Items whose Default Purchase Item features that Supplier will be shown in the report.
Date	Paste Special	Choose date
		Enter a date to produce a Stock List for a specific date. If you leave the field blank, the current date will be used.
Function		Use these options to control the level of detail shown in the report.
	Overview	This choice gives a report with one line per Item, showing quantity, unit cost and value.
	Detailed	This option gives a report showing when each individual Item was entered into stock together with its FIFO value.

Per Location	This option produces a similar report to the Overview, but shows quantities per Item for each Location.
Inc Values	If you are using the Per Location option, check this box if you want to show values as well as quantities.
Only with Balance	Use this option to ensure only Items of which you have stock (positive or negative) will be listed.
Negative Qtys only	Use this option to list Items with negative stock only. This can help you find irregularities in stock levels quickly and easily.
Show Serial No.	Use this option if you require Serial Numbers to be shown in the report.
Show Quantity 2	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.
Value - Two Decimals	Check this box if you want the total stock value of each Item (i.e. unit value multiplied by quantity) always to be shown to two decimal places. If the Valuation Method (below) is FIFO, this will override the Round Off setting in the System module.
Exchange Rate	When goods received are entered with prices and values in foreign Currencies, the stock value can be calculated either using the Exchange Rate from the time of receipt (FIFO principle) or the Exchange Rate at the time of the report. The time of receipt is recommended, because it will show the same values as the FIFO value.
Sorting	Five sorting options are available.
Valuation Method	These options control how the stock is valued.
Default	Select this option to calculate the stock value using the Cost Model specified in each Item or, if you are using the Use Item Groups for Cost Model option, in the Item Group record. If that Cost Model is Default, the Primary Cost Model in the Cost Accounting setting will be used. The

header of the report will show the Cost Model specified in the Cost Accounting setting, which may not be correct for every Item.

Cost Price Select this option to value the stock balance using the Cost Price shown on the 'Costs' card of the Item screen.

Base Price Select this option to produce a stock balance valued by applying a percentage to the Base Price (sales price) recorded in the Item register. The percentage will be taken from the 'Cost Model' card of the Item record, from the Item Group to which the Item belongs (if you are using the Use Item Groups for Cost Model option in the Cost Accounting setting) or from the Cost Accounting setting.

Weighted Average Select this option to value the stock balance using the Weighted Average shown on 'Costs' card of the Item screen. The Weighted Average per Location option in each Item and Item Group and in the Cost Accounting setting will be taken into account.

Queued This option will calculate the value of the items in stock using the FIFO or LIFO queue. The choice between FIFO or LIFO is taken from each Item, from the Item Group to which the Item belongs (if you are using the Use Item Groups for Cost Model option in the Cost Accounting setting) or from the Cost Accounting setting. The Queued Cost Model per Location option in each Item and Item Group and in the Cost Accounting setting will be taken into account. The number of decimal places used in the unit value and total value columns is determined using the Round Off setting in the System module (Calc Cost Value round off).

Include Closed Items

Use this option if you would like Closed Items to be shown in the report. You may still have stock of Closed Items, especially if you are producing a Stock List for a past date.

Stock List Comparison

This report displays current stock figures and open (unfulfilled) order quantities for all or selected Items for two specified Locations. If the second Location has insufficient stock to satisfy the Orders assigned to it, the report will also show whether the first Location has any free stock available for transfer.

For each Item, the report has six columns as follows—

Ordered 1	The open order quantity for Location 1.
Location 1	The current stock level of the Item in Location 1.
Ordered 2	The open order quantity for Location 2.
Location 2	The current stock level of the Item in Location 2.
1->2	If Location 2 does not have sufficient stock of an Item to satisfy all open Orders, this figure is the quantity available to be transferred from Location 1 in order to remedy the situation. If Location 1 also has open Orders, it is assumed that these will be satisfied first.
Loc 1/Ord 1	The quantity in free stock in Location 1 (i.e. column 2 - column 1).

