

HansaWorld Enterprise

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

Contracts

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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 Contracts 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 Ledger module.

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

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 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

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***HansaWorld
Enterprise
Contracts***

The Contracts Module

The Contracts module is designed for use by companies supplying products or services that are invoiced at regular intervals, such as rents, subscriptions or maintenance contracts.

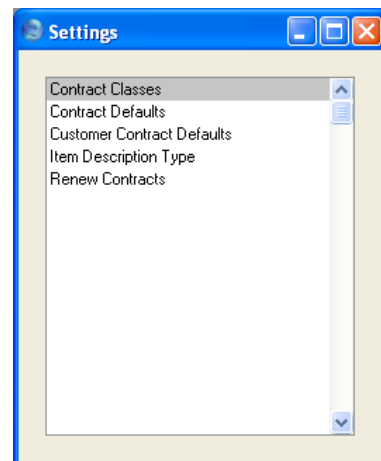
Individual agreements or contracts are recorded in the Contract register, and periodic Invoices are then created when appropriate using a special function. These are passed to Hansa's Sales Ledger module, where they are treated as normal Invoices.

The module also provides tools for the management of quoting and tendering for Contracts. A history of modifications to quotations can be maintained, and successful quotations can easily be converted into Contracts.

Settings

Introduction

The Contracts module has the following settings—



To edit a setting, ensure you are in the Contracts 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.

Contract Classes

This setting allows the definition of Contract Classes, which can be used to classify Contracts for reporting and invoicing purposes.

On opening the setting, the 'Contract Classes: Browse' window is shown. To enter a new Contract Class, click in the first blank line. Click [Save] in the Button Bar to save changes. To close the window without saving changes, use the close box.

	Code	Comment	Reminders
1	S	Subscription	Reminders
2	R	Rental	Reminders
3	M	Monthly Fees	Reminders
4			
5			
6			
7			
8			
9			

The Reminders field controls the setting of the No Reminder check box in Contract Invoices, which governs the sending of reminders for unpaid Invoices. If you set this field to "No Reminders" (using 'Paste Special' if necessary), the No Reminder box will be checked in Contract Invoices created from Contracts belonging to a particular Class. If you set this field to "Reminders" (the default), the No Reminder box will not be checked.

Contract Defaults

Use this setting to set defaults for the Factor, Class, Period Type and invoicing instructions on the 'Dates' card of new Contracts. These defaults will be used when you enter Contracts directly to the Contract register, when you create them from Invoices using the 'Create Contracts' Operations menu function and when you create them from Contract Quotations using the 'Make Contract' Operations menu function, provided there is no record for the Customer in the Customer Contract Defaults setting (below). You can override the defaults in an individual Contract if necessary.

On opening the setting, the 'Contract Defaults: Inspect' window is shown. Set the defaults as required and then click the [Save] button in the Button Bar to save changes and close the window. Use the close box if you do not want

to save changes. For a description of the fields and options, please refer to the section describing the 'Dates' card of the Contract register below on page 16.

In the case of Contracts created from Contract Quotations, only the Factor and the Invoice options are used, since the other information will be taken from the Quotation itself.

Customer Contract Defaults

Use this setting to set defaults for the Factor, Class, Period Type and invoicing instructions on the 'Dates' card of new Contracts in the name of particular Customers. These defaults will be used when you enter these Contracts directly to the Contract register, when you create them from Invoices using the 'Create Contracts' Operations menu function and when you create them from Contract Quotations using the 'Make Contract' Operations menu function. In all other cases (i.e. when there is no record for the Customer in this setting), defaults are taken from the Contract Defaults setting (above). You can override the defaults in an individual Contract if necessary.

On opening the setting, the 'Customer Contract Defaults: Browse' window is shown, listing the Customers for whom Contract Defaults have already been entered. To enter a new record, click the [New] button in the Button Bar. The 'Customer Contract Defaults: New' window appears: enter the details as appropriate and click [Save] to save the new record.

Customer**Paste Special**

Customers in Customer register

Enter the Customer Number for the Customer for whom the defaults are being set. Only one Customer Contract Defaults record can be entered for a particular Customer.

Factor, Class, Period Type, Invoice

Please refer to the section describing the 'Dates' card of the Contract register below on page 16 for descriptions of these fields and options.

In the case of Contracts created from Contract Quotations, only the Factor and the Invoice options are used, since the other information will be taken from the Quotation itself.

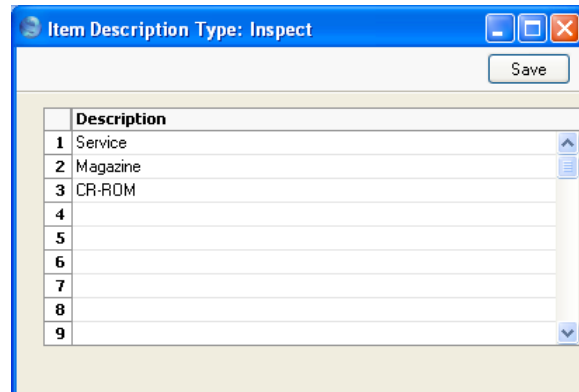
Invoice (Detailed, Group Invoice, One row per Contract row)

These options are used in Denmark only. Please refer to your local Hansa representative for details.

Item Description Type

You can use this setting to define various broad classifications that will then be used to describe the broad nature of each Contract row.

On opening the setting, the existing Item Description Types are shown in a browse window. To enter a new record, click in the first blank line. Click [Save] in the Button Bar to save changes. To close the window without saving changes, use the close box.



