

HansaWorld Enterprise

Integrated Accounting, CRM
and ERP System for
Macintosh, Windows, Linux,
PocketPC 2002 and AIX

Cash Book

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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 2002 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 Hansa's Cash Book module. Prior to reading it, you should already be familiar with Hansa's Work Area (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 and Suppliers' and 'Items and Pricing' manuals respectively). You should also be familiar with the Sales and Purchase 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 and Suppliers	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
Cash Book***

The Cash Book Module

The Cash Book module is an easy means of recording incoming and outgoing cash transactions. You can record each cash transaction individually, or you can enter the day's receipts as a single transaction, providing the same Sales and Cash or Bank Account applies to them all. Similarly, you can also enter the day's payments as a single transaction.

Integration with the Sales and Purchase Ledgers

If you deal solely in cash, you can enter cash transactions directly to the Cash In and Cash Out registers. You should use the Cash In register for incoming (sales) cash transactions, and the Cash Out register for outgoing (purchasing) cash transactions. You can also use these registers to record cash payments against existing Sales and Purchase Invoices and Credit Invoices, cash deposits (Prepayments), and cash payments made to and received from members of staff.

The Cash In and Cash Out registers do not keep a record of the Items bought and sold. So if your cash transactions have stock implications, you might prefer to enter them initially as Invoices and Purchase Invoices with "Cash"-type Payment Terms. You can then create cash transactions from those Invoices and Purchase Invoices using the 'Create Cash In' and 'Create Cash Out' Operations menu functions, and the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. This will ensure all cash transactions (including those with stock implications) are gathered together in the Cash In and Cash Out registers, and that they all appear in the Cash Book report. This will be useful in countries where incoming cash transactions need to be recorded together using a sequential number series, and outgoing cash transactions need to be recorded together as well.

If you will be using the 'Create Cash In'/'Create Cash Out' and the 'Create Collection Cash In'/'Create Collection Cash Out' functions to create cash transactions from Invoices, you should enter appropriate Payment Terms and Payment Modes in the respective settings and set up the Cash Book module correctly to ensure the Nominal Ledger is correct. Two methods are available: the "Single Transaction" method and the "Double Transaction" method.

Single Transaction method

If you are using the Single Transaction method, your cash transactions will be recorded in the Nominal Ledger in Transactions created from Invoices and

Purchase Invoices only. Cash In and Cash Out records created from these Invoices will not cause Nominal Ledger Transactions to be created. Records entered directly to the Cash In and Cash Out registers with no related Invoice will generate Nominal Ledger Transactions. This system might be suitable where invoicing and cash handling are carried out by a single person or in a single office.

To set up a Single Transaction system, follow these steps—

1. In the Sub Systems setting in the Nominal Ledger, ensure the Invoice, Purchase Invoice, Cash In and Cash Out options are switched on.
2. In the Cash Book module, switch on the Cash Collection option in the Cash Book Settings setting, and switch off the Payment Mode Control option.
3. Again in the Cash Book module, enter at least two Payment Modes. In both, set the Type on flip B to “Cash”. In the N/L column on flip C, set one Payment Mode to “GenTrans” and one to “Do Not GenTrans”. If you have more than one Cash Account, enter a twin set of Payment Modes for each one. In this circumstance, it is recommended that you use a different Number Series for each “Do Not GenTrans” Payment Mode. This will help you make the most of the ‘Create Collection Cash In’ and ‘Create Collection Cash Out’ Maintenance functions.
4. Enter one Payment Term record with a Cash Account and where the Type is “Cash”. You can do this using the setting in the Sales or Purchase Ledgers. If you have more than one Cash Account, enter a separate Payment Term for each one.
5. When entering a Cash Invoice or Purchase Invoice, enter the appropriate “Cash” Type Payment Term. When you approve and save the Invoice, it will be treated as paid. There will not be a posting to a Debtor or Creditor Account, but instead there will be one to the Cash Account from the Payment Term.
6. Once you have approved the Invoice, you can create a Cash In or Cash Out record from it by selecting ‘Create Cash In’ or ‘Create Cash Out’ from the Operations menu. If you have several Invoices, you can create a single Cash In or Cash Out record from them using the ‘Create Collection Cash In’ or ‘Create Collection Cash Out’ Maintenance functions.

Enter the appropriate Payment and Corresponding Modes to these Cash In and Cash Out records. The Payment Mode should be “Do Not GenTrans”. This will mean that when you approve these Cash In and

Cash Out records, no Nominal Ledger Transactions will be generated. You must specify a Corresponding Mode, but the choice is academic because there will not be a Nominal Ledger Transaction.

7. You should also follow the procedure described in steps 5 and 6 when you enter Receipts and Payments. Use a “Do Not GenTrans” “Cash” Type Payment Mode in each Receipt and Payment. This will be transferred to the resulting Cash In and Cash Out records, which will therefore not generate Nominal Ledger Transactions when you approve them.
8. If you need to enter a cash transaction that has no stock implications, you can enter it directly to the Cash In or Cash Out registers. In this case, specify the “GenTrans” Payment Mode. When you approve the record, a Nominal Ledger Transaction will be generated.
9. The Cash Book Settings setting allows you to specify the Payment and Corresponding Modes that you want to be used as defaults in new Cash In and Cash Out records. Take care with this feature if you are using the Single Transaction method. When creating Cash In and Cash Out records from Invoices (step 6) and Receipts (step 7), you should use a “Do Not GenTrans” Payment Mode, but when entering cash transactions with no stock implications (step 8), you should use a “GenTrans” Payment Mode. Specifying a default Payment Mode may therefore cause confusion, because there will be circumstances where the default is wrong. However, you must specify a default Payment Mode if you want to use the ‘Create Collection Cash In’ or ‘Create Collection Cash Out’ Maintenance functions. When creating Cash Out records from Payments (step 7), the Payment Mode in the Cash Out will be copied from the Payment and so the default will not apply.

Double Transaction method

If you are using the Double Transaction method, your cash transactions will be recorded in the Nominal Ledger in Transactions created both from Invoices and Purchase Invoices and from the Cash In and Cash Out records created from these Invoices. Records that you enter directly to the Cash In and Cash Out registers with no related Invoice will also generate Nominal Ledger Transactions. This system might be suitable where invoicing and cash handling are carried out in a different offices or departments.

To set up a Double Transaction system, follow these steps—

1. In the Sub Systems setting in the Nominal Ledger, ensure the Invoice, Purchase Invoice, Cash In and Cash Out options are switched on.

2. In the Cash Book module, switch on the Cash Collection option in the Cash Book Settings setting, and switch off the Payment Mode Control option.
3. Again in the Cash Book module, enter one Payment Mode. Set the Type to “Cash” on flip B. In the N/L column on flip C, choose “GenTrans”. The Account should be the Cash Account.
4. Enter one Payment Term record in which the Type is “Cash” and with a temporary holding Account specified in the Cash Account field. You can do this using the setting in the Sales or Purchase Ledgers.
5. Enter one Corresponding Mode in which the Account is the temporary holding Account specified in the Payment Term record. You should do this using the setting in the Cash Book module.
6. If you have more than one Cash Account, repeat steps 3, 4 and 5 for each one.
7. When entering a Cash Invoice or Purchase Invoice, enter the appropriate “Cash” Type Payment Term. When you approve and save the Invoice, it will be treated as paid. There will not be a posting to a Debtor or Creditor Account, but instead there will be one to the temporary holding Account from the Payment Term.
8. Once you have approved the Invoice, you can create a Cash In or Cash Out record from it by selecting ‘Create Cash In’ or ‘Create Cash Out’ from the Operations menu. If you have several Invoices, you can create a single Cash In or Cash Out record from them using the ‘Create Collection Cash In’ or ‘Create Collection Cash Out’ Maintenance functions.

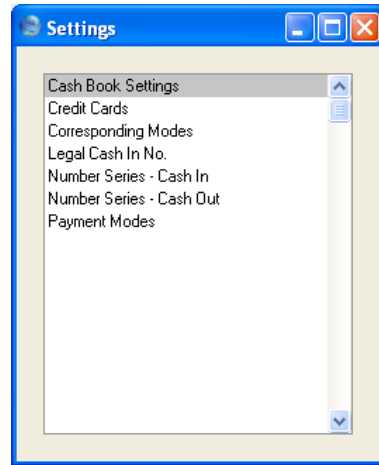
Enter the appropriate Payment and Corresponding Modes to these Cash In and Cash Out records and approve them. Nominal Ledger Transactions will be generated, moving the amounts out of the temporary holding Account and in to the Cash Account specified for the Payment Mode. If you only have one Payment and Corresponding Mode, you can have them offered as defaults using the Cash Book Settings setting.

9. If you need to enter a cash transaction that has no stock implications, you can enter it directly to the Cash In or Cash Out registers. You will probably need a separate Corresponding Mode for this purpose. When you approve the record, a Nominal Ledger Transaction will be generated.

Settings

Introduction

The Cash Book module has the following settings—

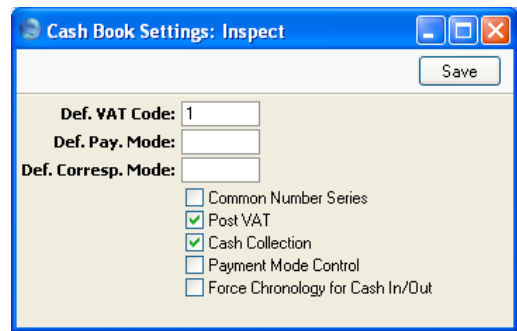


To edit a setting, ensure you are in the Cash Book module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Cash Book Settings

This setting contains some miscellaneous options controlling the behaviour of the Cash In and Cash Out registers.

To open the Cash Book Settings setting, first ensure you are in the Cash Book module and click [Settings] in the Master Control panel or select 'Settings' from the File menu. Then, double-click 'Cash Book Settings' in the 'Settings' list. The 'Cash Book Settings: Inspect' window is opened.



Def. VAT Code **Paste Special** VAT Codes setting, Nominal Ledger

VAT Codes control the VAT Accounts that will be credited (Cash In) or debited (Cash Out) when cash transactions are posted to the Nominal Ledger, and the rate at which VAT will be calculated. VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

Enter here the VAT Code that you wish to be used as a default when you enter new records directly to the Cash In and Cash Out registers. Normally, if your company is registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

As well as entering a default here, you should also check the Post VAT box below. If you do not check this box, Nominal Ledger Transactions created from Cash In and Cash Out records will not include a separate VAT element, irrespective of the VAT Code.

Def. Pay. Mode **Paste Special** Payment Modes setting, Sales/Purchase Ledger, Cash Book module

The Payment Mode determines the Nominal Ledger Account to be debited (Cash In) or credited (Cash Out) by the value of the cash transaction. Usually this will be a Cash or Bank Account.

Enter here the Payment Mode that you wish to be used as a default when you enter new records directly to the Cash In and Cash Out registers and when you create Cash In and Cash Out records from Sales and Purchase

Invoices and from Receipts. When you create Cash Out records from Payments, the Payment Mode in the Cash Out will be copied from the Payment and so the default will not apply.

If you want to use the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions, you must enter a Default Payment Mode first. Otherwise, the functions will have no effect.

Be careful in choosing a default if you are using the Single Transaction method to create cash transactions from Invoices and Purchase Invoices. Please refer to point 9 of the description on page 8 for details.

