HansaWorld Enterprise

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

Expenses

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 Expenses 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 Item register (described in the 'Items and Pricing' manual).

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

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

How these manuals are organised

Introduction to HansaWorld Enterprise

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

Manuals for each Module

Assets	Asset accounting, calculation of depreciation using user-definable depreciation models, revaluation
Cash Book	Inward and outward cash transactions, receipts and payments
Consolidation	Multi-company reporting, subsidiaries and daughter companies
Contracts	Periodic invoicing and repeat billing, contract renewals, contract quotations, contracts from invoices
CRM	Time management using daily or monthly calendar formats. Contact and customer history. Customer letters and mailshots. Target time. Employee time statistics
Currency	Multi-currency in all modules
Customers 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 reporting
Report Generator	User-definable reports
Sales Ledger	Invoices, receipts, debtor reports and documents, deposits and prepayments, accruals
Sales Orders	Orders and deliveries. Invoices from orders
Service Orders	Management of service stock, invoicing of repairs, warranties
Stock	Deliveries, goods receipts and stock movements, batch and serial number tracking, multi-location stock management
System Module	Settings and parameters. System-wide usage

Contents

# *HansaWorld Enterprise*

Expenses

The Expenses Module

This module allows you to administer the necessary expenses incurred by employees of the company in their day-to-day work. It maintains accounts for each employee, can produce individual account statements and handles advances and settlements. The recording of Expenses is similar to that of Purchase Invoices: it can be done down to Item level. If you have the Job Costing module, you can record chargeable expenses against Projects, thus allowing detailed Project profitability calculations.

Settings

Introduction

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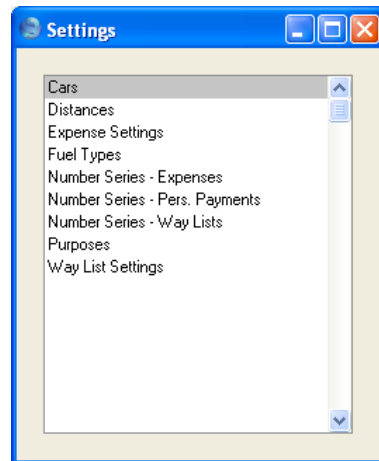
To edit a setting, ensure you are in the Expenses module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Cars

Use this setting to store the details of the cars and vehicles owned by your company. Once you have done this, you can use the Way List register (described below on page 46) to record the journeys made by each vehicle. The correct driver, fuel type and fuel consumption will be brought in from this setting to each new Way List record.

When you double-click 'Cars' in the 'Settings' list, the 'Cars: Browse' window will be displayed, showing all records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.

Car Code	Enter the unique Code by which the Car record is to be identified from elsewhere in Hansa. The Code may consist of up to 20 characters, and both numbers and letters can be used.
Model	The type of vehicle.
Number	Any identifying number, such as the registration number.
Driver, Used By	**Paste Special** Person register, System module
	Specify in these fields the Driver and, if appropriate, other member of staff that normally use this car or vehicle. These will be copied as defaults to any Way List records entered for this car.
Fuel	**Paste Special** Fuel Types setting, Expenses module
	The type of fuel used by the car or vehicle.
Normal l/100km	The usual fuel consumption of the car or vehicle (measured in litres per 100 km). This figure will be

copied as a default to the Normal and Real l/100km fields in any Way List records entered for this car. In the Way List record, the Normal figure is fixed, but the Real figure can be changed and is used to calculate the total cost of the journeys represented by the Way List.

Comment   Use this field to record any further comment about the car or vehicle.

Distances

Use this setting to store the details of journeys that are made repeatedly. You can then use this information in the Way List register, to help with data entry and to reduce the possibility for error.

When you double-click 'Distances' in the 'Settings' list, the 'Distances: Browse' window will be displayed, showing all records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.

Dist. Code   Enter the unique Code by which the Distance record is to be identified from elsewhere in Hansa. The Code may consist of up to 20 characters, and both numbers and letters can be used.

Comment   Assign a descriptive name to the Distance record. This is shown in the 'Distances Browse' window and the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Distance record easy for all users.

Val, km   Record here the length of the journey in kilometres. Whenever this Distance record is quoted in a Way List, this figure will be brought in automatically.

Comment   Record any further comment about the journey here.

Expense Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Expense screen.
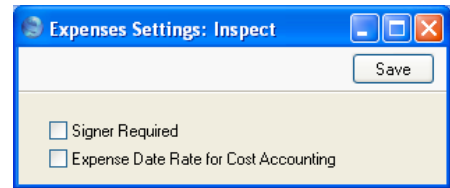
Signer Required If you use this option, Hansa will not allow Expense records to be approved unless the Signer field contains a value.

Expense Date Rate for Cost Accounting

This check box controls how Expenses in Currency are posted to the Nominal Ledger. Its use will depend on the accounting rules in force in your country.

When you enter an Expense record in Currency, you will specify a Transaction Date in the header of the Expense record and the dates of the supporting receipts on flip C.

The liability to the employee will always be calculated using the Exchange Rate for the Transaction Date of the expense claim (in the header).

If this check box is on, the amount debited to the Cost Account will be calculated using the Exchange Rate for the date of the supporting receipt on flip C. If there is a difference in Exchange Rates between this date and the Transaction Date in the header, then the difference when compared to the liability to the employee will be posted to the Rate Round Off Account on the 'Exch. Rate' card of the Account Usage S/L setting.

If the check box is off, the amount debited to the Cost Account will be calculated using the Exchange Rate for the Transaction Date in the header. Therefore, the liability to the employee and the amount debited to the Cost Account will always be the same.

Please refer to the section entitled 'Expenses in Currency' below on page 26 for more details and an example.

Fuel Types

Use this setting to record the different types of fuel used by the cars and vehicles owned by your business.

When you double-click 'Fuel Types' in the 'Settings' list, the following window appears—
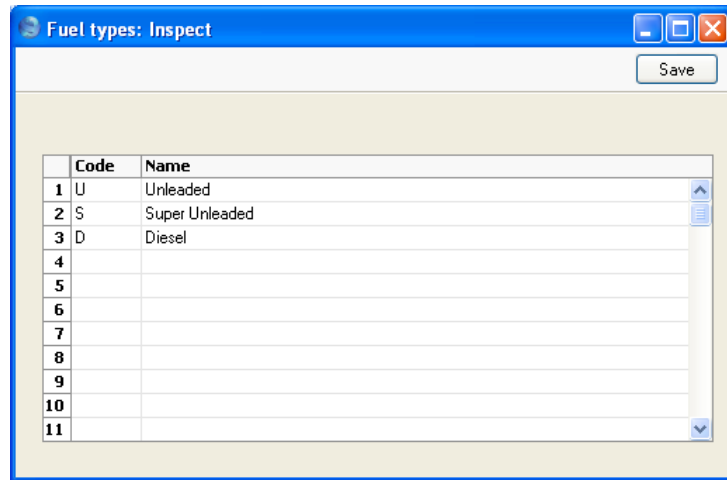
Enter each new Fuel Type on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Number Series - Expenses

Each record in the Expense register has its own unique identifying number, based on a sequential series. When you enter a new Expense 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 in the Expense 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 approving

Expense 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 - Expenses' in the 'Settings' list, the following window appears—

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.

Number Series - Personnel Payments

Use this setting to define the number sequences for Personnel Payments. It operates in the same manner as the Number Series - Expenses setting described above.

Number Series - Way Lists

Use this setting to define the number sequences for Way Lists. It operates in the same manner as the Number Series - Expenses setting described above.

Purposes

Purposes are the reasons for making the journeys recorded in Way List records: they allow you to organise those journeys into groups. Examples might be Sales Visits, Service Calls, and journeys for consultancy or to install equipment.

When you double-click 'Purposes' in the 'Settings' list, the 'Purposes: Browse' window will be displayed, showing all records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.