The open order quantity figures for Locations 1 and 2 are calculated using the Location field on the 'Del Terms' card of each Order. The Location on flip F of the 'Items' card is not used.

Specify Stock List Comparison

Run

Item

Item Group

Location 1

Location 2

☐ Only with balance

☐ Check Sales Orders history

Date

Media

☒ Screen ☒ Print Dialog

☐ Printer ☐ Excel

☐ File ☐ Ignore Timeout Limit

☐ Clipboard

☐ Fax

Item No.	Paste Special	Item register
	Range Reporting	Alpha
	Enter an Item Number (or range of numbers) to produce a Stock List for specific Item(s). Use a colon (:) to separate the first and last number.	
	Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).	
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.	
Location 1	Paste Special	Locations setting, Stock module
	Specify here the Location from which surplus stock is to be transferred. This will be the From Location in any subsequent Stock Movement.	
Location 2	Paste Special	Locations setting, Stock module
	Specify here the Location to which stock is to be transferred in order to satisfy any open Orders. This will be the To Location in any subsequent Stock Movement.	
Only with balance	Check this box if you want to exclude from the report all Items for which the column 5 figure is zero. This figure will be zero if there is sufficient stock in Location 2 to satisfy all open Orders, or if there is no stock in Location 1 that can be transferred.	

Stock Movement Journal

This reports shows the internal Stock Movements between Locations as recorded in the Stock Movement register.

Specify Stock Movement Journal

Run

No.

Period1/1/2006:31/12/2006

From Location

To Location

Via Location

For Production

Function

Values

☒ Overview

☐ Detailed

☒ New Unit Price

☐ Old Unit Price

☐ Base Price

Confirmed Status

Sent Status

Received Status

☐ Unconfirmed Only

☐ Confirmed Only

☒ Both

☐ Not Sent Only

☐ Sent Only

☒ Both

☐ Not Received Only

☐ Received Only

☒ Both

☐ All between Locations

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Ignore Timeout Limit

No	Range Reporting	Numeric
	If you need to print the details of a particular Stock Movement or range of Stock Movement, enter the Movement Number(s) here.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end dates of the period to be covered by the report.	
From Location, To Location, Via Location	Paste Special	Locations setting, Stock module
	To report on Stock Movements that move stock from, via or to a particular Location, enter the Location Code here. If you enter both a From and a To Location, the	

report will only list those Stock Movements that satisfy both requirements. If you want to list the Stock Movements where a particular Location is either the From or the To Location, enter the Location Code in either of these fields and check the All Between Locations box below.

For Production	Paste Special	Production register, Production module
		Use this field to print a list of the Stock Movements related to a particular Production record. This might be useful if you use Stock Movements to move components into a particular Location where they will be used to build an assembled Item.
Function		Use these options to control the level of detail shown in the report.
	Overview	This choice gives a report with one row per Stock Movement, showing Movement Number and Date, Comment, From and To Location, Quantity and value.
	Detailed	As well as the information shown in the Overview, this report shows the Currency and exchange rate, and lists each Item in each Stock Movement, showing the Item Number and Name, Serial Number, Quantity and value. You can use this report as an archive file instead of printing a copy of each Stock Movement.
Values		Use these options to specify whether any values are to be printed in the report.
	New Unit Price	The R. New Unit Price of each Item will be printed in the report.
	Old Unit Price	The R. Old Unit Price of each Item in each Stock Movement will be printed in the report.
	Base Price	Base Prices from flip B of each Stock Movement will be printed in the report.
Confirmed Status		Specify whether you want the report to list Stock Movements that have not been Confirmed, those that have been Confirmed, or both.

Sent Status Specify whether you want the report to list Stock Movements that have not been Sent, those that have been Sent, or both.

Received Status Specify whether you want the report to list Stock Movements that have not been Received, those that have been Received, or both.