Def. Corresp. Mode

Paste Special Corresponding Modes setting,
Cash Book module

The Corresponding Mode determines the Nominal Ledger Account to be credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT posting is being made). In the case of transactions that you enter directly to the Cash In and Cash Out registers, this may be a Sales (Cash In) or Purchase (Cash Out) Account, or, in the case of cash payments made to or received from members of staff, an Expense Account. In the case of cash transactions that you create from Invoices, especially if you are using the Double Transaction method to create cash transactions from Invoices and Purchase Invoices as described in the introduction (page 10), this may be a temporary holding Account for cash.

Enter here the Corresponding Mode that you wish to be used as a default when you create new records in the Cash In and Cash Out registers. This default will be used in all cases i.e. when entering records directly to the Cash In and Cash Out registers, and when creating them using the 'Create Cash In' and 'Create Cash Out' Operations menu functions and the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. If you want to use these Maintenance functions, you must enter a Default Corresponding Mode, otherwise, the functions will have no effect.

Common Number Series

In the Baltic States, all incoming cash transactions must use the same number sequence, irrespective of the originating register (i.e. Cash In and Receipts). Similarly, all outgoing cash transactions (i.e. Purchase Invoices, Cash Out, Payments and Personnel Payments) must use the same number sequence. Check this box if you want to use this feature.

You should define the number sequences using the From and To fields on flip C of the Payment Modes setting (described in the 'Sales Ledger' manual). Inward cash transactions use the number sequence in the left-hand From and To fields, while outward transactions use those in the right-hand fields. You should use separate sequences for each Payment Mode. These will be used in preference to any that have been defined in the Number Series settings, which will only be used if you use a Payment Mode that does not have its own number sequence. The number sequences in Number Series - Cash In, Number Series - Cash Out, Number Series - Invoices, Number Series - Purchase Invoices, Number Series - Receipts, Number Series - Payments and Number Series - Personnel Payments should not overlap with any number sequence in the Payment Modes setting.

If you change the Payment Mode in any transaction record, the serial number for that record will change to the next unused one in the correct number sequence for the new Payment Mode. In the case of Purchase Invoices, you should enter the Payment Mode to the Payment Terms field. When you approve the Purchase Invoice, it will be treated as paid and no posting to a Creditor Account will be made. A consequence of this is that you should use different Codes in the Payment Modes and Payment Terms settings. For example, if you have used "C" as a Code in both settings and you enter it to the Payment Terms field in a Purchase Invoice, it will be treated as a reference to the Payment Term and not to the Payment Mode. Consequently, the Invoice Number will not be changed as expected and, depending on the nature of the Payment Term, the Purchase Invoice might not be treated as paid.

If you are not using this option, any number sequences in the From and To fields on flip C of the Payment Modes setting will not be used in Cash In and Cash Out records and Personnel Payments, and the number sequences in the appropriate Number Series setting will be used instead. It is recommended that you do not define number sequences in the Payment Modes setting if you are not using this option. It is also recommended that you do not use this option if you will be using the 'Create Cash In' and 'Create Cash Out' Operations menu functions and the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. These functions gather all cash transactions together in the Cash In and Cash Out registers, thereby achieving the use of common number sequences using a different route.

Post VAT

When you approve Cash In and Cash Out records, they will usually cause Nominal Ledger Transactions to be created (if so determined in the Sub Systems setting in the Nominal Ledger). If you want these Transactions to include a separate VAT element, check this box. The Account used for this VAT posting will be determined by the VAT Code specified in the Cash In or Cash Out record (you can specify a default VAT Code in the field above).

This option has no effect in the case of Cash In and Cash Out records created from Invoices, Purchase Invoices, Receipts and Payments. VAT will already have been posted from the originating Invoices (and from Receipts and Payments if you are using the Book Receipt VAT and Book Payment VAT options respectively), so VAT will not be posted again from the consequent cash transactions.

Cash Collection

You can enter cash transactions directly to the Cash In and Cash Out registers, and you can also create them from Invoices and Purchase Invoices using the 'Create Cash In' and 'Create Cash Out' functions on the respective Operations menus. In this second case, you can create cash transactions from Invoices of all kinds. If you would like to be able to create them from Cash Notes (Invoices with Payment Terms of the "Cash" type) only, switch on this option.

You can also create cash transactions from Receipts and Payments using the 'Create Cash In' and 'Create Cash Out' functions. Again, you can create cash transactions from Receipts and Payments of all kinds. If this option is on, you will only be able to create them from Receipts and Payments with Payment Modes of the "Cash" type.

The Cash Collection option will also stop you from creating more than one cash transaction from an Invoice, Receipt or Payment, it will prevent you from changing the value of the cash transaction record (i.e. the values of the Invoice, Receipt or Payment and its corresponding cash transaction record must be the same), and it will also prevent you from deleting the cash transaction after you have saved it for the first time.

The Cash Collection option also affects the Form that will be used when you print cash transactions. Please refer to the 'Printing Cash Transactions' section below on page 43 for details.

Payment Mode Control

This option has no effect unless you are also using the Cash Collection option (described above). In addition to the restrictions imposed by the Cash Collection option, switching on the Payment Mode Control option will prevent you from using Payment Terms of the "Cash" Type and "GenTrans" Payment Modes in Invoices and Purchase Invoices. Similarly, you will not be able to use "GenTrans" Payment Modes in Receipts and Payments. This option should only be used in specialised situations.

Force Chronology for Cash In/Out

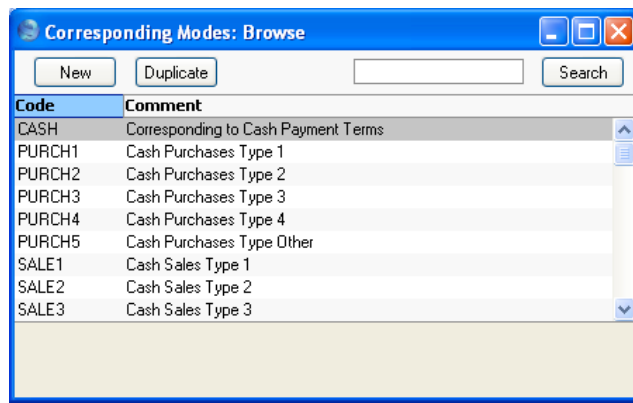
This option prevents you changing the date in Cash In and Cash Out records. All cash transactions will therefore use the current date, thus ensuring they are always recorded in date order.

Confirm the entry by clicking the [Save] button in the Button Bar, or cancel it by closing the window using the close box.

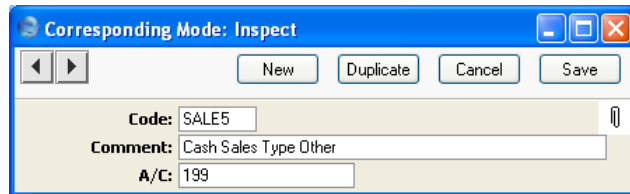
Corresponding Modes

Corresponding Modes determine the Accounts to be credited in the Nominal Ledger Transactions created when you approve records in the Cash In register and to be debited when you approve Cash Out records. In the case of transactions that you enter directly to the Cash In and Cash Out registers, these might be Accounts to record the levels of sales or purchases of different kinds, or, in the case of cash payments made to or received from members of staff, Expense Accounts. In the case of cash transactions that you create from Invoices, especially if you are using the Double Transaction method as described in the introduction (page 10), they may be temporary holding Accounts for cash.

To open this setting, ensure you are in the Cash Book module and click [Settings] in the Master Control panel or select 'Settings' from the File menu. Then double-click 'Corresponding Modes' in the 'Settings' list. The 'Corresponding Modes: Browse' window is opened, showing all Corresponding Modes previously entered.



Double-click a Corresponding Mode in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.



Code Enter the unique code by which the Corresponding Mode is to be identified from elsewhere in Hansa. You can use both numbers and letters.

Comment Enter a name for the Corresponding Mode as it will be shown in the 'Corresponding Modes: Browse' window and the 'Paste Special' list.

A/C **Paste Special** Account register
Specify here the Account that is to be credited when this Corresponding Mode is used in a Cash In record and debited when it is used in a Cash Out record.

When you have completed the Corresponding Mode record, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Legal Cash In No.

In Lithuania, it is a legal requirement that all Cash In records be given an Official Serial Number. These can be supplied pre-printed on Invoice stationery. Each company is assigned a number sequence to be used for this purpose. You should specify that number sequence here.

	Date	Serie	From	To	Comment
1	1/1/2005	JAN	1	100	
2	1/2/2005	FEB	101	200	
3	1/3/2005	MAR	201	300	
4	1/4/2005	APR	301	400	
5	1/5/2005	MAY	401	500	
6	1/6/2005	JUN	501	600	
7	1/7/2005	JUL	601	700	
8	1/8/2005	AUG	701	800	
9	1/9/2005	SEP	801	900	
10	1/10/2005	OCT	901	1000	
11	1/11/2005	NOV	1001	1100	
12	1/12/2005	DEC	1101	1200	
13					

Whenever you enter a Cash In record, the next number from this sequence will be placed in the Official Serial Number field in the header, with the Serie as a prefix. For example, referring to the illustration above, the first Cash In record in January will be given JAN1 as its Official Serial Number. You can use 'Paste Special' from the Official Serial Number field to choose from a different sequence. Sequences whose date is later than the current date will not be shown in the 'Paste Special' list.

Number Series - Cash In

Each record in the Cash In register has its own unique identifying number, based on a sequential series. When you enter a new Cash In record, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years or different departments.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you do not define any Number Series, the number sequence will start at 1 and continue consecutively.

When you enter a record to the Cash In register, the next number in the first Number Series entered to this setting will be used as a default; change to the next number in any other Number Series using 'Paste Special'.

For each number sequence, you have a measure of control over whether Nominal Ledger Transactions are generated automatically when you approve Cash In records in that sequence. Using 'Paste Special' from the N/L field brings 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 to not 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 to not have such Transactions created, you cannot decide to have them created for a single sequence.

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

The screenshot shows a window titled "Number Series - Cash In: Inspect" with a "Save" button in the top right corner. Below the button is a table with the following data:

No.	Date		From	To	Comment	N/L
	From	To				
1	8000	8999	1/1/2004	31/12/2004	London office	GenTrans
2	80000	80999	1/1/2004	31/12/2004	Manchester	GenTrans
3	9000	9999	1/1/2005	31/12/2005	London office	GenTrans
4	90000	90999	1/1/2005	31/12/2005	Manchester	GenTrans
5						
6						
7						
8						
9						
10						

Enter each new Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

If you are using the Common Number Series option in the Cash Book Settings setting and you have entered at least one number sequence on flip C of the Payment Modes setting, the number sequences that you enter in this setting must be different to the number sequences in the Payment Modes setting.

Number Series - Cash Out

Use this setting to define the number sequences for Cash Out transactions. It operates in the same manner as the Number Series - Cash In setting described above.

Payment Modes

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

The Cash In and Cash Out Registers

Use the Cash In and Cash Out registers to record cash transactions where no supporting Invoice or Purchase Invoice is required. Use the Cash In register for cash receipts (money received by your business) and the Cash Out register for cash payments. The Nominal Ledger consequences of these transactions are handled automatically.