Enter a unique Code and a descriptive name for each record.

Way List Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Way List screen. It also controls the Account, VAT Code and Description details that will be used in an Expense record that you have linked to a Way List.

When you double-click 'Way List Settings' in the 'Settings' list, the following window appears—

To close the 'Way List Settings: Inspect' window and save any changes, click the [Save] button in the Button Bar. To close the window without saving changes, click the close box.

Cost per km   The standard running cost per kilometre including VAT of your company cars and vehicles. This will be brought in to every new Way List record to calculate the cost of each journey, but it can be changed in a particular Way List if necessary.

Item   **Paste Special**   Item register

If you want to link expense claims for mileage to Way Lists containing the details of the journeys you have made, you should specify an Item here. It should be a Plain or Service Item. The Cost Account in this Item will be used as the Account in the expense claims, to be debited with the cost of the journeys. The Domestic VAT Code in the Item will determine how VAT will be accounted for in the expense claims. You will be able to override both the Account and VAT Code in an individual Expense record.

If you do not specify an Item here, it will not be possible to link expense claims and Way Lists.

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

If you want to link expense claims for mileage to Way Lists containing the details of the journeys you have made, you should specify an Item in the field above. The Cost Account in this Item will be used as the Account in the expense claims, and will be debited with the cost of the journeys. If the Item does not have a Cost Account, you should specify one here. If the Item does have a Cost Account, it will take precedence over anything specified in this field.

Description   If you want to link expense claims for mileage to Way Lists containing the details of the journeys you have made, enter here a Description that will be used in each Expense record.
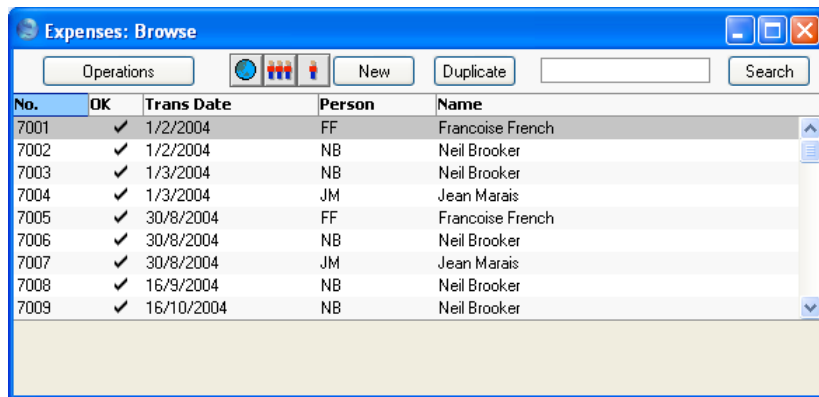
The Expense Register

You should use the Expense register to store each employee's expense claims. Typically, you will create a new record for each separate expense claim made by an employee (e.g. once a month per employee).

If you want to support an expense claim for mileage with details of the journeys you have made, you should first record the journey details in a new record in the Way List register (described below on page 46). You can then quote the Way List record on flip D of the Expense record. The Total Cost from the Way List will be brought in to the Expense record automatically, and Account, VAT Code and Description details will be taken from the Way List Settings setting.

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

The 'Expenses: Browse' window is opened, showing any Expenses that have already been entered. Expenses that have been approved (posted to the Nominal Ledger) are shown with a tick in the OK column.

As in other browse windows you may sort the list by each column by clicking on the heading. To reverse any sort, simply click once again on the column heading. The heading of the column currently determining the sort order is coloured blue. You can also scroll through the list using the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Hansa will search for the first occurrence of the keyword in the same column as the selected sorting order.

To enter a new record in the Expense register, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select an Expense record similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

Since the amount of information stored about each Expense record will not fit on a single screen, the Expense window has been divided into two cards. At the top of each is the header. This contains the Expense Number and the Person's Initials and Name. There are two named buttons ('tabs') in the header.
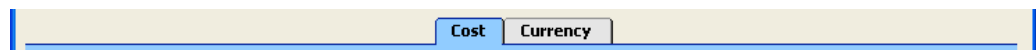
By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Person and date of the Expense claim you are working with.

Header

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

The unique identifying number of the Expense record. When you enter a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Expenses setting. You may change this number, but not to one that has already been used. In multi-user systems, the next unused number will not be allocated until you save the Expense record for the first time.

Exp. Date	**Paste Special**	Choose date

The date of the employee's expense claim.

Trans. Date	**Paste Special**	Choose date

The date of the Expense claim: it will be the date used by the Nominal Ledger Transaction created from this record. The expense claim date above will be the default.

Person	**Paste Special**	Person register, System module
	Default taken from	Current user

Enter a Person's initials or use the 'Paste Special' function. When you press Return, the Person's name will be entered to the field to the right.

Name   The Person's Name is entered after you have entered their initials.

Signer   This field records the initials of the Person that authorised this Expense record. If you are using the Signer Required option in the Expense Settings setting, this field must contain a value before the Expense record can be approved.

You cannot type an entry into this field. Instead, select 'Authorise' from the Operations menu to bring in the initials of the current user.

You can use the Access Groups setting in the System module to restrict the use of the 'Authorise' Operations menu function to certain members of staff.

| **Currency**	**Paste Special**	Currency register, System Module
	Default taken from	Default Base Currency

You can record an expense claim in any Currency, although you can only use one Currency in each Expense record. When you specify a Currency, the correct exchange rate for the Transaction Date (above) will be shown on the 'Currency' card where you can modify it for the particular Expense record if necessary.

All figures shown in the Expense should be in Currency: when the Nominal Ledger Transaction is created, they will be converted to the home Currency.

Cost Card

Use the grid on the 'Cost' card to enter the details of the Expense claim. This is divided into four horizontal flips, each showing additional columns. When you click on a flip tab (marked A-D), the two or three right-hand columns are replaced.
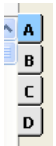
To add rows to an Expense record, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Flip A

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

Enter the Cost Account to be debited in the Nominal Ledger Transaction created from the Expense record. After entering an Account number, the Account name will be brought in to the Description field. Use Paste Special to choose from the Chart of Accounts.

You can have an Account brought in by specifying an Account Short Code in the Short. field to the right.

You can also enter the Code of an Autotransaction to this field. Autotransactions allow you to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described in the 'Nominal Ledger' manual. An example Autotransaction might be one that distributes the cost of an Expense item across several Objects on a percentage basis.

If you specify a Way List on flip D, the Cost Account from the Item in the Way List Settings setting or, if that is blank, the Account in the Way List Settings setting will be copied here automatically.

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

You can assign up to 20 Objects, separated by commas, to this row. They will be transferred to the debit posting in the Nominal Ledger Transaction generated for this Expense claim, and can be used for your profit centre reports. 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.

Note that you can assign an Object to each member of personnel in the Person register. This Object will appear automatically in all credit postings in the Nominal Ledger Transaction generated for this Expense claim.

If you enter a Project on flip B and this Project has been given an Object, this Object will be copied here automatically. You can also have an Object brought in by specifying an Account Short Code in the field immediately to the right.

If you specify a Way List on flip D, the Objects from the Way List header will be copied here automatically.

Short.   **Paste Special**   Account Short Codes setting, Nominal Ledger

You can use Short Codes to help reduce errors when selecting Accounts and Objects. You can also use them if you do not want members of staff using Purchase Invoices and Expenses to have any access to the Account and Object registers (which means that they will not be

able to use 'Paste Special' to choose Accounts and Objects). Enter a Short Code here to bring in the appropriate Account and Object(s).

Desc.   **Default taken from**   Account

The Account name will be entered here automatically when you specify an Account number. This text can be changed if necessary.

If you specify a Way List on flip D, the Description from the Way List Settings setting will be copied here automatically instead of the Account name.