All between Locations

If you enter both a From and a To Location to the fields above, the report will only list those Stock Movements that satisfy both requirements. If you want to list the Stock Movements where a particular Location is either the From or the To Location, enter the Location Code in either of these fields and check this box.

Stocktaking Comparison

When you carry out a stocktake, you should enter the results to a new record in the Stocktaking register. After you approve this record, you can compare its contents (the “Counted Quantities” of each Stocked Item) with current stock levels in your HansaWorld Enterprise database using this report. Once you have checked the report and confirmed it to be correct, you can enter any discrepancies shown in the report to the Stock Depreciation, Goods Receipt or Stock Movement registers, depending on the reason for the discrepancy. You can do this manually or using the ‘Stocktaking Comparison’ Maintenance function.

Item No.

Paste Special

Item register

Range Reporting

Alpha

Enter an Item Number (or range of numbers) to include specific Item(s) in the report. Use a colon (:) to separate the first and last number.

Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).

Group

Paste Special

Item Group register, Sales Ledger

Range Reporting

Alpha

Enter an Item Group Code to produce a report covering the Stocked Items in a particular Item Group.

Classification

Paste Special

Item Classifications setting, Stock module

Enter a Classification Code in this field if you want to list Items with a certain Classification. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Items featuring all the

Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), all Items featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Items featuring any Classification except the one listed will be shown.

For example—

1,2	Lists Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).
1+2	Lists Items with Classifications 1 or 2.
!2	Lists all Items except those with Classification 2.
1,!2	Lists Items with Classification 1 but excludes those with Classification 2 (i.e. Items with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2	Lists all Items except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Lists all Items except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Items without Classification 1 and those with Classification 2 (Items with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Types

Paste Special

Classification Types setting,
CRM module

Enter a Classification Type in this field if you want to list Items with a Classification belonging to that Type. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Items featuring a Classification belonging to any of those Types will be shown.

Location	Paste Special	Locations setting, Stock module
		To produce a report for one stock Location, enter its Location Code here.
		If you have specified a Main Location in the Stock Settings setting, all Goods Receipts, Deliveries and other stock transactions without a Location will be treated as affecting the Main Location. For example, if the Main Location is 1, all stock transactions without a Location will be treated as adding stock to or removing stock from Location 1. If you specify Location 1 here, the figures in the report will be calculated from stock transactions with a blank Location and from those for Location 1.
Date	Paste Special	Choose date
		The report will compare stock levels on the date specified here with the Counted Quantities in the Stocktaking record(s) with the same date.
		If you do not enter a date, the current date will be used. If you specify a date for which no Stocktaking record exists. If there is no Stocktaking record later than the specified date, all Counted Quantities will be zero.
		If you specify a date for which more than one Stocktaking record exists, Counted Quantities will be taken from all Stocktaking records with that date (they will added together if you have used the same Item in more than one Stocktaking record).
		You should not specify a future date.
Show Quantity 2		Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.
Show Prices		Use this option if you would like Cost Prices (from the 'Costs' card of each Item record) to be shown in the report. Both unit and total (unit x quantity in stock) Cost Prices will be shown.
Function		Use these options to specify how the discrepancies are to be calculated.
	Standard	In order to find the Counted Quantity of an Item, this option looks forward through all Stocktaking

records (from the date specified above) until it finds a reference to the Item in question. If it does not find a reference to the Item, it will assume the Counted Quantity is zero, and therefore, if the stock level is greater than zero, it will suggest that you create a Stock Depreciation transaction, writing off that stock.

Use this option if there is only one Stocktaking record, or if your Stocktaking records list all Stocked Items (i.e. you have carried out a complete stocktake, not a partial one).

If Item not on last Stocktaking assume 0 in Stock

In order to find the Counted Quantity of an Item, this option looks forward through all Stocktaking records from the specified date to find a reference to the Item in question. If it does not find a reference to the Item, it will assume the stock level in your HansaWorld Enterprise database and the Counted Quantity are both zero. So, no discrepancy will be shown in the report.