You can choose to enter individual cash receipts on a Customer-by-Customer basis, or you can enter the day's receipts as a single transaction, providing the same Sales and Cash or Bank Account applies to them all. The same is true for cash payments.

Note that the Cash In and Cash Out registers are very similar in their behaviour. This section describes both registers, but the illustrations are taken from the Cash In register: where there are differences in the Cash Out register, these are noted.

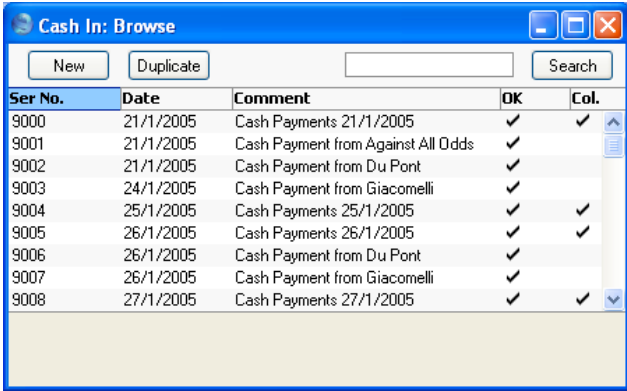
You can enter records to the two registers in three ways—

1. You can enter records directly to the Cash In and Cash Out registers;
2. You can create cash transactions from Invoices, Purchase Invoices, Receipts and Payments using the 'Create Cash In' and 'Create Cash Out' functions on the Operations menus of those windows. This will be useful in countries where incoming cash transactions need to be recorded together using a sequential number series, and outgoing cash transactions need to be recorded together as well. If you want these functions to create cash transactions from Invoices that are Cash Notes (Invoices with Payment Terms of the "Cash" type) only and from Receipts and Payments with "Cash" type Payment Modes only, switch on the Cash Collection option in the Cash Book Settings setting; and
3. You can create cash transactions from Invoices and Purchase Invoices in batches using the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. These functions are described below on page 49.

To open the Cash In register, ensure you are in the Cash Book module using the Modules menu and select 'Cash In' from the Registers menu, or click the [Cash In] button in the Master Control panel.

To open the Cash Out register, ensure you are in the Cash Book module using the Modules menu and select 'Cash Out' from the Registers menu, or click the [Cash Out] button in the Master Control panel.

Depending on which register you have opened, the 'Cash In: Browse' or 'Cash Out: Browse' window appears, showing the cash transactions already entered.



The screenshot shows a window titled 'Cash In: Browse' with a blue title bar. Below the title bar are buttons for 'New', 'Duplicate', and 'Search'. The main area contains a table with the following data:

Ser No.	Date	Comment	OK	Col.
9000	21/1/2005	Cash Payments 21/1/2005	✓	✓
9001	21/1/2005	Cash Payment from Against All Odds	✓	
9002	21/1/2005	Cash Payment from Du Pont	✓	
9003	24/1/2005	Cash Payment from Giacomelli	✓	
9004	25/1/2005	Cash Payments 25/1/2005	✓	✓
9005	26/1/2005	Cash Payments 26/1/2005	✓	✓
9006	26/1/2005	Cash Payment from Du Pont	✓	
9007	26/1/2005	Cash Payment from Giacomelli	✓	
9008	27/1/2005	Cash Payments 27/1/2005	✓	✓

The transactions are numbered consecutively and the Serial Number is usually generated by the system. The Serial Number is followed by the Date and any comment attached to the cash transaction records. The OK column will contain a tick (✓) for approved cash transactions, while the Coll. column will contain a tick for cash transactions created by the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. These cash transactions will each usually have been created from several Invoices or Purchase Invoices.

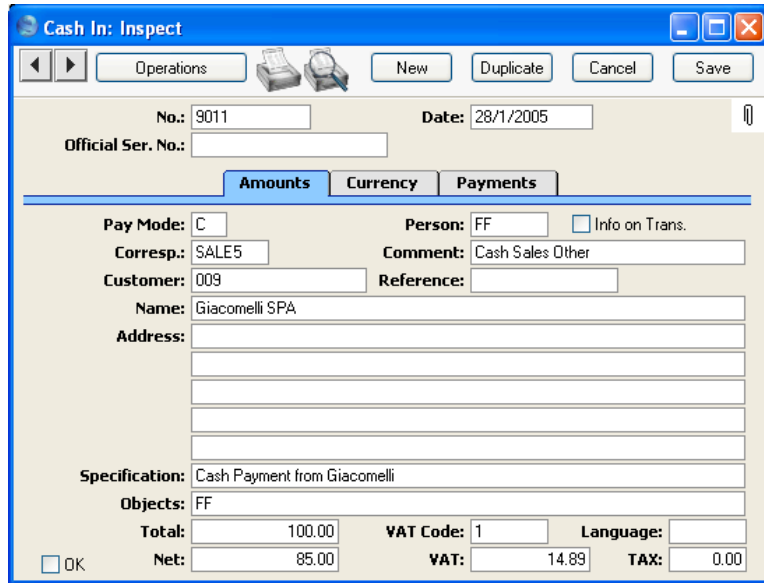
As in all browse windows you may sort the transactions by each column by clicking on the headings. To reverse any sort, simply click once again on the column heading. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Hansa will search for the first record matching the keyword in the same column as the selected sorting order.

Entering a Cash Transaction

To enter a new cash transaction, first open the 'Cash In: Browse' or 'Cash Out: Browse' window as described above. Then click [New] in the Button Bar or use the Ctrl-N (Windows or Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a cash transaction similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Cash In: New' or 'Cash Out: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted cash transaction. Complete the cash transaction record as described below, then save it using

the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



The Cash In and Cash Out windows have been divided into three cards. At the top of each is the header. This contains the Cash In or Cash Out Number and the Date. There are three named tabs in the header —



By clicking the tabs you can navigate between cards. The record contains the following fields —

Header

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

The number of the cash transaction: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Cash In or Number Series - Cash Out setting as appropriate. You can change this number, but not to one that has already been used.

If you have used the Payment Modes setting to define separate number sequences for each Payment Mode and you are using the Common Number Series option in the Cash Book Settings setting, the number will be

determined by the Payment Mode and will change if you change the Payment Mode. Number sequences defined in the Payment Modes setting are not shown in the 'Paste Special' list.

Date

Paste Special

Choose date

The date of the cash transaction: the current date according to the computer's clock is entered as a default. This date will also be the Transaction Date of the Nominal Ledger Transaction created when you approve and save this cash transaction.

If you are using the Force Chronology for Cash In/Out option in the Cash Book Settings setting, you will not be able to change this date. All cash transactions will therefore use the current date, thus ensuring they are always recorded in date order.

Official Ser. No.

Paste Special

Legal Cash In No. setting, Cash Book module

In Lithuania it is a legal requirement to allocate an official serial number to each Cash In record. You should enter the number sequence allocated to your company in the Legal Cash In No. setting: the next unused number from that sequence will appear here by default. This can be changed: Hansa will check when the Cash In record is saved that the new number is in the sequence.

This field is used in the Cash In register only.

Amounts Card

Pay Mode

Paste Special

Payment Modes setting, Sales/Purchase Ledger, Cash Book module

Default taken from

Cash Book Settings

The Payment Mode determines the Nominal Ledger Account to be debited (Cash In) or credited (Cash Out) by the value of the cash transaction. Usually this will be a Cash or Bank Account.

You can use a single cash transaction to record the day's cash receipts or payments, providing they have the same

Payment Mode (i.e. affect the same Cash or Bank Account).

You must specify a Payment Mode before the cash transaction can be saved.

If you have used the Payment Modes setting to define separate number sequences for each Payment Mode and you are using the Common Number Series option in the Cash Book Settings setting, the transaction number will be determined by the default Payment Mode and will change if you change the Payment Mode.

Person

Paste Special

Person register, System module

Enter the initials of the Person responsible for the cash transaction. When you press Return, their Name and Object will appear in the appropriate fields below.

If you use a suitable Corresponding Mode, this field can be used to record cash payments made to or received from members of staff.

Info on Trans.

This check box is only used in Cash In records that record the receiving of cash against Invoices or Purchase Credit Notes. Use this option in such a Cash In record if you would like to have the Invoice Number, Payment Date and Customer/Supplier shown on flip E of the resulting Nominal Ledger Transaction. This applies to the posting to the Debtor or Creditor Account only.

This check box will be on by default if you are using the Invoice Info on N/L Transaction option on the 'Debtors' card of the Account Usage S/L setting.

For details about using Cash In records to receive cash against Invoices or Purchase Credit Notes, please refer to the section describing the 'Payments' card below on page 33.

Corresp.

Paste Special

Corresponding Modes setting, Cash Book module

Default taken from

Cash Book Settings

The Corresponding Mode determines the Nominal Ledger Account to be credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT

posting is being made). In the case of transactions that you enter directly to the Cash In and Cash Out registers, this may be a Sales (Cash In) or Purchase (Cash Out) Account, or, in the case of cash payments made to or received from members of staff, an Expense Account. In the case of cash transactions that you create from Invoices, especially if you are using the Double Transaction method to create cash transactions from Invoices and Purchase Invoices as described in the introduction (page 10), this may be a temporary holding Account for cash. A separate VAT posting will be made if the VAT field contains a value and if you are using the Post VAT option in the Cash Book Settings setting.

You can use a single cash transaction to record the day's cash receipts or payments, providing they have the same Corresponding Mode (i.e. affect the same Sales or Purchase Account).

You must specify a Corresponding Mode before the cash transaction can be saved.

Comment	Default taken from Corresponding Mode
	The text for the Corresponding Mode. You can change this text for a particular cash transaction.
Customer	Paste Special Customers in Customer register
	To record a cash payment received from a particular Customer, enter their Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields. There is no need to enter a Customer Number: leave the field blank if you want to use a single Cash In record to record the day's cash receipts.
	This field is used in the Cash In register only.
Supplier	Paste Special Suppliers in Customer register
	To record a cash payment issued to a particular Supplier, enter their Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name, address and other information will be entered into the appropriate fields. There is no need to enter a Supplier

Number: leave the field blank if you want to use a single Cash Out record to record the day's cash payments.

This field is used in the Cash Out register only.

Reference Use this field if you need to identify the cash transaction by means other than the Serial Number. One purpose for the field might be to record the number used by the Customer or Supplier to identify the payment.

Name The Person, Customer or Supplier Name is entered after you have entered a Person's initials or the Customer or Supplier Number.

Address The Address of the Customer or Supplier is entered after you have entered the Customer or Supplier Number.

Specification Any comment that you enter here (perhaps the circumstances of the cash transaction) will be shown in the 'Cash In: Browse' or 'Cash Out: Browse' window.

Objects **Paste Special** Object register, System module
 Default taken from Person, and Customer (Sales Objects) or Supplier (Purch. Objects)

You can assign up to 20 Objects, separated by commas, to this cash transaction and therefore to any Nominal Ledger Transaction 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.

In any Nominal Ledger Transaction generated from this cash transaction, any Objects specified here will be assigned to the Account that is credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT posting is being made).

Total The total for the cash transaction, including VAT. This figure should be in Currency (specify the Currency on the 'Currency' card).

If you have used at least one row on the 'Payments' card, the Total figure will be updated automatically and will not be changeable.

VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
	Default taken from	Cash Book Settings
		<p>The VAT Code entered here determines the rate at which VAT will be charged on this cash transaction and the VAT Account to be used.</p> <p>If you would like a VAT element to be included in the Nominal Ledger Transaction generated when you approve the cash transaction, check the Post VAT box in the Cash Book Settings setting. The VAT will be credited to the Output Account specified for the VAT Code record (Cash In) or debited to the Input Account (Cash Out). The Nominal Ledger Transaction will not include a VAT element if you have not checked the Post VAT box.</p>
VAT		<p>The VAT total for the cash transaction: this figure is updated when you enter the Total or the Net figure and whenever you change the VAT Code. This figure should be in Currency.</p> <p>This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module.</p>
Language	Paste Special	Languages setting, System module
		<p>You can use the Language to determine the Form that will be used when you print the cash transaction, 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 Cash In and Cash Out documents, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing a cash transaction, to ensure it is printed on the correct printer or fax machine.</p>
Net		<p>The total for the cash transaction, excluding VAT. This figure is calculated automatically when the Total is entered and whenever the VAT Code is changed. This figure should be in Currency.</p>

This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module. In the Nominal Ledger Transaction resulting from the cash transaction, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting, providing you are using the Post VAT option in the Cash Book Settings setting. If you are not using this option, the Total will be posted to both sides of the Transaction so there will be no rounding error.

If you have used at least one row on the 'Payments' card, the Net figure will be updated automatically and will not be changeable.

TAX

This field is intended for use in Russia, where a Sales Tax is levied on cash Receipts. It is in the Cash In register only.

If the Cash In record uses a Payment Mode with a Tax %, Cash Account and Tax Account specified on flip D, a percentage of the Total (determined by the Tax %) will be placed in this field. When you approve the record, this figure will be credited to the Tax Account with a balancing debit to the Cash Account.

OK

Checking this box approves the cash transaction. When you next save the record, a Nominal Ledger Transaction will be created in the Transaction register, if you have so determined in the Sub Systems setting in the Nominal Ledger. Because of this consequence, once you have checked this box and have saved the cash transaction, you will no longer be able to change it.

The Nominal Ledger Transaction is described in the section entitled 'Nominal Ledger Transactions from Cash Transactions', below on page 45.

References in this manual to approved cash transactions are to those whose OK check box has been checked.

Currency Card

Amounts	Currency	Payments
Currency: EUR	Rate: <input type="text"/> :: <input type="text"/>	Base Currency 1
Base Currency 1: 0.63	:: <input type="text"/>	Base Currency 2
Base Currency 2: 1		

Currency

Paste Special

Currency register, System module

Default taken from

Customer (Cash In: Sales Currency; Cash Out: Purchase Currency) or Default Base Currency

The Currency of the cash transaction is shown together with the exchange rate, which you can modify only for this particular record if necessary. The Total, Net, VAT and TAX figures on the 'Amounts' card above should all be in the Currency specified here. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

If the Customer has a Sales Currency (Cash In) or a Purchase Currency (Cash Out) specified, that Currency will be offered as a default, but you can use any other Currency if necessary.

Exchange Rates

Default taken from

Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rates for the specified Currency will be entered here by Hansa.

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)

In the example shown above, the Currency of the transaction is the Euro. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The 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). The illustration shows that GBP0.63 buys one Euro.

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. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY122.15 buys USD1.00.

Amounts	Currency	Payments
Currency: <input type="text" value="JPY"/>	Rate: <input type="text" value="122.15"/>	<input type="text" value="1"/> Base Currency 1
Base Currency 1: <input type="text"/>		:: <input type="text"/> Base Currency 2
Base Currency 2: <input type="text"/>		

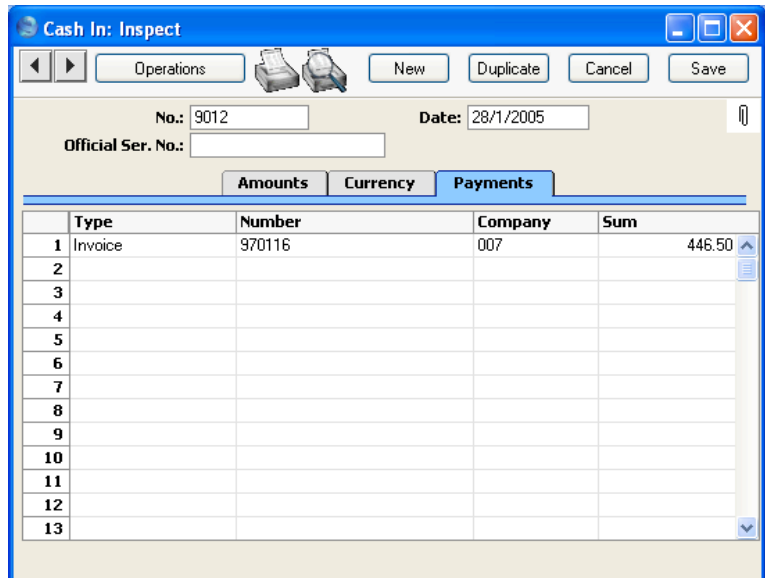
For further examples, please refer to the ‘Currency’ manual.

Payments Card

You can use the 'Payments' card of a Cash In or Cash Out record to pay off Sales and Purchase Invoices, providing the payments are made in cash. You can also pay Personnel Payments, Credit and Debit Notes and Prepayments, and reverse Cash In or Cash Out records.

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

As you add rows to the 'Payments' card, the Total and Net fields on the 'Amounts' card will be updated automatically.



Type

Paste Special

Choices of possible entries

Use this field to specify the type of cash transaction. You can mix Types in a single record, providing all cash payments use the same Customer/Supplier, Person and Objects.

These are the choices available in a Cash In record—

Cash In

Use this option to record a standard cash receipt. Enter the value of the cash receipt in the Sum field.

The resulting Nominal Ledger Transaction will debit the Account from the Payment Mode and

credit the Account from the Corresponding Mode. If you have several rows with this Type, the Transaction will contain separate credit postings for each row.

If you are using the Post VAT option in the Cash Book Settings setting, you cannot use the “Cash In” option here. Instead, you should enter the entire value of the cash receipt to the Total field on the ‘Amounts’ card and leave the grid on the ‘Payments’ card empty.

Invoice

Use this option to record a cash receipt against an existing outstanding Invoice. When you enter the Invoice Number in the Number field to the right (using ‘Paste Special’), the Customer will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Customer and Address will also be placed in the appropriate fields on the ‘Amounts’ card. You can change the Sum if necessary.

You can enter several Invoices in a single Cash In record, but they must all use the same Customer. If the Customer Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Customer is different to the one on the row above, or to the one already entered on the ‘Amounts’ card.

The resulting Nominal Ledger Transaction will debit the Account from the Payment Mode and credit the Debtor Account from the Invoice. If you have several rows with this Type, the Transaction will contain separate credit postings for each row.

The cash receipt will be included in all appropriate reports (e.g. the Sales Ledger report, the Periodic Customer Statement and the Open Invoice Customer Statement).

If you need to post VAT from a cash receipt, you cannot use the “Invoice” option here. Instead, you should first make sure you are using the Book Receipt VAT option in the Account Usage S/L

setting and then enter the cash receipt in the Receipt register in the Sales Ledger, using an appropriate Payment Mode.

Credit Purchase Invoice

Use this option to record a cash receipt against an existing outstanding Purchase Credit Note (a “debit note”). This might be useful when you have paid a Purchase Invoice and you then receive a debit note and a cash refund. When you enter the Number of the original Purchase Invoice (i.e. not the Number of the debit note) in the Number field to the right (using ‘Paste Special’), the Supplier will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Supplier and Address will also be placed in the appropriate fields on the ‘Amounts’ card. You can change the Sum if necessary.

You can enter several Invoices in a single Cash In record, but they must all use the same Supplier. If the Supplier Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Supplier is different to the one on the row above, or to the one already entered on the ‘Amounts’ card.

The resulting Nominal Ledger Transaction will debit the Account from the Payment Mode and credit the Creditor Account from the Purchase Invoice. If you have several rows with this Type, the Transaction will contain separate credit postings for each row.

The cash receipt will be included in all appropriate reports (e.g. the Purchase Ledger report, the Periodic Supplier Statement and the Open Invoice Supplier Statement).

If you need to post VAT from a cash refund, you cannot use the “Credit Purchase Invoice” option here. Instead, you should make sure you are using the Book Payment VAT option in the Account Usage P/L setting and then enter the cash refund

in the Payment register in the Purchase Ledger, using an appropriate Payment Mode.

Personnel Payment

Use this option to record a cash receipt from a member of staff. Enter the value of the cash receipt in the Sum field. You must enter a Person on the 'Amounts' card before you can save the Cash In record.

The resulting Nominal Ledger Transaction will debit the Account from the Payment Mode and credit the Account from the Person record ('Bonus' card).

The cash receipt will be included in the Periodic Personnel Statement report in the Expenses module.

Prepayment

Use this option to record the receiving of a cash deposit. You must also enter a Prepayment Number in the Number field, a Customer in the Company field, and the value of the deposit in the Sum field. The Prepayment Number can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Sales Order against which the deposit has been received. The Customer must be one whose On Account check box ('Terms' card) has been switched on.

It is not necessary to use a unique number as the Prepayment Number. This allows you to receive more than one deposit against an individual Sales Order. However, using a Prepayment Number more than once may make the Prepayment History report difficult to understand, and may make it difficult to link a particular Prepayment to an Invoice using the 'Connect to Prepayment' function. Therefore you may wish to use the Force Unique Prepayment Numbers option, on the 'Debtors' card of the Account Usage S/L setting. This will mean that once a Prepayment Number has been used in an approved Prepayment, you will not be able to use it again.

The resulting Nominal Ledger Transaction will debit the Account from the Payment Mode and credit the Debtors On Account A/C for the Customer Category to which the Customer belongs, or the On Account A/C from the 'Debtors' card of the Account Usage S/L setting.

When you raise an Invoice to be set against the Prepayment, you can connect the two using the 'Connect to Prepayment' function on the Operations menu of the Invoice screen. This is fully described in the 'On Account Receipts and Prepayments' section in the 'Sales Ledger' manual. The Prepayment will be shown in the Prepayment History report in the Sales Ledger.

If you need to post VAT from a cash deposit, you cannot use the "Prepayment" option here. Instead, you should first make sure you are using the Book Receipt VAT or Book Prepayment VAT option in the Account Usage S/L setting as appropriate and then enter the cash receipt in the Receipt register in the Sales Ledger using an appropriate Payment Mode.

Reverse a Cash Out

Use this option to reverse a previous Cash Out record.

These are the choices available in a Cash Out record—

Cash Out

Use this option to record a standard cash payment. Enter the value of the cash payment in the Sum field.

The resulting Nominal Ledger Transaction will credit the Account from the Payment Mode and debit the Account from the Corresponding Mode. If you have several rows with this Type, the Transaction will contain separate debit postings for each row.

If you are using the Post VAT option in the Cash Book Settings setting, you cannot use the "Cash Out" option here. Instead, you should enter the entire value of the cash payment to the Total field

on the 'Amounts' card and leave the grid on the 'Payments' card empty.