Amount Incl VAT Enter here the expense amount inclusive of VAT. If you have specified a Currency, this figure should be in that Currency.

If you specify a Way List on flip D, the Total, cost from the Way List footer will be copied here automatically.

VAT   VAT for this row is calculated from the Amount Incl. VAT and the VAT Code (below).

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

The VAT Code entered here refers to a VAT Code record entered using the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged on this Expense item and the VAT Account to be debited.

A default is offered, taken from the Account record or from the 'VAT' card of the Account Usage P/L setting. If you specify a Way List on flip D, the default will be the Domestic VAT Code from the Item in the Way List Settings setting.

Flip B

Item   **Paste Special**   Item register

You may enter the Item Number of the purchased Item here. If you have assigned this Expense row to a Project, this information will be used by the Job Costing module.

If you specify a Way List on flip D, the Item from the Way List Settings setting will be copied here

automatically. This Item will determine the A/C and VAT Codes on flip A.

Qty   The quantity purchased can be entered here.

      If you specify a Way List on flip D, the Total, km from the Way List footer will be copied here automatically.

Proj   **Paste Special**   Project register, Job Costing module (if installed)

      A Project number to which the Expense row can be linked. When you approve the Expense record, a Project Transaction will be created for each row with a Project number, Item Number and Quantity. This ensures the value of the Expense row will be added to the cost of the Project, and that the Project Customer will be charged for the Expense row if this is demanded by the charging structure of the Project. Please refer to the 'Job Costing' manual for full details.

      If the Project has been given an Object, this will be copied to the Objects field on flip A of the Expense.

      If you specify a Way List on flip D, the Project from the Way List header will be copied here automatically.

Flip C

You can use the fields on flip C when Expense claims are accompanied by receipts or invoices. You can enter the invoice or receipt number in the Document Nr field, and you should record the Date and Supplier in the appropriate fields. A 'Paste Special' list is available from the Supplier field. The Supplier field is for information only: there are no consequences in the Purchase Ledger. The Date field can be important in the case of an Expense record in Currency. If the Exchange Rate changes between this Date and the Transaction Date in the header, and if you are using the Expense Date Rate for Cost Accounting option in the Expense Settings setting, the difference will be posted to the Rate Round Off Account on the 'Exch. Rate' card of the Account Usage S/L setting. Please refer to the section entitled 'Expenses in Currency' below on page 26 for more details and an example.

Flip D

Way List   **Paste Special**   Way List register, Expenses module

      Use this field when you need to support an expense claim for mileage with the details of the journeys you

have made. First, enter the journey details in a new record in the Way List register (described below on page 46). Then, enter the Way List Number here. The Total, Cost and Total, km from the Way List footer will be brought in to the Amount Incl VAT field on flip A and the Qty field on flip B respectively. The Object and Project from the Way List header will be brought in to the Object on flip A and the Project on flip B respectively of the Expense record. The VAT Code will be brought in from the Item specified in the Way List Settings setting. The A/C will be taken from that Item's Cost Account or from the Way List Settings setting. Finally, the Description will be brought in from the Way List Settings setting.

If the Amount Incl VAT, Qty, A/C, Object and Description fields remain empty after you have specified a Way List, the probable cause is that you have not entered an Item in the Way List Settings setting. You must specify such an Item if you want to link Expense records and Way Lists is this way.

Footer

OK   When you check this box and save the record by clicking [Save], the Expense is approved and a corresponding Transaction is created in the Nominal Ledger. Because of this, you will no longer be able to make changes to the Expense record.

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

No. of Documents Enter here the number of receipts or other documents that you have in support of this expense claim. This is for information only.

VAT   The VAT sum, calculated from the Expense rows.

TOTAL   The total amount to pay for this Expense claim, including any taxes and in Currency.

Currency Card

Currency	**Paste Special**	Currency register, System Module
	Default taken from	Default Base Currency

You can record an expense claim in any Currency, although you can only use one Currency in each Expense record.

All figures recorded in the Expense should be in Currency: the resulting Nominal Ledger Transaction will show figures in both foreign and home Currencies (and in the second base Currency if appropriate).

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

The exchange rates for the specified Currency for the Transaction Date of the Expense record will be entered 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)

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

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

Exchange Rates (Simple Currency Conversion System)

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

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

Inspecting and Approving Expenses

If you did not approve the Expense record when you first entered it, you must return to it to approve it in order for the Nominal Ledger Transaction to be generated. The approval also causes the Expense record to be locked, so that it cannot be altered after this point.

There are two ways to approve an Expense record—

1. When viewing an Expense record, click the OK check box; or

2. Highlight one or more Expense records in the 'Expenses: Browse' window and select 'OK' from the Operations menu.

An example Nominal Ledger Transaction created from an Expense record is shown below. In normal circumstances, the Debit Account(s) will be as specified in the Account field in the Expense row(s). The Credit Account will be taken from the 'Bonus' card of the Person record of the member of personnel in question.

Objects on the debit side are those entered to the appropriate row of the Expense record, while those on the credit side are taken from the 'Bonus' card of the Person record.
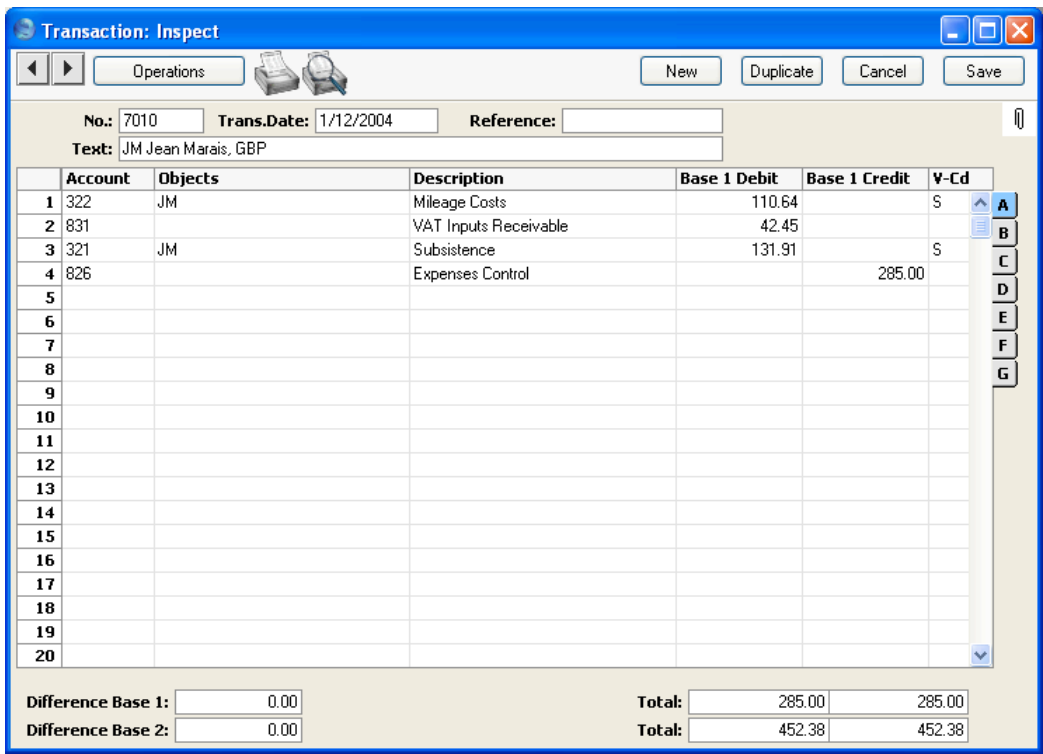
Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

Expenses in Currency

When you enter Expenses in Currency, the Currency and Exchange Rate are applied to all rows of the Expense record. Separate Expense records should therefore be used for each Currency and Exchange Rate.