You might use this option in the situation where you have not finished with the stocktaking process, so you do not want discrepancies shown for Items that you have not counted yet.

Skip Item if Item not on last Stocktaking

This is similar to the second option described above. The difference is that when the stock level in the database and the Counted Quantity of an Item are both assumed to be zero, the second option will show the zero figures in the report. This option will omit the Item from the report altogether.

Example

The following Stocktaking records have been approved—

Item	Stocktaking Date 1/1	Stocktaking Date 8/1	Stocktaking Date 15/1	Stocktaking Date 22/1
10101	1	2	3	4
10102			1	2
10103				
10104	1	2	3	4
10104	1	2	3	4

Counted Quantities in the Stocktaking Comparison report will depend on the Date entered in the specification window. The Stocktaking Comparison Maintenance function will use the same Counted Quantities. If that date is 1/1, the report will be as follows—

Item Counted Quantity Comment

10101	1	From record dated 1/1
10102	1	From record dated 15/1 (closest one after report date)
10103	0	Not included in any Stocktaking record
10104	2	From two records dated 1/1, added together

If that date in the specification window is 16/1, the report will be as follows—

Item Counted Quantity Comment

10101	4	From record dated 22/1
10102	2	From record dated 22/1
10103	0	Not included in any Stocktaking record
10104	8	From two records dated 22/1, added together

Stocktaking List

You can use this report as a basis for stocktaking. It provides one row per Item, showing the number recorded as being in stock (if you produce the report using the Show Quantity option) and a space in which you can write the actual quantity in stock.

When you carry out a stocktake, you can enter the results to the Stocktaking register. You can then print these results using the Stocktaking Comparison report (described above on page 298). Once you have checked this report, you can adjust stock levels to take any discrepancies into account using the

Stock Depreciation, Goods Receipt or Stock Movement registers (depending on the nature of the discrepancy).

Specify Stocktaking List

Run

Item No.

Shelf Code

Group

Location

Sorting

☒ Item No.

☐ Shelf Code

☐ Show Quantity

☐ Show Serial Numbers

☐ Show Items in Stock only

☐ Variety Items as Matrix

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Ignore Timeout Limit

Item No **Paste Special** Item register

Range Reporting Alpha

Enter the Item Numbers for the Items you want to include in the report, or leave the field blank to show them all.

Only Stocked Items in the Item Number range will be shown in the report.

Shelf Code **Range Reporting** Alpha

Enter a Shelf Code (or range of Shelf Codes), to include in the report only those Items assigned to a particular Shelf Code (specified on the ‘Stock’ card of the Item record).

Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Enter an Item Group Number (or range of Numbers) to include in the report all Stocked Items in a particular Item Group or Groups.	
Location	Paste Special	Locations setting, Stock module
	Enter a Location Code here to limit the report to a specific Location. This is only useful if you are using the Show Quantity and/or Show Items In Stock Only options (below).	
Sorting	You can sort the report by Item or by Shelf Code.	
Show Quantity	Use this option if you need current stock quantities for each Item to be shown in the report.	
Show Serial Numbers	Use this option if you need Serial Numbers to be shown in the report.	
Show Items in Stock only	By default, the report will list all Stocked Items. Use this option if you only want Items of which you have stock to be listed.	
Variety Items as Matrix	By default, Variety Items are treated in the same way as other Items in the report. They are shown on a single line where you can write in the total quantity in stock (i.e. a single figure for all Varieties). If you would like the report to contain spaces where you can record the quantity of each Variety, use this option.	

Stocktaking Journal

This report is a list of the records in the Stocktaking register. It shows the Item Number and Name, Quantity in stock as recorded in the Stocktaking record, Base Price and Value.