Credit Invoice

Use this option to issue a cash payment against an existing outstanding Credit Note. This might be useful when a Customer has paid an Invoice and you then issue a Credit Note and a cash refund. When you enter the Number of the original Invoice (i.e. not the Number of the Credit Note) in the Number field to the right (using 'Paste Special'), the Customer will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Customer and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

You can enter several Invoices in a single Cash Out record, but they must all use the same Customer. If the Customer Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Customer is different to the one on the row above, or to the one already entered on the 'Amounts' card.

The resulting Nominal Ledger Transaction will credit the Account from the Payment Mode and debit the Debtor Account from the Invoice. If you have several rows with this Type, the Transaction will contain separate debit postings for each row.

The cash payment will be included in all appropriate reports (e.g. the Sales Ledger report, the Periodic Customer Statement and the Open Invoice Customer Statement).

If you need to post VAT from a cash refund, you cannot use the "Credit Invoice" option here. Instead, you should make sure you are using the Book Receipt VAT option in the Account Usage S/L setting and then enter the cash refund in the Receipt register in the Sales Ledger, using an appropriate Payment Mode.

Purchase Invoice Use this option to record a cash payment against an existing outstanding Purchase Invoice. When you enter the Invoice Number in the Number field to the right (using 'Paste Special'), the Supplier will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Supplier and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

You can enter several Purchase Invoices in a single Cash In record, but they must all use the same Supplier. If the Supplier Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Supplier is different to the one on the row above, or to the one already entered on the 'Amounts' card.

The resulting Nominal Ledger Transaction will credit the Account from the Payment Mode and debit the Creditor Account from the Invoice. If you have several rows with this Type, the Transaction will contain separate debit postings for each row.

The cash payment will be included in all appropriate reports (e.g. the Purchase Ledger report, the Periodic Supplier Statement and the Open Supplier Customer Statement).

If you need to post VAT from a cash payment, you cannot use the "Invoice" option here. Instead, you should first make sure you are using the Book Payment VAT option in the Account Usage P/L setting and then enter the cash payment in the Payment register in the Purchase Ledger, using an appropriate Payment Mode.

Personnel Payment

Use this option to record a cash payment made to a member of staff. Enter the value of the cash payment in the Sum field. You must enter a Person on the 'Amounts' card before you can save the Cash Out record.

The resulting Nominal Ledger Transaction will credit the Account from the Payment Mode and debit the Account from the Person record ('Bonus' card).

The cash payment will be included in the Periodic Personnel Statement report in the Expenses module.

Prepayment

Use this option to record the issuing of a cash deposit. You must also enter a Prepayment Number in the Number field, a Supplier in the Company field, and the value of the deposit in the Sum field. The Prepayment Number can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Purchase Order against which the deposit is being issued. The Supplier must be one whose On Account check box ('Terms' card) has been switched on.

It is not necessary to use a unique number as the Prepayment Number. This allows you to issue more than one deposit against an individual Purchase Order. However, using a Prepayment Number more than once may make the Prepayment History report difficult to understand, and may make it difficult to link a particular Prepayment to a Purchase Invoice using the 'Connect to Prepayment' function. Therefore you may wish to use the Force Unique Prepayment Numbers option, on the 'Creditors' card of the Account Usage S/L setting. This will mean that once a Prepayment Number has been used in an approved Prepayment, you will not be able to use it again.

The resulting Nominal Ledger Transaction will credit the Account from the Payment Mode and debit the Creditors On Account A/C in the Customer record for the Supplier ('Accounts' card), the Creditors On Account A/C in the Customer Category to which the Supplier belongs, or the On Account A/C on the 'Creditors' card of the Account Usage P/L setting.

When you create a Purchase Invoice to be set against the Prepayment, you can connect the two using the 'Connect to Prepayment' function on the Operations menu of the Invoice screen. This is fully described in the 'On Account Payments and Prepayments' section in the 'Purchase Ledger' manual. The Prepayment will be shown in the Prepayment History report in the Purchase Ledger.

If you need to post VAT from a cash deposit, you cannot use the "Prepayment" option here. Instead, you should first make sure you are using the Book Prepayment VAT option in the Account Usage P/L setting and then enter the cash receipt in the Payment register in the Purchase Ledger using an appropriate Payment Mode.

Reverse a Cash In

Use this option to reverse a previous Cash In record.

The 'Paste Special' list attached to the Number field will vary, depending on what you have entered here.

Number	Paste Special	Open, approved Purchase or Sales Invoices
---------------	----------------------	---

If the Type (above) is Invoice or Credit Purchase Invoice (in a Cash In record), or Purchase Invoice or Credit Invoice (in a Cash Out record), enter the Sales or Purchase Invoice Number of the Invoice to be paid off. When you press the Tab or Enter key, its Customer or Supplier Number will appear in the Company field, and the outstanding amount will be placed in the Sum field.

You can enter several Invoices in a single cash transaction, but they must all use the same Customer or Supplier. If the Customer or Supplier Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Customer or Supplier is different to the one on the row above, or to the one already entered on the 'Amounts' card.

If the Type is Prepayment, you must enter a Prepayment Number here. This can be a number of your own

generation, the number allocated to the prepayment by the Customer or Supplier or, preferably, the number of the Sales or Purchase Order against which the deposit has been received/issued. The Customer or Supplier must be one whose On Account check box ('Terms' card) has been switched on.

It is not necessary to use a unique number as the Prepayment Number. However, using a Prepayment Number more than once may make the Prepayment History report difficult to understand, and may make it difficult to link a particular Prepayment to an Invoice using the 'Connect to Prepayment' function. Therefore you may wish to use the Force Unique Prepayment Numbers option, on the 'Debtors' card of the Account Usage S/L setting (on the Cash In side), and on the 'Creditors' card of the Account Usage P/L setting (on the Cash Out side). This will mean that once a Prepayment Number has been used in an approved Prepayment, you will not be able to use it again.

Company	Once you have entered a Sales or Purchase Invoice to the Number field, its Customer or Supplier will be shown here. This can't be changed. If the Type is Prepayment, you must specify the Customer from which the cash deposit was received or the Supplier to which it was issued.
Sum	Enter the value of the cash payment, including VAT if appropriate. As you add rows to the 'Payments' card, the Total and Net fields on the 'Amounts' card will be updated automatically.

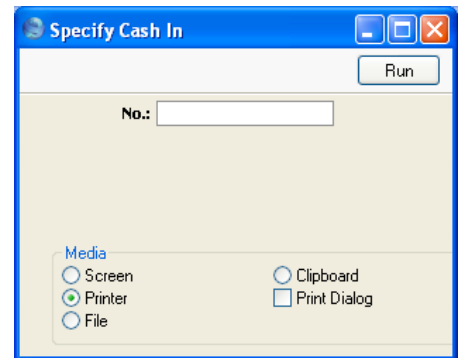
Printing Cash Transactions

There are several occasions when you may want to print a cash transaction: to view a test print-out to check the transaction before you finally approve it; to produce a copy for your own files, or to send a receipt to the Customer.

To print a single cash transaction, click on the Printer icon in the Button Bar when the transaction is open in a record window. If you want to print to screen, click the Preview icon.

If you want to print a range of cash transactions, follow the instructions below—

1. Ensure you are in the Cash Book module and select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. Then, double-click 'Cash In' or 'Cash Out' as appropriate in the 'Documents' list.
2. The 'Specify Cash In Documents' or 'Specify Cash Out Documents' (depending on which option you selected in step 1 above) window is shown.



3. Enter the Serial Number for a single cash transaction, or the highest and lowest Serial Numbers of a range of transactions separated by a colon (:).
4. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

To determine the Form that will be used when a cash transaction is printed, follow this procedure—

1. Using the Form register in the System module, design the cash documents and name them "CASH_IN" and "CASH_OUT". Use the 'Properties' function on the Operations menu to assign Document Types of "Cash In" and "Cash Out" respectively. Sample Forms are supplied

with Hansa: these can be modified to suit your requirements. Full instructions for using the Form register can be found in the 'System Module' manual.

2. Select the Cash Book module using the Modules menu.
3. Click [Documents] in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash In' or 'Cash Out' as appropriate.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CASH_IN" or "CASH_OUT" as appropriate in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Cash document that you have designed will be used, from the 'Documents' function and from the Printer icon, except as described in step 7 below.
7. If you are using the Cash Collection option in the Cash Book Settings setting, repeat the previous six steps in turn for the Cash In Collection and Cash Out Collection documents. These will be used when you print a cash transaction by clicking the Printer icon instead of the standard Cash In or Cash Out document in the following circumstances—

Cash In Collection If a Cash In record was created by the 'Create Collection Cash In' Maintenance function (i.e. it is marked with a tick (✓) in the right-hand column of the 'Cash In: Browse' window), the Cash In Collection document will be used instead of the Cash In document when you print it by clicking the Printer icon, providing you are using the Cash Collection option in the Cash Book Settings setting. The Invoices from which the Cash In record was created can be listed in the Cash In Collection document.

Cash Out Collection

Similarly a Cash Out record created by the 'Create Collection Cash Out' Maintenance function will be printed from the Printer icon using the Cash Out Collection document instead of the Cash Out document if you are using the Cash Collection option.

In either of the two cases described above, if the document does not have an associated Form (steps 4-6 above), Hansa will give the warning "Can't find document" when you try to print. If you get this warning,

check the type of the cash transaction before looking to see which document is missing its Form.

Nominal Ledger Transactions from Cash Transactions

When you approve and save a cash transaction, a Nominal Ledger Transaction will be generated automatically if so determined in the Sub Systems setting in the Nominal Ledger and in the Payment Modes setting.

If the cash transaction is in the Cash In register and you have left the 'Payments' card empty, this Transaction will debit the Account from the Payment Mode and credit the Account from the Corresponding Mode. If you are using the Post VAT option in the Cash Book Settings setting, there will also be a credit posting to the Output Account specified for the VAT Code record. Objects on the credit side will be taken from the Cash In record, while those on the debit side will be taken from the Payment Mode.

If the cash transaction is in the Cash Out register and you have left the 'Payments' card empty, this Transaction will credit the Account from the Payment Mode and debit the Account from the Corresponding Mode. If you are using the Post VAT option in the Cash Book Settings setting, there will also be a debit posting to the Input Account specified for the VAT Code record. Objects on the debit side will be taken from the Cash Out record, while those on the credit posting will be taken from the Payment Mode.

If you are using the 'Payments' card, please refer to the description of that card above on page 33 for details of the resulting Transactions.

If you created the cash transaction from an Invoice or Purchase Invoice using the 'Create Cash In' or 'Create Cash Out' Operations menu functions respectively, the Transaction will not include a VAT element even if you are using the Post VAT option, because VAT will already have been posted from the originating Invoice.

Shown below is an example of a Nominal Ledger Transaction created from a Cash In record where the Post VAT option is in use—

Transaction: Inspect

Operations New Duplicate Cancel Save

No.: 9011 Trans.Date: 28/1/2005 Reference:

Text: Cash Payment from Giacomelli

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	199	FF	Sundry Income		85.11	1
2	830		VAT Outputs Payable		14.89	
3	720		Cash	100.00		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1: Total:

Difference Base 2: Total:

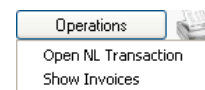
Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

Invalidating Cash Transactions

In some circumstances it can be appropriate to invalidate a cash transaction using the 'Invalidate' command on the Record menu of the 'Cash In: Inspect' or 'Cash Out: Inspect' window. This function will remove the cash transaction from all reports, and any associated Nominal Ledger Transaction will be removed from the Nominal Ledger as well. An invalidated cash transaction is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Cash In: Browse' and 'Cash Out: Browse' windows. If the 'Payments' card of the cash transaction contained a cash payment against an Invoice or Purchase Invoice, invalidating it will re-open the Invoice or Purchase Invoice. The value of the cash transaction will once again be outstanding.