For example, an employee submits an expense claim dated Jan 31. The claim includes a receipt for JPY100000 (Japanese Yen) dated Jan 7, when JPY192.867 buys one GBP (Base Currency 1). So, the receipt was worth GBP518.49 when it was issued. However, on Jan 31 (the date of the expense claim), one GBP buys JPY193.374, so JPY100000 will then convert to GBP517.13.

The Expense record is entered as shown below. The date of the expense claim (Jan 31) is entered in the header, and JPY is entered as the Currency—

Expense: New					New	Duplicate	Cancel	Save

No.: 8001   **Exp.Date:** 31/1/2005   **Trans.Date:** 31/1/2005
Person: JM   **Name:** Jean Marais
Signer: **Currency:** JPY

Cost | **Currency**

Currency: JPY   **Rate:** 193.374 :: 1 **Base Currency 1**
Base Currency 1: 0.63   :: **Base Currency 2**
Base Currency 2: 1

	A/C	Objects	Short.	Desc.	Amount Incl VAT	VAT	V-Cd
1	320	JM		Travel Expenses	100,000.00	0.00	Z
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

☐ OK   **No. of Documents:**   **VAT:** 0.00   **TOTAL:** 100,000.00

27

On flip C, the date of the receipt (Jan 7) is entered—

Also shown in the illustration above is the Exchange Rate on the 'Currency' card. This is the Exchange Rate for Jan 31. In this example, the Expense and Transaction Dates are the same. Where they differ, the Transaction Date will determine the Exchange Rate.

When the Expense record is approved and saved, the appearance of the Nominal Ledger Transaction will depend on the Expense Date Rate for Cost Accounting option in the Expense Settings setting. If this option is on, the liability to the employee (Account 826 in the example) will be calculated using the Exchange Rate for the date of the expense claim (Jan 31), while the amount posted to the Cost Account (320 in the example) will be calculated using the Exchange Rate for the date of the receipt (Jan 7). The difference will be posted to the Rate Round Off Account from the 'Exch. Rate' card of the Account Usage S/L setting—

Transaction: Inspect

Operations | New | Duplicate | Cancel | Save

No.: 8001   Trans.Date: 31/1/2005   Reference:

Text: JM Jean Marais, JPY 193.374:1

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	¥-Cd
1	320	JM	Travel Expenses	518.49		Z
2	826		Expenses Control		517.13	
3	515		Profit/Loss on Exchange		1.36	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Base 1:   0.00   Total: 518.49   518.49
Difference Base 2:   0.00   Total: 823.00   823.00

If the Expense Date Rate for Cost Accounting option is off, the liability to the employee and the amount posted to the Cost Account will both be calculated using the Exchange Rate for the date of the expense claim (Jan 31)—

Error Messages

When you approve Expenses, Nominal Ledger Transactions are automatically generated and put in your Nominal Ledger journal.

An error message will appear if an Account or other setting is incorrect. All Accounts used in the Expense record must exist in the Account register in the System module. The VAT Codes used must be defined. A valid Account must be specified on the 'Bonus' card of the Person record of the member of personnel submitting the Expense claim. This Account will be credited in the Nominal Ledger Transaction.

While the Expense record is on screen, you can correct the error, by adding the missing Account(s) to the Accounts register in the System module or by changing the settings accordingly.

The program cannot post to non-existent Accounts, to prevent accounting errors.

Invalidating Expenses

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

You cannot invalidate an Expense record 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.

If a Project Transaction has been created from the Expense record, it will be deleted when you invalidate the Expense record. You will not be able to invalidate the Expense record if the Project Transaction has already been invoiced.

Operations Menu

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

OK

This command is available on the Operations menu only from the 'Expenses: Browse' window. It permits the approving of Expense records and is therefore the equivalent of checking the OK box in an Expense record. Remember that this action causes Nominal Ledger Transactions to be created for each Expense record in the selection and that therefore once it has been carried out you will no longer be able to modify those Expense records.

Open NL Transaction

Once an Expense record has been approved and saved, if so defined in the Sub Systems setting in the System module, 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.

Authorise

Once you have entered an Expense record, you can authorise it before approving it. If you are using the Signer Required box in the Expense Settings setting, you must authorise Expense records before you can approve them. To do this, select 'Authorise' from the Operations menu. Your initials will be entered to the Signer field in the header. Then, check the OK box and save by clicking the [Save] button in the Button Bar.

You can use the Access Groups setting in the System module to restrict the use of the 'Authorise' function to certain members of staff. To do this, first move to the System module using the Modules menu and then open a record in the Access Groups setting. If the Access Group starts from the No Access position, you should use the grid to allow members of that Access Group to use particular features—
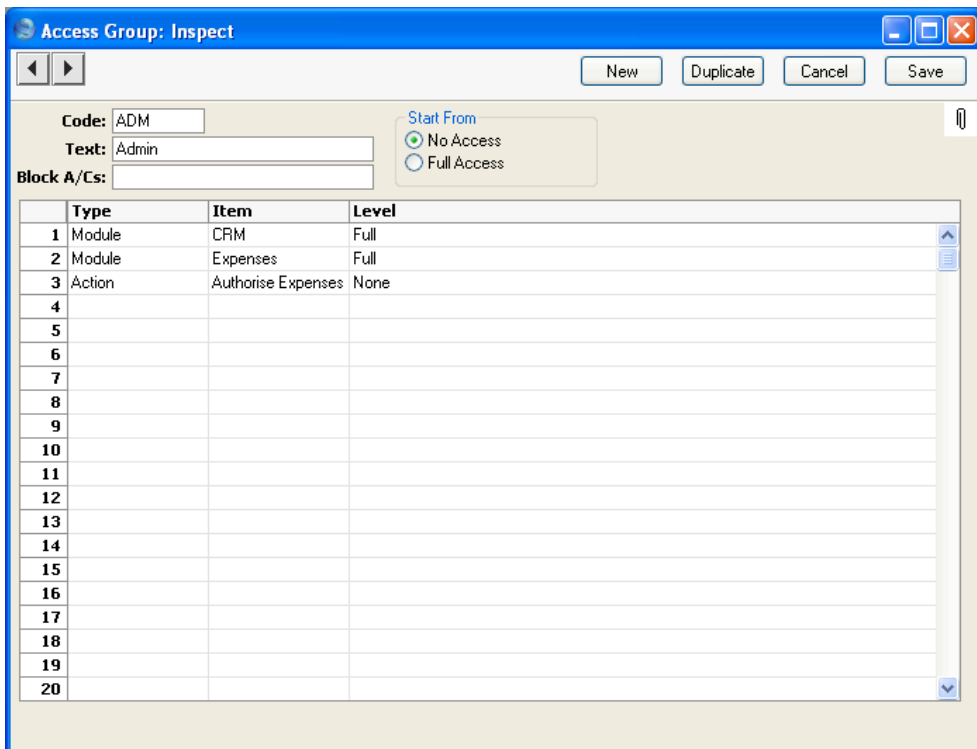
In this illustration, members of the "ADMIN" Access Group are allowed full access to the Expenses module so that they can enter their own Expenses.

But, they have explicitly been prevented access to the 'Authorise' Operations menu function.

If the Access Group starts from the Full Access position, you should use the grid to prevent members of that Access Group from using particular features—

In both cases, if the 'Authorise Expenses' Operations Menu function is not listed in the grid, access to it will depend on the chosen Start From option. If this is No Access, members of the Access Group will not be able to authorise Expense records. If it is Full Access, they will be able to make such changes.

The Access Groups setting is fully described in the 'System Module' manual.

The Personnel Payment Register

Use the Personnel Payment register to issue expenses payments and cash advances to your employees and members of personnel. In operation, it is similar to the Payment register in the Purchase Ledger. One Personnel Payment can include a set of payments to more than one member of personnel, made from different bank accounts (i.e. using different Payment Modes), provided they use a single Currency.