Specify Stocktaking Journal

Run

Stocktaking

Location

Date

☐ Show Quantity 2

Media

☒ Screen ☐ Printer ☐ File ☐ Clipboard ☐ Fax

☒ Print Dialog ☐ Excel

☐ Ignore Timeout Limit

Stocktaking	Range Reporting	Numeric
	If you need to print the details of a particular Stocktaking record or range of Stocktaking records, enter the Stocktaking Number(s) here.	
Location	Paste Special	Locations setting, Stock module
	To limit the report to a single Location, enter the Location Code here. This refers to the Location entered at Stocktaking level, not those entered in any Stocktaking rows.	
Date	Paste Special	Choose date
	If you need to print the details of the Stocktaking records for a particular date, enter that date here.	
Show Quantity 2	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.	

Stock In Journal

This report lists all goods in transactions in the specified period.

When printed to screen, the Stock In Journal has the HansaWorld Enterprise Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Stock Movement Number or Returns Number) to open the corresponding record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period to be covered by the report.
Location	Paste Special	Locations setting, Stock module
	Range Reporting	Alpha
		Enter a Location Code here to limit the report to a specific Location.
Function		Use these options to control the level of detail shown in the report.
Overview		This option produces a report with a single line per transaction, showing transaction type, date and serial number and Supplier. In the case of

Stock Movements, the From Location is shown in the Supplier column.

- Detailed** This option shows for each transaction the Items involved together with quantities and values.
- Status** Use these options to specify whether approved and/or unapproved transactions are to be included in the report.
- Type** Entering records to any of three registers can result in stock levels being increased: use these options to specify which transactions are to be included in the report.
- Show Quantity 2** Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

Stock Out Journal

This report lists all goods out transactions in the specified period.

When printed to screen, the Stock Out Journal has the HansaWorld Enterprise Drill-down feature. Click on any stock transaction number (e.g. Goods Receipt Number, Stock Movement Number or Stock Depreciation Number) to open the corresponding record.

Specify Stock Out Journal

Run

Period: 1/1/2006:31/12/2006
Location:

Function: ☒ Overview ☐ Detailed

Status: ☒ Not OKed ☒ OKed

Type: ☒ Invoices ☒ Deliveries ☒ Stock Depreciation ☒ Stock Movements ☒ Productions ☒ Returned Goods to Sup.

☒ Show Quantity 2

Media: ☒ Screen ☐ Printer ☐ File ☐ Clipboard ☐ Fax

☒ Print Dialog ☐ Excel ☐ Ignore Timeout Limit

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period to be covered by the report.
Location	Paste Special	Locations setting, Stock module
	Range Reporting	Alpha
		Enter a Location Code here to limit the report to a specific Location.
Function		Use these options to control the level of detail shown in the report.
	Overview	This option produces a report with a single line per transaction, showing transaction type, date and serial number and Customer. In the case of Stock Movements, the To Location is shown in the Customer column.
	Detailed	This option shows for each transaction the Items involved together with quantities and values.
Status		Use these options to specify whether approved and/or unapproved transactions are to be included in the report.
Type		Entering records to any of six registers can result in stock levels being decreased: use these options to specify which transactions are to be included in the report.
Show Quantity 2		Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

Supplier/Item Statistics

This report is also available in the Purchase Orders module: please refer to the 'Purchase Orders' manual for full details.

Varieties Enquiry

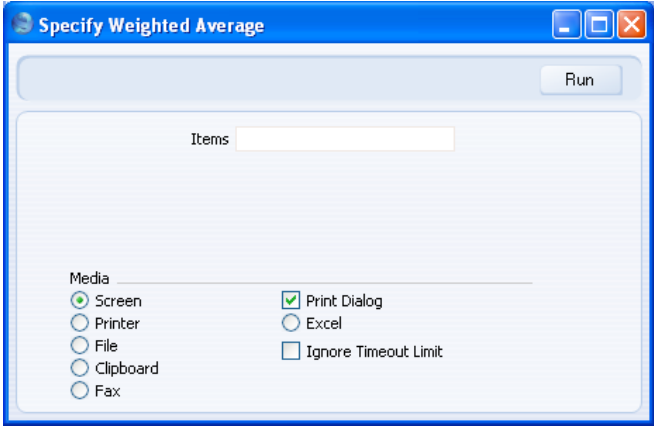
Please refer to the 'Items and Pricing' manual for full details of this report.