You cannot invalidate a cash transaction if it has not yet been approved or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.

Operations Menu



When a cash transaction is open in a record window, the Operations menu is available. The menu is the same for the Cash In and Cash Out registers and has two commands.

Open NL Transaction

Once you have approved and saved a cash transaction, if so defined in the Sub Systems setting in the System module and in the Payment Modes setting, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

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

Show Invoices

If you created a cash transaction from Invoices or Purchase Invoices using the 'Create Cash In' or 'Create Cash Out' Operations menu functions or the 'Create Collection Cash In' or 'Create Collection Cash Out' Maintenance functions, you can use this function to produce a report listing those Invoices or Purchase Invoices. If you created the cash transaction from a Receipt or Payment using the 'Create Cash In' or 'Create Cash Out' Operations menu functions, the report shows the original Invoice or Purchase Invoice. You can then open these Invoices by clicking the Invoice Numbers in the report.

The Receipt Register

Please refer to the 'Sales Ledger' manual for full details of this register.

The Payment Register

Please refer to the 'Purchase Ledger' manual for full details of this register.

The Personnel Payment Register

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

The Simulation Register

Please refer to the 'Nominal Ledger' manual for full details of this register.

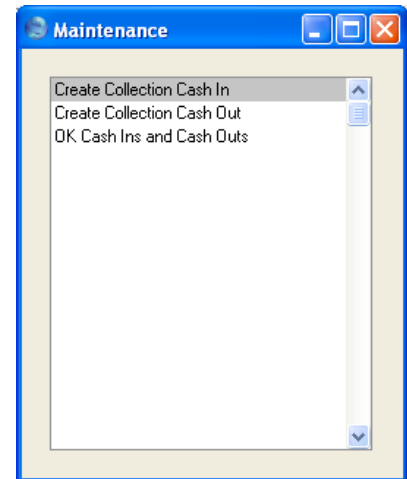
The Account Reconciliation Register

Please refer to the 'Nominal Ledger' 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 three such functions available in the Cash Book module. To use them, select 'Maintenance' from the File menu. The following window appears—



Double-click the chosen option. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

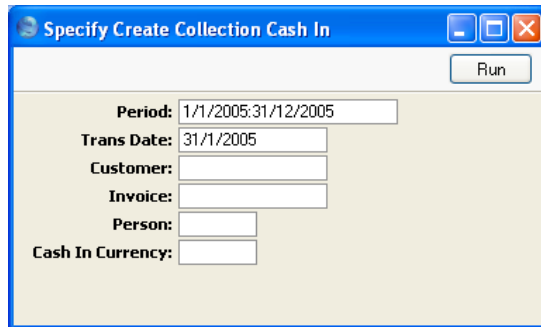
Create Collection Cash In

You can use this function to create a single Cash In record from several Invoices. It will only create Cash In records from Invoices that are Cash Notes (i.e. those with Payment Terms of the "Cash" type). You can produce an Invoices without Cash In report before using this function to list the Invoices that will be used to create the Cash In record. You might use this function to aggregate the day's Cash Notes in a single cash transaction, providing the same Sales and Cash or Bank Account applies to them all.

Note that the function will only create one Cash In record. The Corresponding and Payment Modes in this record will be the Default Corresponding and Payment Modes from the Cash Book Settings setting.

If the function does not create a Cash In record, the probable causes are—

1. There are no suitable Invoices that can be used to create a Cash In record.
2. You have not specified a Default Payment Mode or Corresponding Mode in the Cash Book Settings setting. These are required for the function to operate.
3. There is no valid record in the Number Series - Cash In setting. This problem will usually occur at the beginning of a new year.



Period	Paste Special	Reporting Periods setting, System module
		To create a Cash In record from Invoices from a certain period, specify that period here. Only Cash Notes from that period will be used.
Trans. Date	Paste Special	Choose date
		Enter the date that is to be used as the Date in the new Cash In record.
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number or range of Customer Numbers to create a Cash In record from the Cash Notes issued to those Customers during the report period.

Invoice	Range Reporting	Numeric
	Enter an Invoice Number to create a Cash In record from a particular Cash Note. You can also enter a range of Invoice Numbers separated by a colon in the usual way, or various non-contiguous Invoice Numbers separated by commas. The last option may be useful if you have Invoices with different Payment Terms or Modes.	
Person	Paste Special	Person register, System module
	Specify here the Person whose initials are to appear in the new Cash In record.	
Cash In Currency	Paste Special	Currency register, System module
	Specify here the Currency to be used in the new Cash In record. The Invoice Totals from the selected Cash Notes will be converted to this Currency, using the Exchange Rate for the Trans. Date specified above. If you do not specify a Currency, the original Currency of the Cash Notes will be retained.	

Create Collection Cash Out

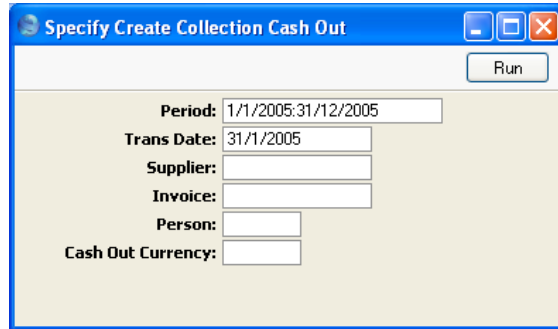
You can use this function to create a single Cash Out record from several Purchase Invoices. It will only create Cash Out records from Purchase Invoices that are Cash Notes (i.e. those with Payment Terms of the “Cash” type). You can produce an Invoices without Cash Out report before using this function to list the Purchase Invoices that will be used to create the Cash Out record. You might use this function to aggregate the day’s Cash Notes in a single cash transaction, providing the same Purchase and Cash or Bank Account applies to them all.

Note that the function will only create one Cash Out record. The Corresponding Mode in this record will be the Default Corresponding Mode from the Cash Book Settings setting. The Payment Mode will depend on the Payment Terms of the first selected Invoice, as follows—

- If this Payment Term is of the “Cash” type, the Payment Mode will be the default Payment Mode from the Cash Book Settings setting.
- If the Payment Term is also a Payment Mode, this Payment Mode will be transferred to the Cash Out record. In this situation, it is recommended that you have different Invoice Number Series for each Payment Mode. You can then run this function once for each Number Series.

If the function does not create a Cash Out record, the probable causes are—

1. There are no suitable Purchase Invoices that can be used to create a Cash Out record.
2. You have not specified a Default Payment Mode or Corresponding Mode in the Cash Book Settings setting. These are required for the function to operate.
3. There is no valid record in the Number Series - Cash Out setting. This problem will usually occur at the beginning of a new year.



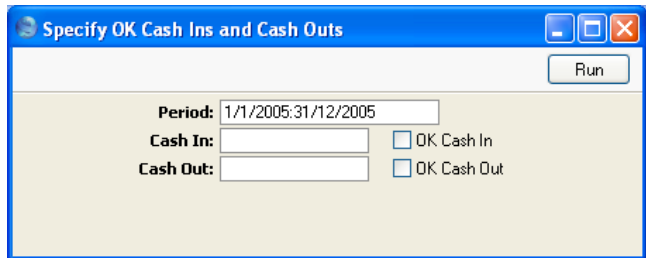
Period	Paste Special	Reporting Periods setting, System module
		To create a Cash Out record from Purchase Invoices from a certain period, specify that period here. Only Cash Notes from that period will be used.
Trans. Date	Paste Special	Choose date
		Enter the date that is to be used as the Date in the new Cash Out record.
Supplier	Paste Special	Suppliers in Customer register
	Range Reporting	Alpha
		Enter a Supplier Number or range of Supplier Numbers to create a Cash Out record from the Cash Notes received from those Suppliers during the report period.
Invoice	Range Reporting	Numeric
		Enter an Invoice Number to create a Cash Out record from a particular Cash Note. You can also enter a range of Invoice Numbers separated by a colon.

Person **Paste Special** Person register, System module
Specify here the Person whose initials are to appear in the new Cash Out record.

Cash Out Currency
Paste Special Currency register, System module
Specify here the Currency to be used in the new Cash Out record. The Invoice Totals from the selected Cash Notes will be converted to this Currency, using the Exchange Rate for the Trans. Date specified above. If you do not specify a Currency, the original Currency of the Cash Notes will be retained.

OK Cash Ins and Cash Outs

This command allows you to approve several cash transactions with one command.

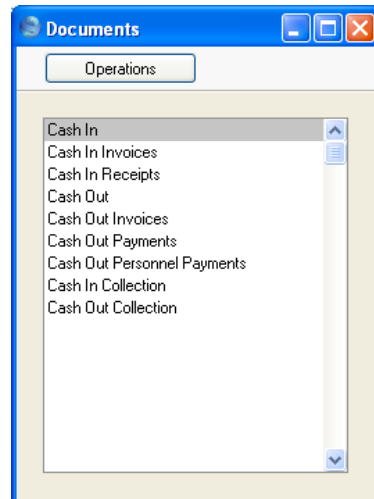


Enter a Cash In Number and/or Cash Out Number or a range of numbers separated by a colon, check the OK Cash In and/or OK Cash Out boxes as appropriate and press [Run]. The cash transactions will be approved and for each a Nominal Ledger Transaction will be generated. Once the function has been run, you will no longer be able to modify or delete those cash transactions affected.

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, select 'Documents' item from the File menu or click the [Documents] button in the Master Control panel. The window illustrated below appears, listing the documents that can be printed from the Cash Book 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 Cash Invoices or Receipts are to be printed). The specification window for each document is described in detail below.
4. Click [Run] to print the documents.

5. Close the 'Documents' window using the close box.

To determine the Form that will be used when a document is printed, follow this procedure (when Hansa is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the 'System Module' manual.
2. Change to the Cash Book module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. In the subsequent window, assign a Form (or more than one Form) to each document: this window is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

The selection process for each document is described below. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary 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 Cash In or Cash Out Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to print cash transactions 001 to 010, enter "001:010" in the Cash in Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Cash In, Cash Out

These documents print records from the Cash In and Cash Out registers respectively. The sample Forms supplied for use by these documents have the Form Codes "CASH_IN" and "CASH_OUT" respectively and their Document Types are "Cash In" and "Cash Out", assigned using the 'Properties' function on the Operations menu of the Form screen.

There are several ways to print cash transactions—

1. While the Cash In or Cash Out record 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.

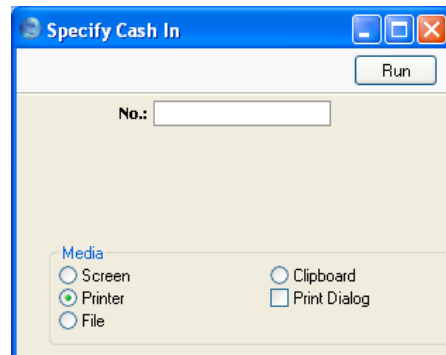
If you are using the Cash Collection option in the Cash Book Settings setting, any cash transactions created using the ‘Create Collection Cash In’ and ‘Create Collection Cash Out’ Maintenance functions printed using this method will not use the standard Form. The Cash In Collection and Cash Out Collection documents will be used instead: these are described below on page 57.