To open the register, ensure you are in the Expenses module and select 'Pers Payments' from the Registers menu, or click the [P.Payments] button in the Master Control panel. The 'Personnel Payments: Browse' window is opened, showing Payments already entered.

In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date and the total amount of the payment.

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

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

Since the amount of information stored about each Personnel Payment will not fit on a single screen, the Personnel Payment window has been divided into two cards. At the top of each is the header containing two named buttons ('tabs').
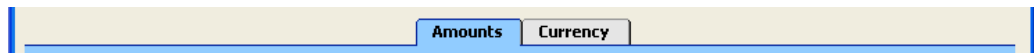
By clicking the tabs you can navigate between cards.

Header

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

The unique identifying number of the Personnel Payment record. When you enter a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Personnel Payments setting. You may change this number, but not to one that has already been used.

Pay Date	**Paste Special**	Choose date

The date when you want the Payment to be executed.

Trans Date	**Paste Special**	Choose date

The Transaction Date for the Nominal Ledger Transaction. This is always the same as the Payment Date and cannot be changed independently.

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

The Payment Mode determines the Nominal Ledger Account (bank or cash Account) that will be credited with the value of the Payment.

It is possible to enter payments to different members of personnel in a single Payment record. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.

Own Bank A/C	The number of the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.

Amounts Card

Enter the details of each payment to be made in the grid area, as follows—

Flip A

Person	**Paste Special**	Person register, System module

Enter the initials of the person receiving the payment or advance.

Text	Enter any text describing the transaction. The name of the Person being paid is brought in as a default.

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

Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Personnel Payment to be credited to different bank or cash Accounts.

Objects	**Paste Special**	Object register, System module
	Default taken from	Person

You can assign up to 20 Objects, separated by commas, to this Personnel Payment and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

Any Objects specified here will be assigned to the debit posting in the Nominal Ledger Transaction generated from this Personnel Payment. Any Objects specified in the Payment Mode will be assigned to the credit posting to the Bank or Cash Account.

Cheque	**Paste Special**	Own Cheque register, Cheques module (if present)

Record the number of the cheque used for the Personnel Payment here.

If you have the Cheques module, this field should contain the Serial Number of a record in the Own Cheques register: use 'Paste Special' to ensure the correct record is specified.

To Bank A/C   The bank account of the payee is brought in from the 'Bonus' card of the Person record.

Amount   The amount paid out, in the Currency indicated.

Flip B

Reference Number

This field should be used by certain state companies in Estonia to record the RK Reference for each Personnel Payment row. This reference can be generated automatically and will be included in the Banking File (Estonia) export.

Footer

Ordered   Check this box to indicate that a Payment has been ordered. No Nominal Ledger Transaction will result, but you will no longer be able to modify the record.

References in this manual to Ordered Personnel Payment records are to those whose Ordered check box has been checked, but whose OK check box has not been checked.

OK   Click this box to approve the Personnel Payment record. On clicking the [Save] button to save the record, the Bank Account specified for the Payment Mode will be credited and the Account specified on the 'Bonus' card of the Person record will be debited. The Payment will now appear in account statements produced for the individual(s) in question.

References in this manual to approved Personnel Payment records are to those whose OK check box has been checked.

Currency   **Paste Special**   Currency register, System
                                         module

The Currency to be used in the payment. Only one Currency per Personnel Payment record is permitted.

The exchange rate will be shown on the 'Currency' card where you can modify it for this particular Personnel Payment record if necessary.

Bank Fee   Enter any fee charged by the bank for this Payment. Bank fees will be debited to the Bank Fee Account specified on the 'Rate' card of the Account Usage P/L setting.

Sum   The sum of all the payments entered above, in Currency.

Withdrawn   The total amount of the payment, i.e. the amount actually withdrawn from the account in the home Currency, including any extra fees. Calculated by Hansa.

Currency Card

Currency   **Paste Special**   Currency register, System
                                         Module

                 Default taken from   Default Base Currency

You can record a Personnel Payment in any Currency, although you can only use one Currency in each Personnel Payment record.

All figures entered in the Personnel Payment should be in Currency: the resulting Nominal Ledger Transaction

will show figures in both foreign and home Currencies (and in the second base Currency if appropriate).

Exchange Rates   The current exchange rates for the specified Currency will be entered 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)

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

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

Exchange Rates (Simple Currency Conversion System)

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

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

Multi-line Payments

A single Personnel Payment record can contain several payments to different members of personnel using different Payment Modes (as long as they are in the same Currency). Note, however, that if you need Hansa to print a

remittance advice and/or a cheque, you will need to enter separate Personnel Payment records for each member of Personnel to ensure separate such forms will be printed for each Person.

Each record in the Personnel Payment register results in one Transaction in the Transaction register (with bank or other institution as credit Account).

Inspecting and Approving Personnel Payments

If you did not approve the Personnel Payment record when you first entered it, you must return to it to approve it in order for the Nominal Ledger Transaction to be generated.

There are two steps to approving a Personnel Payment—

1. When paying Personnel Payments by cheque, there will be a delay between the ordering of the Payment and the clearing of the funds from your company's bank account.

    In such a situation, when you issue the cheque, enter the Payment in the usual way and click the Ordered check box. This causes the Personnel Payment record to be locked, so that, after saving, it can no longer be altered.

2. When you receive a statement from the bank, you can reconcile it with the ordered Personnel Payments. You should approve Personnel Payments that agree with your bank statement by clicking the OK check box. On saving, the Nominal Ledger transaction is generated.

An example Nominal Ledger Transaction created from an Personnel Payment record is shown below. In normal circumstances, the Credit Account will be the bank or cash Account taken from the Payment Mode. The Debit Account(s) will be taken from the 'Bonus' card of the Person record of the member of personnel in question.

Objects on the credit side are those entered to the appropriate row of the Personnel Payment, while those on the credit side are taken from the Payment Mode.

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

Printing Payment Forms and Cheques

It is often necessary to print certain documents associated with the Payment. These may be remittance advices, cheques or documents used to gain internal authorisation for the Payment.

If you want to print a remittance advice and a cheque together, you can do so, providing some set-up work has been carried out in advance. Follow this procedure—

1. Using the Form register in the System module, design the remittance advice and the cheque and name them "PERS_REM_ADVICE" and "PERS_CHEQUE". The sample "REM_ADVICE" supplied with Hansa (intended for use in the Purchase Ledger) can be modified for this purpose: in the 'Properties' dialogue box (obtainable from the Operations menu) ensure the Document Type is set to "Personnel Payment Receipt" to make sure the appropriate fields are available for inclusion in the

design. Full instructions for using the Form register can be found in the 'System Module' manual.

2. Select the Expenses module using the Modules menu.

3. Select 'Documents' from the File menu or click [Documents] in the Master Control panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Personnel Payment Receipt'.

4. Select 'Define Document' from the Operations menu.

5. The Sequence column in the subsequent window is used to determine the order in which the Forms will be printed. If, for example, you need a remittance advice to be printed first, on the first line enter "1" as the Sequence Number and "PERS_REM_ADVICE" as the Form (you can use 'Paste Special' from the Form field to ensure the spelling is correct). On the second line, enter "2" as the Sequence Number and "PERS_CHEQUE" as the Form. The Printer column can be used to print the Forms on different printers if necessary: you may have a dedicated printer for your cheque stationery. You can, of course, specify on a third line that an internal authorisation document is also to be printed.
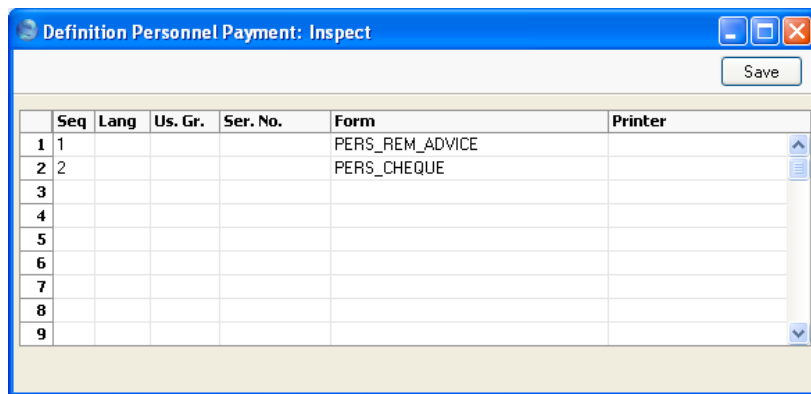
6. Click [Save] to save the Payment Form definition. From now on, whenever the Personnel Payment Receipt is printed, the remittance advice and the cheque will be printed, on different printers.