Varieties in Stock

Please refer to the ‘Items and Pricing’ manual for full details of this report.

Weighted Average

This report is a list of records in the Weighted Average setting.



Item No **Paste Special** Item register
Range Reporting Alpha

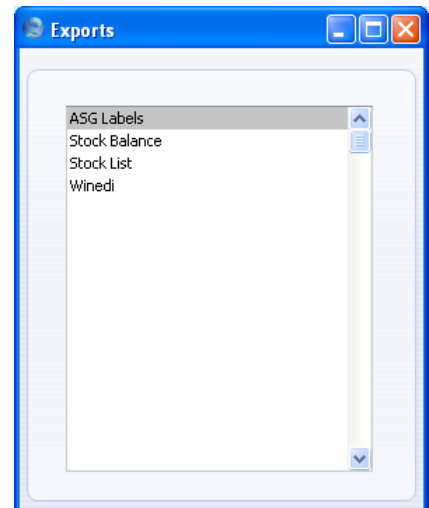
Enter the Item Numbers for the Items you want to have included in the report, or leave the field blank to show them all.

Exports

Introduction

The 'Exports' function allows you to export 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.

To begin exporting, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the four Exports that you can produce from the Stock module. Double-click the chosen item and a specification window will 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.

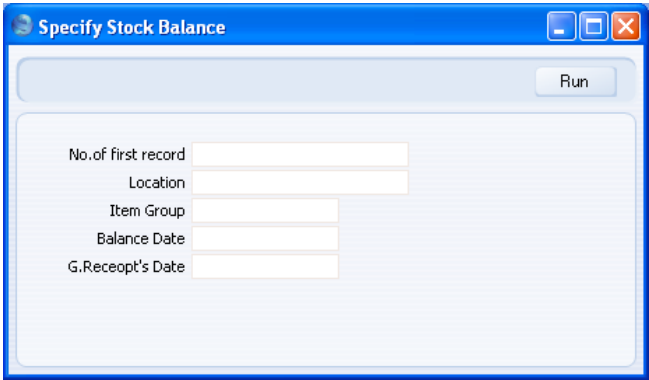


ASG Labels

This function exports specific information from Deliveries and is used in Sweden. Please refer to your local HansaWorld representative for details.

Stock Balance

This function will export stock levels for every Item in the system or in a specified Location. If you import the resulting file into a new database at the start of a financial year, a new Goods Receipt will be created to contain the stock levels.



No. of first record When you import the exported file into a new database, a new Goods Receipt will be created, containing the stock levels. Specify here the Goods Receipt Number that you want to be used in the new Goods Receipt.

Location **Paste Special** Locations setting, Stock module

Range Reporting Alpha

If you need to export stock levels from a specific Location, specify that Location here. If you specify a range of Locations, create an export file and import it to a new database, separate Goods Receipts will be created in the new database for each Location. However, if you leave this field empty, a single Goods Receipt will be created in the new database, containing stock levels for every Location added together.

Item Group	Paste Special	Item Group register, Sales Ledger
		If you need to export stock levels of Items belonging to a specific Item Group, specify that Item Group here.
Balance Date	Paste Special	Choose date
		Enter a date to export stock levels as they were on that date. If you leave the field blank, the current date will be used.
G. Receipt's Date	Paste Special	Choose date
		Enter the date that you want to be used in the Goods Receipts in the new database.

Stock List

This function exports the stock situation, balances etc. for all or selected Items, stock Locations etc. Various stock valuation models are available for calculating stock values.

Please refer to the section describing the Stock List report above on page 289 for details of the available options.

Winedi

This function is used in Norway. Please refer to your local HansaWorld representative for details.

***HansaWorld
Enterprise***

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