2. With a list of cash transactions shown in the ‘Cash In: Browse’ or ‘Cash Out: Browse’ window, you can select one or more rows, and select ‘Print’ from the File menu. Documents 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.

3. Click [Documents] in the Master Control panel, or select ‘Documents’ from the File menu. Double-click ‘Cash In’ or ‘Cash Out’ as appropriate in the ‘Documents’ list.

The ‘Specify Cash In Documents’ or ‘Specify Cash Out Documents’ (depending on which option you selected in the previous paragraph) window is shown.



Enter the Serial Number for a single cash transaction, or the highest and lowest Serial Numbers of a range of transactions separated by a colon (:).

Click [Run] to start the printout.

Cash In Invoices, Cash In Receipts, Cash Out Invoices, Cash Out Payments, Cash Out Personnel Payments

There is a legal requirement in the Baltic States to keep printed records of all cash transactions. To satisfy this requirement, various ‘Print Cash IN-OUT’ functions are provided on the Operations menus of the Invoice, Receipt, Purchase Invoice, Payment and Personnel Payment screens. You can use these functions to print the cash transactions from these registers.

These options in the ‘Documents’ list in the Cash Book module are primarily provided to allow you to define the Forms that will be printed when you use the various ‘Print Cash IN-OUT’ Operations menu functions. To do this, highlight each option in turn in the ‘Documents’ list and select ‘Define Document’ from the Operations menu, as described in the introduction to this section. Each Operations menu function uses a separate document, so you should do this for each document that you are likely to use. Otherwise Hansa will give the warning “Can’t find document” when you try to print a document using one of these functions.

These documents are related to the ‘Print Cash IN-OUT’ Operations menu functions as follows—

Document	Register
Cash In Invoice	Invoice
Cash In Receipt	Receipt
Cash Out Invoice	Purchase Invoice
Cash Out Payment	Payment
Cash Out Personnel Payment	Personnel Payment (Expenses module)

You can also use these documents to print transactions from the respective registers in batches (effectively the equivalent of using a ‘Print Cash IN-OUT’ function to print many records at once). For example, to print a range of Invoices, double-click ‘Cash In Invoice’ in the ‘Documents’ list. When the specification window appears, enter the first and last Invoice Number separated by a colon (:) and click [Run] in the Button Bar. All Invoices in the range will be printed, irrespective of their Payment Terms.

Cash In Collection, Cash Out Collection

These documents are similar to the Cash In and Cash Out documents described above in that they print records from the Cash In and Cash Out registers respectively. They are suitable for printing Cash In and Cash Out records that were created from Invoices and Purchase Invoices, since they can include lists of those Invoices.

When you design the Forms that will be used by these documents, assign them the Document Types “Cash In Collection” and “Cash Out Collection” respectively using the ‘Properties’ function on the Operations menu of the Form screen. You will then be able to include in the design fields such as “Invoice Number”, “Sub-Customer Code”, “Sub-Customer Name”, “Sub-Currency Code”, “Sub-Currency”, “Row Total” and “Row Total in Base Currency 1”. These fields will list information from the Invoices or Purchase Invoices from which the cash transactions were generated.

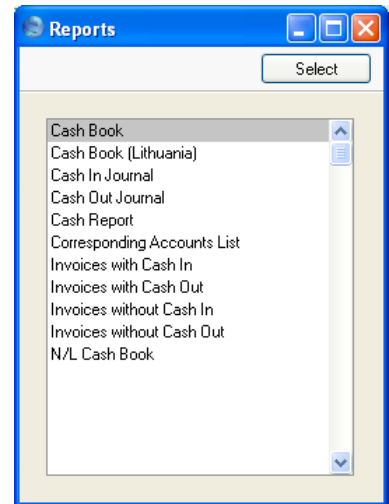
When you view a cash transaction and click the Printer icon, these documents will be printed instead of the standard Cash In and Cash Out documents described above if the cash transaction was created using the ‘Create Collection Cash In’ or ‘Create Collection Cash Out’ Maintenance functions and if you are using the Cash Collection option in the Cash Book Settings setting.

Reports

Introduction

As with all modules, to print a report in the Cash Book module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. You can also use the keyboard shortcut Ctrl-R or ⌘-R. Then, double-click the appropriate item in the list.

The following reports are available in the Cash Book module—



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 Invoices in the database. If it is necessary 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 Cash In or Cash Out Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Cash in transactions 001 to 010, enter "001:010" in the Cash In Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

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.

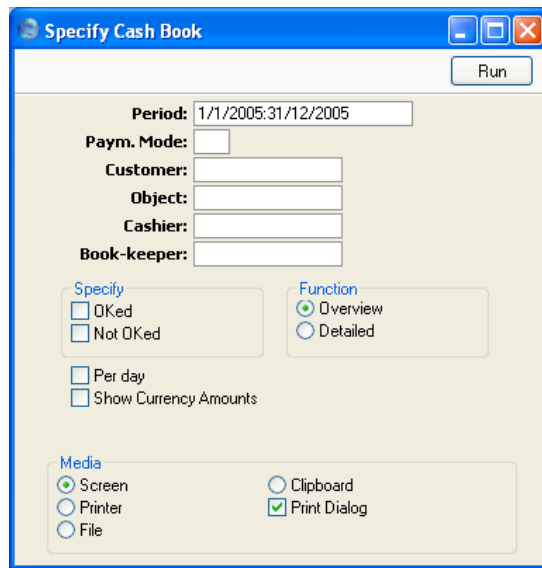
You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

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. You can use the 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

Cash Book

This report is a chronological listing of the records entered to both the Cash In and Cash Out registers during the specified period. It also shows opening and closing balances for the period, and total amounts posted in each Currency during the period. Invalidated cash transactions are not shown.



Period

Paste Special

Reporting Periods setting,
System module

Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period

format automatically. The first period in the Reporting Periods setting is the default value.

Paym. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger, Cash Book module
		To list cash transactions with a particular Payment Mode, enter that Payment Mode here.
Customer	Paste Special	Customers and Suppliers in Customer register
	Range Reporting	Alpha
		To list cash transactions made to/from a particular Customer or Supplier, enter their Customer or Supplier Number here.
Object	Paste Special	Object register, System module
		Specify an Object to list the cash transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.

Cashier, Book-keeper

The Overview version of the report contains spaces where it can be signed by the Cashier and Bookkeeper. If you enter their names in these fields, they will be printed below these spaces.

Status You can include both approved and unapproved cash transactions in the report. You must select at least one of these options, otherwise the report will be blank.

Function Use these options to control the level of detail shown in the report.

Overview This option is a simple list, showing for each cash transaction its Serial Number, Transaction Date, Customer or Supplier, Specification and Total debit or credit amount in Base Currency 1. The Overview also contains spaces where it can be signed by the Cashier and Bookkeeper.

Detailed In addition to the information included in the overview, this option also shows the Person and the debit or credit amount in Currency.

Per day By default the report lists Cash In transactions in date order followed by Cash Out transactions, also in date order. Check this box if you would like the report to be sorted by date only, so that Cash In and Cash Out transactions for the same day are listed together. As well as the opening and closing balances for the period, this option also shows closing balances for each day.

Show Currency Amounts By default, the report is a list of Cash In and Cash Out records with amounts shown in the home Currency (Base Currency 1) only. If you have some cash transactions in foreign Currencies and you want to see the amounts from these transactions in both Base Currency 1 and in Currency, check this box.

Cash Book (Lithuania)

This report satisfies a specific requirement of users in Lithuania. Please refer to your Hansa representative for more details.

Cash In Journal

This report is a chronological listing of the records entered to the Cash In register during the specified period. Invalidated Cash In records are not shown.

Serial No.	Range Reporting	Numeric
	If you want to list a certain range of Cash In transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash In records from the selected period will be listed.	
Period	Paste Special	Reporting Periods setting, System module
	Specify a report period, in the format "01-02-05:28-02-05". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value.	
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	To list cash payments received from a particular Customer, enter their Customer Number here.	
Object	Paste Special	Object register, System module
	Specify an Object to list the cash in transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.	
Corresp. Mode	Paste Special	Corresponding Modes setting, Cash Book module
	To list cash in transactions with a particular Corresponding Mode, enter that Corresponding Mode here.	
Function	Use these options to control the level of detail shown in the report.	
Overview	This option is a simple list, showing for each Cash In record its Serial Number, Transaction Date, Customer and Currency, and its Total, VAT and Net figures.	
Detailed	In addition to the information included in the overview, this option also shows the Payment	

Mode, the Corresponding Mode and the address of the Customer.

Status You can include both approved and unapproved Cash In transactions in the report. You must select at least one of these options, otherwise the report will be blank.

Values in If you are using the Dual-Base system, values in this report can be shown in the original Currency of each Cash In record or in either Base Currency (converted using the Base Rate shown on each Cash In record). Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Cash Out Journal

This report is a chronological listing of the records entered to the Cash Out register during the specified period. Invalidated Cash Out records are not shown.

Specify Cash Out Journal

Run

Serial No.:

Period: 1/1/2005:31/12/2005

Supplier:

Object:

Corresp. Mode:

Function

Overview

Detailed

Status

Not OKed

OKed

Values in

Booked Value

Base Currency 1

Base Currency 2

Media

Screen

Printer

File

Clipboard

Print Dialog

Serial No.	Range Reporting	Numeric
	If you want to list a certain range of Cash Out transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash Out records from the selected period will be listed.	
Period	Paste Special	Reporting Periods setting, System module
	Specify a report period, in the format "01-02-05:28-02-05". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value.	
Supplier	Paste Special	Suppliers in Customer register
	Range Reporting	Alpha
	To list cash payments made to a particular Supplier, enter their Supplier Number here.	
Object	Paste Special	Object register, System module
	Specify an Object to list the cash out transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.	
Corresp. Mode	Paste Special	Corresponding Modes setting, Cash Book module
	To list cash out transactions with a particular Corresponding Mode, enter that Corresponding Mode here.	
Function	Use these options to control the level of detail shown in the report.	
	Overview	This option is a simple list, showing for each Cash Out record its Serial Number, Transaction Date, Supplier and Currency, and its Total, VAT and Net figures.
	Detailed	In addition to the information included in the overview, this option also shows the Payment

Mode, the Corresponding Mode and the address of the Supplier.

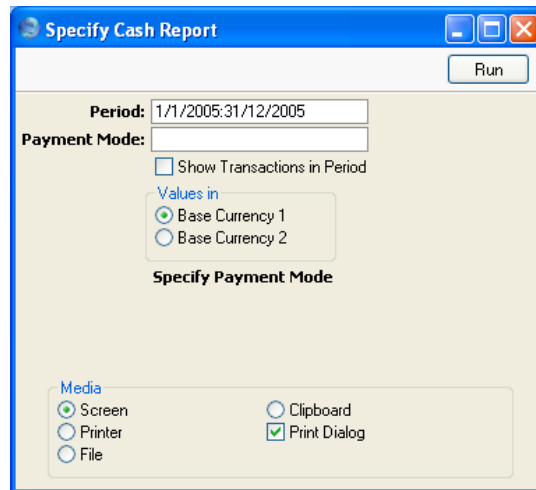
Status You can include both approved and unapproved Cash Out transactions in the report. You must select at least one of these options, otherwise the report will be blank.