You can print the Payment Form using one of two methods—

1. When viewing an individual Personnel Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.

2. By selecting 'Documents' from the File menu or by clicking [Documents] in the Master Control panel and selecting 'Personnel Payment Receipts' from the subsequent list.

If you are intending to use the Personnel Payment Receipt in this manner, it is recommended that you enter individual Personnel Payment records for each member of personnel being paid. If a Personnel Payment record contains payments to more than one Person, separate payment forms are not printed for each one.

Invalidating Personnel Payments

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

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

Operations Menu

Operations		Operations
Order Ctrl+B		Print Cash IN-OUT
OK Ctrl+G		Open NL Transaction
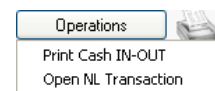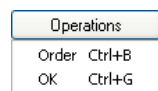
The Operations menus for Personnel Payments are shown above. On the left is that for the 'Personnel Payments: Browse' window: highlight one or more Personnel Payment records (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Personnel Payment: New' and 'Personnel Payment: Inspect' windows.

Order

This command is available on the Operations menu only from the 'Personnel Payments: Browse' window. It permits the ordering of a Personnel Payment and is therefore the equivalent of checking the Ordered box in a Personnel Payment record. You can also select several Personnel Payments in the 'Personnel Payments: Browse' window (hold down the Shift key to select a range of Payments in the list) and order them all at once.

OK

This command is available on the Operations menu only from the 'Personnel Payments: Browse' window. It permits the approving of a Personnel Payment and is therefore the equivalent of checking the OK box in a Personnel Payment record. You can also select several Personnel Payments (hold down the Shift key to select a range of Payments in the list) and approve them all at once. Remember that, if so defined in the Sub Systems setting in the Nominal Ledger, this action causes Nominal Ledger Transactions to be created for each Personnel Payment in the selection and that therefore once it has been carried out you will no longer be able to modify those Personnel Payments.

Print Cash IN-OUT

You will usually use the 'Print Cash IN-OUT' command for Personnel Payments with a cash Payment Mode. It prints a cash receipt for your records: there is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Cash Out Personnel Payments' in the 'Documents' list window. Indicate the Payment Number (or range of Numbers) to be printed and press [Run].

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

1. Using the Form register in the System module, design the cash document and name it "CASH_OUT_PERS_PAYM". Use the 'Properties' function on the Operations menu to assign a Document Type of "Cash Out Personnel Payments". 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 the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash Out Personnel Payments'.

4. Select 'Define Document' from the Operations menu.

5. In the subsequent window, enter "CASH_OUT_PERS_PAYM" 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 Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Personnel Payment screen.

You must save the Personnel Payment before you can print it, but you need not approve it.

Open NL Transaction

Once a Personnel Payment has been approved and saved, if so defined in the Sub Systems setting in the System module, 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.

The Person Register

Before you can enter Expense records and Personnel Payments, you should enter a separate record for each member of staff in the Person register in the System module. Please refer to the 'System Module' manual for a full description of this register.
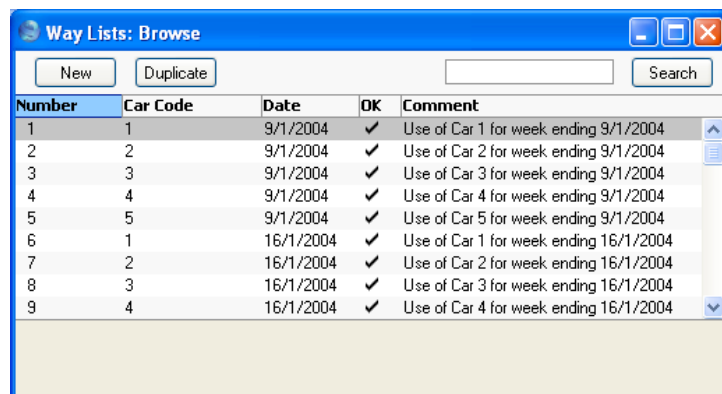
You must assign to each member of staff an Account number for advances and settlements on the 'Bonus' card of their Person record. It is recommended that you use a separate Account for each Person (or, if this is not possible, a separate Account/Object combination). If you do not follow this rule, the Periodic Personnel Statement report (described below on page 57) may be misleading.

The Way List Register

This register records the journeys made by company vehicles. You can use this information to calculate expense payments, or print it using the Way List document for submission to the relevant authorities.

Once you have entered a Way List record as described below, you can then quote it in an Expense record (using the field on flip D of the 'Cost' card). The Total Cost from the Way List will be brought in to the Expense record automatically. This allows you to support an expense claim for mileage with the details of the journeys you have made.

To open the register, ensure you are in the Expenses module and select 'Way Lists' from the Registers menu, or click the [Way Lists] button in the Master Control panel. The 'Way Lists: Browse' window is opened, showing Way Lists already entered.

In the list, the Way List Number, Car Code and Date are followed by a check mark if the Way List has been approved, and by the Comment.

To enter a new Way List record, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a Way List similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Way List: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Payment. In the case of the duplicate, the Dates From and To and the Transaction Dates of the new Way List record will be the current date, not the dates from the original record.

	Date	Distance	Description	Start Time	End Time	Dist. km.
1	19/1/2004	AM	From Office to Home AM	08:30:00	09:00:00	11.00
2	19/1/2004		Visit to Prospect: Coastal Studios			210.00
3	19/1/2004	AM	From Office to Home AM	17:30:00	18:10:00	11.00
4	20/1/2004	AM	From Office to Home AM	08:30:00	09:00:00	11.00
5	20/1/2004	001	From Office to Customer Against All Odds, Consultancy VIsit	11:00:00	15:30:00	35.00
6	20/1/2004	AM	From Office to Home AM	17:30:00	18:10:00	11.00
7	21/1/2004	AM	From Office to Home AM	08:30:00	09:00:00	11.00
8	21/1/2004		Visit to Prospect: Spotlight Theatre			25.00
9	21/1/2004	AM	From Office to Home AM	17:30:00	18:10:00	11.00
10	22/1/2004	AM	From Office to Home AM	08:30:00	09:00:00	11.00
11	22/1/2004	AM	From Office to Home AM	17:30:00	18:10:00	11.00
12	23/1/2004	AM	From Office to Home AM	08:30:00	09:00:00	11.00
13	23/1/2004	AM	From Office to Home AM	17:30:00	18:10:00	11.00
14						
15						

	Paste Special	
No.	Paste Special	Select from another Number Series

The unique identifying number of the Way List record. When you enter a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Way Lists setting. You may change this number, but not to one that has already been used. In multi-user systems, the next unused number will not be allocated until you save the Way List for the first time.

Trans. Date   Paste Special   Choose date

The date of the Way List record.

Project   Paste Special   Project register, Job Costing module

If the journeys listed in the Way List record were made as part of the work on a particular Project, specify the Project here. If you then link the Way List to an Expense

record, the Project will be copied to flip B of the relevant row in the Expense record. When you approve the Expense record, a Project Transaction will be created. This ensures the cost of the journeys will be added to the cost of the Project, and that the Project Customer will be charged for the journeys if this is demanded by the charging structure of the Project. Please refer to the 'Job Costing' manual for more details of this process.

Car Code	**Paste Special**	Cars setting, Expenses module

Specify here the car or vehicle whose journeys are being recorded in this Way List record. When a Car Code is entered, the Driver, Car Model, Used By and Fuel Type are brought in automatically from the Cars setting.

Driver, Used by	**Paste Special**	Person register, System module

Specify in these fields the Driver and, if appropriate, other member of staff that made the journeys recorded in this Way List record. Defaults for both fields will be brought in from the Cars setting. If the car was used by different Persons, you should enter separate Way List records for each one.

Car Model   The Car Model is brought in from the Cars setting when you enter a Car Code.

Date From, Date To

	Paste Special	Choose date

Enter the start and end dates of the period covered by this Way List record.

Fuel	**Paste Special**	Fuel Types setting, Expenses module

The type of fuel used by the car or vehicle is brought in automatically from the Cars setting when you enter a Car Code.

A/M nos   The registration number of the car or vehicle is brought in from the Cars setting when you enter a Car Code.

Km, begin, Km, end

Use these fields to record the total distance travelled by the car or vehicle during the period covered by this Way List record, using figures taken from its odometer. This

should include any private mileage: you will enter individual business journeys in the grid below.

Cost, km   A default cost per kilometre including VAT is brought in from the Way List Settings setting. You can change this figure for this Way List record if necessary.

Normal, l/100 km., Real, l/100 km

The fuel consumption of the car or vehicle (measured in litres per 100 km) is brought in to these two fields from the Cars setting. You can't change the Normal figure, but you can change the Real figure for this Way List record if necessary. The Real figure is used to calculate how much fuel was used for business journeys (shown in the Total, l field in the footer).

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

You can assign up to 20 Objects, separated by commas, to this Way List for classification purposes. You might define separate Objects to represent different departments, cost centres or product types.

If you link the Way List to an Expense record, the Objects entered here will be copied to the relevant row in the Expense record.

Purpose   **Paste Special**   Purposes setting, Expenses module

Specify here the reason for making the journey(s) listed in this Way List. When you select a Purpose using 'Paste Special', its name will be placed in the Descr. field to the right.

Descr.   The reason for making the journey(s) listed in this Way List.

Comment   Any extra comments can be recorded here. This Comment will be shown in the 'Way Lists: Browse' window.

Use the grid to record the individual business journeys made between the start and end kilometre readings recorded in the header.

To add rows, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and

press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

As you add information, the three totals in the footer will be updated automatically.

Flip A

Date	**Paste Special**	Choose date

The date that the journey was made.

Distance	**Paste Special**	Distances setting, Expenses module

The Distances setting allows you to store the details of journeys that are made repeatedly. When recording such a journey, use 'Paste Special' to select a record in the Distances setting, and the Description and Dist, km will be brought in automatically. Both can be changed in a particular Way List row if necessary.

If the journey is not one whose details are recorded in the Distances setting, leave this field blank and enter an appropriate Description and Distance yourself.

Description	The reason for making the journey listed in this Way List row.

Start Time, End Time

	Paste Special	Current Time

The time that the journey was made.

Dist. km.	The distance for this particular journey.

If you used the Distance field on the left to chose a standard journey from the Distances setting, a figure will be brought in to this field automatically. Similarly, if you enter figures in the Start and End km fields on flip B, a figure will be brought in to this field automatically

When you enter a figure here, the three totals in the footer will be updated automatically.

Flip B

Customer	**Paste Special**	Customers in Customer register

In the case of a journey made to a Customer, enter the Customer Number here. Their Name will then appear in the field to the right.

If you have specified a Project in the Way List header, you will not be able to save the Way List if the Customer specified here is different to that specified in the Project.

Start, km, End, km

Use these fields to record the distance travelled for this journey, using figures taken from the vehicle's odometer. The Dist. km on flip A will be calculated automatically when you enter figures to these two fields.

Flip C

Comment   Use this field to record any comment about the journey.

Footer

OK   Once you have checked the Way List and found it to be correct, you can approve it by clicking this check box. Once you have done this and have saved the Way List, you will not be able to change it.

Total, cost   This field contains the total cost of the business journeys listed in the grid, calculated by multiplying the Total, km with the Cost, km (from the header).

If you link the Way List to an Expense record, this figure will be copied to the Amount Incl VAT field in the relevant row in the Expense record.

Total, l.   This field contains the total fuel in litres used by the business journeys listed in the grid, calculated by multiplying the Total, km with the Real l/100 km (from the header).

Total, km.   This field contains the total distance of the business journeys listed in the grid, calculated by adding together the Dist. km. of each row.

If you link the Way List to an Expense record, this figure will be copied to the Quantity field on flip B of the relevant row in the Expense record.

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The window illustrated below appears, listing the documents that can be printed from the Expenses module. Each item in the list ("Document") will be printed using a different Form.
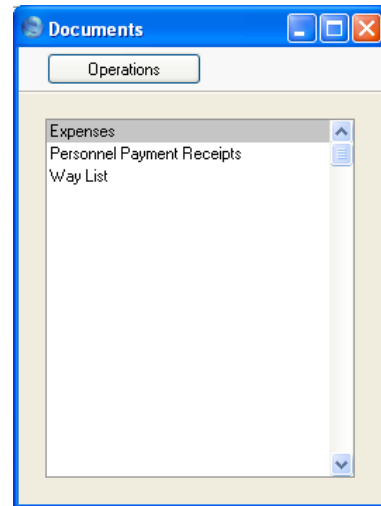
To print a document, follow this procedure—

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 Expense records 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 each document is printed, follow this procedure—

1.   For each option, design a Form using the Form register in the System module. This process is fully described in the 'System Module' manual.

2.   Change to the Expenses 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, if you leave all the fields in the specification window blank, no documents will be printed. You must specify the documents that you want to be printed, using the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Expense Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Expenses 001 to 010, enter "001:010" in the Expense Number field.

Expenses

This document is a printed record of each expenses claim.

No.   **Range Reporting**   Numeric

Enter the unique number (or range of such numbers) of the Expense record(s) to be printed.

Personnel Payment Receipts

This document is a receipt, to be printed whenever you issue a cash advance or payment to an employee. You can also print this document by clicking on the Printer icon when viewing a Personnel Payment record.
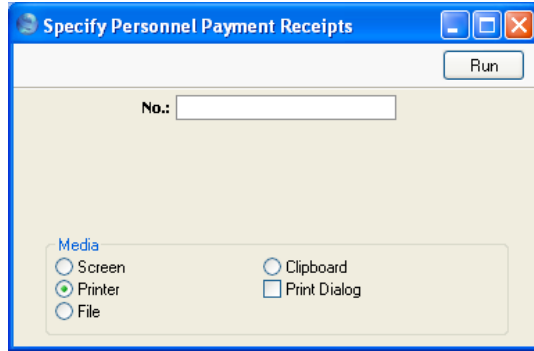
No.   **Range Reporting**   Numeric

Enter the unique number (or range of such numbers) of the Personnel Payment record(s) to be printed.

Way List

This document is a printed record of each Way List record.
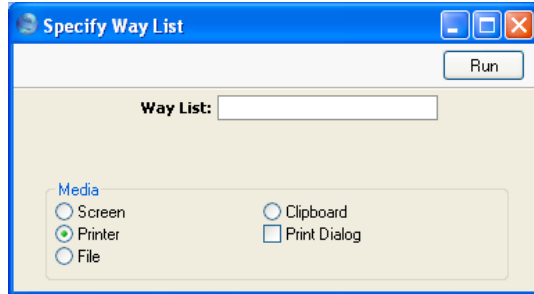
Way List   **Range Reporting**   Numeric

Enter the unique number (or range of such numbers) of the Way List record(s) to be printed.