Values in If you are using the Dual-Base system, values in this report can be shown in the original Currency of each Cash Out record or in either Base Currency (converted using the Base Rate shown on each Cash Out record). Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Cash Report

This report is a modified version of the Daily Balances report in the Nominal Ledger. It provides daily debit, credit and overall balances for the Account shown on flip A of the specified Payment Mode. If you would like an itemised list of the postings to the Payment Mode Account, use the N/L Cash Book report (described below on page 72). The report is compiled using information in the Transaction register in the Nominal Ledger and will therefore include Cash Notes, Cash Receipts and Cash Payments that use the specified Payment Mode as well as Cash In and Cash Out records.



Period	Paste Special	Reporting Periods setting, System module
		Specify the period to be covered by the report. To obtain balances for a particular day, simply enter the date.
		If a report period of greater than one day is entered, individual daily balances are shown only for those days on which the Account was used.
Payment Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger, Cash Book module
		Enter a Payment Mode: the report will show daily debit, credit and overall balances for the Account shown on flip A of this Payment Mode.
		The report will not be printed if you do not specify a Payment Mode.
Show Transactions in Period		
		If you check this box, the Transaction Numbers of each Transaction that falls within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.
Values in		If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.
		If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Corresponding Accounts List

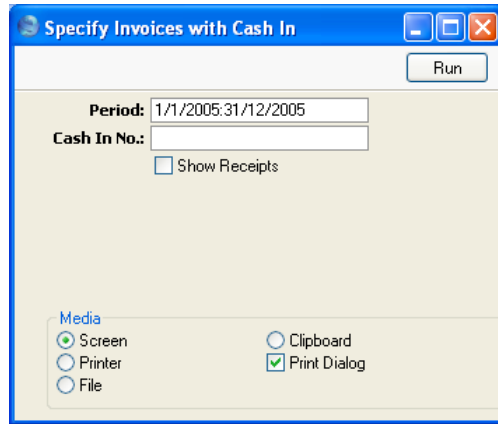
This report is a list of Corresponding Modes. When the blank specification window appears, click the [Run] button in the Button Bar to print the report.

Invoices with Cash In

This report is a list of the Cash In records that were created from Invoices and Receipts. For each Cash In record, the originating Invoices are listed, with the following information: Invoice Number, Date, Sales Accounts, and Totals

including VAT in Base Currency 1 and in the Invoice Currency. Cash In records that were not created from Invoices or Receipts are not shown.

When printed to screen, this report has Hansa’s Drill-down feature. Click on any Cash In, Invoice or Receipt Number in the report to open the corresponding record.



Period	Paste Special	Reporting Periods setting, System module
		Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value. The report will list Cash In records whose Date falls in the period that you specify here.
Cash In No.	Range Reporting	Numeric
		If you want to list a certain range of Cash In transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash In records from the selected period will be listed.
Show Receipts		Cash In records created from Receipts will be shown in the report as being created by the original Invoices. Check this box if you would like the Receipt Numbers to be printed as well.

Invoices with Cash Out

This report is a list of the Cash Out records that were created from Purchase Invoices and Payments. For each Cash Out record, the originating Purchase Invoices are listed, with the following information: Invoice Number, Date, Cost Accounts, and Totals including VAT in Base Currency 1 and in the Invoice Currency. Cash Out records that were not created from Purchase Invoices or Payments are not shown.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Purchase Invoice or Payment Number in the report to open the corresponding record.

Period

Paste Special

Reporting Periods setting,
System module

Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value. The report will list Cash Out records whose Date falls in the period that you specify here.

Cash Out No.

Range Reporting

Numeric

If you want to list a certain range of Cash Out transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field

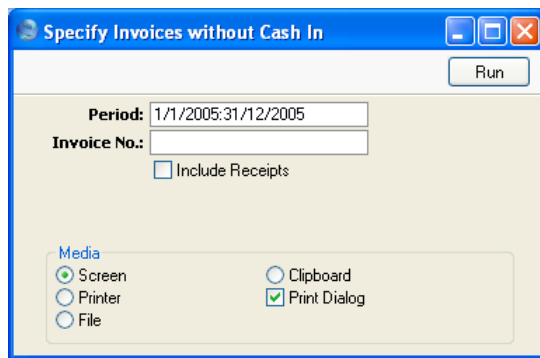
blank, all Cash Out records from the selected period will be listed.

Show Payments Cash Out records created from Payments will be shown in the report as being created by the original Purchase Invoices. Check this box if you would like the Payment Numbers to be printed as well.

Invoices without Cash In

This report is a list of Cash Notes (Invoices with Payment Terms of the “Cash” type and those with Payment Modes entered in the Payment Terms field) from which no Cash In records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Invoice, the following information is shown: Invoice Number, Date, Customer Number and Name, and Total including VAT.

When printed to screen, this report has Hansa’s Drill-down feature. Click on any Invoice Number in the report to open the corresponding record.



Period

Paste Special

Reporting Periods setting,
System module

Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value.

Serial No. **Range Reporting** Numeric

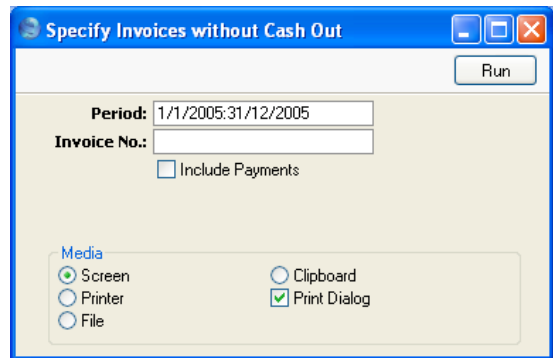
If you want to list a certain range of Invoices, enter the first and the last Serial Number of that range, separated by a colon (:). The report will list those Cash Notes in the range from which no Cash In records have been created.

Show Receipts Check this box if, in addition to Cash Notes, you would like to list in the report Receipts from which no Cash In records have been created. Only Receipts from the report period whose Payment Mode is of the “Cash” type will be shown. You can specify the Payment Mode type on flip B of the Payment Mode window.

Invoices without Cash Out

This report is a list of Cash Notes (Purchase Invoices with Payment Terms of the “Cash” type and those with Payment Modes entered in the Payment Terms field) from which no Cash Out records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Purchase Invoice, the following information is shown: Invoice Number, Date, Supplier Number and Name, and Total including VAT.

When printed to screen, this report has Hansa’s Drill-down feature. Click on any Purchase Invoice Number in the report to open the corresponding record.



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

Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just

enter the date once and this will be converted to a period format automatically. The first period in the Reporting Periods setting is the default value.

Serial No. **Range Reporting** Numeric

If you want to list a certain range of Purchase Invoices, enter the first and the last Serial Number of that range, separated by a colon (:). The report will list those Cash Notes in the range from which no Cash Out records have been created.

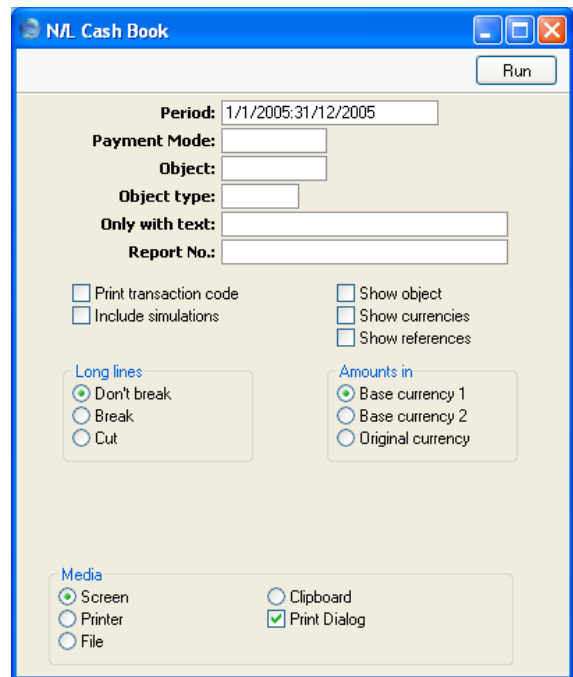
Show Payments Check this box if, in addition to Cash Notes, you would like to list in the report Payments from which no Cash Out records have been created. Only Payments from the report period and whose Payment Mode is of the “Cash” type will be shown. You can specify the Payment Mode type on flip B of the Payment Mode window.

Liquidity Forecast

Please refer to the ‘Nominal Ledger’ manual for full details of this report.

N/L Cash Book

This report is a more detailed version of the Cash Report (described above on page 66). Where the Cash Report provides daily debit, credit and overall balances for the Account shown on flip A of the specified Payment Mode, the N/L Cash Book is an itemised list of the postings made to the Payment Mode Account. The report is compiled using information in the Transaction register in the Nominal Ledger and is a list of the Transaction rows that post to the Payment Mode Account. It will therefore include Cash Notes, Cash Receipts and Cash Payments that use the specified Payment Mode as well as Cash In and Cash Out records.



Period

Paste Special

Reporting Periods setting,
System module

Specify a report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Payment Mode

Paste Special

Payment Modes setting,
Sales/Purchase Ledger, Cash
Book module

Enter a Payment Mode: the report will list the Transactions posting to the Account shown on flip A of this Payment Mode during the report period.

The report will not be printed if you do not specify a Payment Mode.

Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code in this field if you want the report to list Transaction rows (postings) with a certain Object. If the field is empty, all postings to the Payment Mode Account, with and without Objects, are included. If you enter a number of Objects separated by commas, only those postings featuring all the Objects listed will be shown.
Object type	Paste Special	Object Types setting, Nominal Ledger
		Enter an Object Type Code in this field if you want the report to list postings to the Payment Mode Account with Objects belonging to a certain Object Type.
Report No.		In some countries, the N/L Cash Book should be printed with a Report Number at the top. Specify here the Report Number that you want to use.
Print transaction code		
		If you use this option, Transaction Numbers will be shown in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, will be shown as "2005.3" while those created from a Sub System will be shown as, for example, "S/INV.050003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2005." and "S/INV."), do not check this box.
Show Object		Check this box to print the Objects used in each Transaction row.
Show Currencies		In the case of Transaction rows in a foreign Currency (i.e. not Base Currency 1 or 2), check this box if you want to show amounts in Currency as well as in the home Currency.
Show References		By default, the report shows the Text of each Transaction. Use this option if you would like the Reference and the Text to be shown.
Long Lines		Three options are available for dealing with long descriptions when printing on paper. The Don't Break option is always used when printing to screen. If you

preview the report to screen, choose 'Recalculate and Print' from the Operations menu to invoke the Long Lines option (i.e. do not click the Printer icon).

If you use a landscape Page Setup and/or reduce the page magnification, the space available for long descriptions (i.e. the width of the description column) is increased.

- | | |
|--------------------|--|
| Don't Break | The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line. |
| Break | The full length of the description is printed, spread over several lines if necessary. |
| Cut | The final characters of the description are not printed, so that it fits onto one line in the allocated column. |

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Enterprise
Cash Book
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