Reports

Introduction

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

There are five reports in the Expenses module.
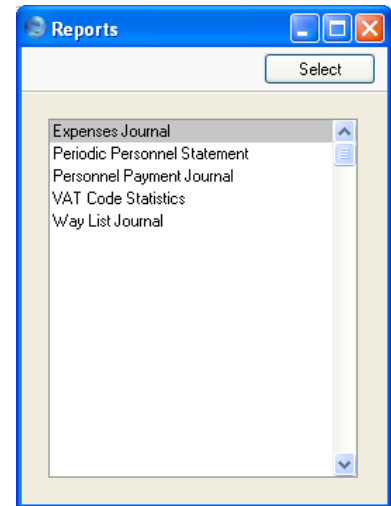
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Expense records. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Expenses 001 to 010, enter "001:010" in the Expense 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 to update the report using different reporting criteria.

Expenses Journal

This report lists all Expense records entered during the report period.

When printed to screen, the Expenses Journal has Hansa's Drill-down feature. Click on any Expense Number to open an individual Expense record.

No.	**Range Reporting**	Numeric

If necessary, enter here the Expense Number of the Expense record (or range of Expense records) you wish to have shown in the report. Invalidated Expense records in the range are not shown.

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

Enter a report period.

Person	**Paste Special**	Person register, System module

Enter a Person's initials to list only that Person's expense claims.

Function   Use these options to specify the amount of detail to be included in the report.

> **Overview**   This option provides a single line per Expense record, showing Expense Number, Date, Person's initials and name, and Amount.

> **Detailed**   In addition to the information provided by the Overview, this option lists each individual row of each Expense record.

Status   Determine here whether approved and unapproved Expense records are to be included in the report.

Periodic Personnel Statement

This report contains a summary of all Payments and Expense claims for each Person. It can thus be used to produce a full Expenses module transaction history for a specified period.

Note that the opening balance shown for each Person in this report is that of the Nominal Ledger Account that is entered on the 'Bonus' card of the Person record. If several Persons have been given the same Account, this opening balance is a figure for all Persons using that Account. If you want separate opening balances for each Person, you should use separate Accounts (or assign a dedicated Object to each Person).

When printed to screen, the Periodic Personnel Statement has Hansa's Drill-down feature. Click on any Expense or Payment Number to open an individual Expense or Personnel Payment record.

Person	**Paste Special**	Person register, System module

Enter a Person's initials to produce a report showing that Person's transactions only.

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

Enter a report period.

Persons with Balance Only

To limit the report to only Persons with a current balance, check this box.

Amounts in Currency

The outstanding amounts can be shown in the home currency (converted using the Exchange Rate shown on each Expense or Personnel Payment record) or, if this check box is switched on, in the Currency of the Expense or Personnel Payment record.

Personnel Payment Journal

This report is a journal of all payments made to members of staff over a selected period. At the end of the report, a total for each Payment Mode is shown, as well as an overall report total.
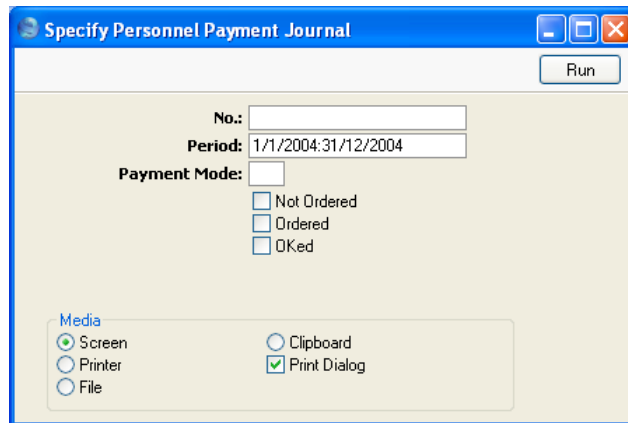
No.	**Range Reporting**	Numeric

Limit the report to a single or range of Payments. Invalidated Payments in the range will not be shown.

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

The report period.

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

To limit the report to Payments of a single Payment Mode (e.g. Cheque, Cash), enter the Payment Mode here.

This refers to the Payment Mode entered in each Personnel Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.

Not Ordered, Ordered, Reconciled

Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

VAT Code Statistics

This report contains information about VAT paid to each Person. The report is designed for use in countries where detailed VAT reporting is necessary.
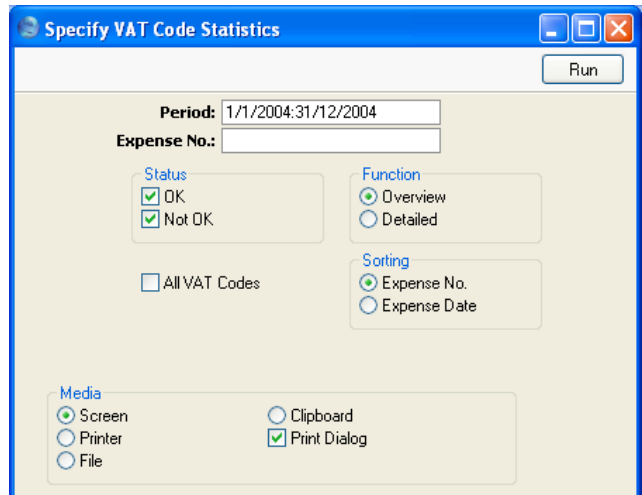
Period	**Paste Special**	Reporting Periods setting, System module

Enter the start and end dates of the period covered by the report.

Expense No	**Range Reporting**	Numeric

If necessary, enter here the Expense Number of the Expense record (or range of Expense records) you wish to have shown in the report.

Status   Determine here whether approved and unapproved Expense records are to be included in the report.

All VAT Codes   By default, the report shows for each Expense record the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Expense record all VAT Codes, including those not used by the transaction, switch this option on.

Sorting   The report can be sorted by Expense Number or Date.

Way List Journal

This report lists all Way List records entered during the report period.

When printed to screen, the Way List Journal has Hansa's Drill-down feature. Click on any Way List Number to open an individual Way List record.

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

Enter a report period.

Number   **Range Reporting**   Numeric

If necessary, enter here the Serial Number of the Way List record (or range of Way List records) you wish to have shown in the report.

Driver   **Paste Special**   Person register, System module

Enter a Person's initials to list the Way Lists where that Person is the Driver.

Car   **Paste Special**   Cars setting, Expenses module

Enter a Car Number to list the Way Lists for that Car.

Function   Use these options to specify the amount of detail to be included in the report.

    Overview   This option provides a single line per Way List record, showing Serial Number, Date, Car, Driver's initials and name, and totals for distance, fuel used and cost.

    Detailed   In addition to the information provided by the Overview, this option lists each individual row of each Way List record.

Status   Determine here whether approved and unapproved Way List records are to be included in the report.

Exports

Introduction

The 'Exports' function allows you to export information from your Hansa database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module.

To begin exporting, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the single Export that can be produced from the Expenses module. Double-click the item and a specification window will appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.
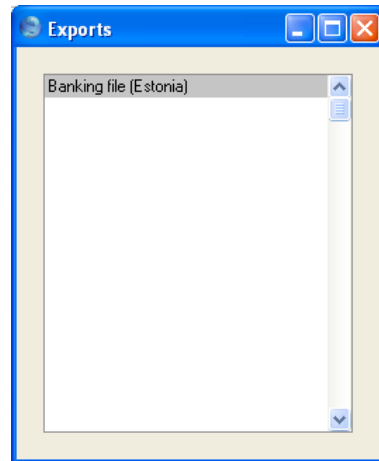
Banking file (Estonia)

This function is used in Estonia. Please refer to your local Hansa representative for details.

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