	Description
1	Service
2	Magazine
3	CR-ROM
4	
5	
6	
7	
8	
9	

Renew Contracts

This setting is used by the 'Renew Contracts' Maintenance function. Please refer to the description of this function below on page 72 for details.

The Contract Register

This is where the individual subscription agreements are recorded.

In the Contracts module, select 'Contracts' from the Registers menu, or click the [Contracts] button in the Master Control panel.

The 'Contracts: Browse' window is opened, showing Contracts already entered.

No.	Child	OK	Acc. Class	Cust.	Name	Dept.	Last Inv.	Start	End
1		✓	S	004	Oslo Trading Co		1/11/2004	4/1/2004	31/12/2004
2		✓	M	001	Against All Odds Trading		1/11/2004	12/1/2004	11/1/2005
3		✓	M	003	Schmidt GmbH		1/11/2004	25/2/2004	24/2/2005
4		✓	S	005	Moscow Trading Co		1/11/2004	19/3/2004	18/3/2005
5		✓	S	001	Against All Odds Trading		1/11/2004	1/4/2004	31/3/2005
6		✓	S	005	Moscow Trading Co		1/11/2004	1/4/2004	31/3/2005

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 at the bottom left corner. Hansa will search for the first record matching the keyword in the same column as the selected sorting order.

Entering a Contract

Contracts can be entered in four ways—


1. From the 'Contracts: Browse' window, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The Factor, Class, Period Type and invoicing instructions on the 'Dates' card of the new Contract are copied from the defaults set in the Contract Defaults setting. Alternatively, select a Contract similar to the one you want to enter and click [Duplicate] on the Button Bar. The Date of Contract of the new record will be the current date, not the date of the copied Contract.

2. Contract Quotations can be converted to Contracts using the 'Make Contract' function on the Operations menu of the Contract Quotation record. The Class and Period Type on the 'Dates' card of the new Contract are copied from the Contract Quotation, while the Factor and invoicing instructions are taken from the record for the Customer in the Customer Contracts Defaults setting. If there is no such record, they are taken from the Contract Defaults setting.
3. Contracts can be created from Invoices using the 'Create Contract' function on the Operations menu of the Invoice record. This is useful for businesses who sell both goods and the service contracts to maintain them. Whenever goods are sold, service contracts for those goods can be created immediately or at any later time. The Factor, Class, Period Type and invoicing instructions on the 'Dates' card of the new Contract are copied from the record for the Customer in the Customer Contract Defaults setting. If there is no record in this setting for the Customer, they are taken from the Contract Defaults setting. The Items in the new Contract are taken from the Contract Item fields of each Item on the Invoice. This field is used to link two records in the Item register: the Item itself (used in the Invoice) and the maintenance charge for that Item (used in the Contract).
4. The 'Renew Contracts' Maintenance function can be used to renew Contracts that have expired. It does this by searching for Contracts whose End Date is earlier than a specified date (i.e. which have expired by that date) and duplicating them. The duplicates have the same Contract Number as the original, but are also given a Child Number.

Note that Contracts created using methods 2 and 3 above will be presented in a 'Contract: Inspect' window. This means that the record will already have been created and saved into the register. To delete it you must choose 'Delete' from the Record menu.

Hansa provides several shortcuts to simplify your work when entering Contracts. You may for example enter the current date into a date field with the 'Paste Special' function. This can also be used to simplify the entering of Item Numbers, Customer Numbers, Contract Classes etc.

Contract: Inspect

Operations  New Duplicate Cancel Save

No.: 7 Customer: 004
 Name: Oslo Trading Co
 Department:

Dates Items Currency Partners Pay Terms Del Terms Inv Del

Start Date: 1/4/2004 End Date: 31/3/2005
 Date of Contract: 1/3/2004 Last Inv. Date:
 Next Price Change: Last Price Change:
 Cancel Date:
 Factor: 1 Class: M
 Period Type: ☐ Days ☒ Months
 Length: 12
☐ Accepted ☒ OK
 Invoice: ☒ Before Period ☐ After Period
 Days: 0

	Item	Qty	Description	Unit Price	%	Sum
1	10124	1	Hi-Fi Monthly	42.88		42.88
2						
3						
4						
5						
6						
7						
8						

Tot.Qty: 1.00 Freight: Sub-Total: 42.88
 Currency: NOK VAT: TOTAL: 42.88

Since the amount of information stored about each Contract will not fit on a single screen, the Contract window has been divided into eight cards. At the top of each is the header. This contains the Contract Number, the Customer Number and Name. There are eight named buttons ('tabs') in the header.

Dates Items Currency Partners Pay Terms Del Terms Inv Del

By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Contract you are working with.

Header

No.

The Contract number. There are no number series: Hansa will start with 1 for the first record and count upwards. You can enter any number to the first Contract, and Hansa will increment from there. It cannot be changed once the Contract has been saved. If

appropriate, the Contract Number will be copied back to the originating Quotation.

Any secondary identifying number (“Child Number”) can be entered in the field to the right: this field cannot be changed once the Contract has been saved. Contracts created by the ‘Renew Contracts’ Maintenance function will always have a Child Number. Such Contracts will replace all other Contracts with the same Contract Number and earlier Child Numbers.

Customer	Paste Special	Customers in Customer register
		Enter the 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.
Name		The Customer Name is entered after you have entered the Customer Number.
Department		This field can be used to record the Department, either in the Customer’s company or in your own Company, that is responsible for the Contract. If the latter option is used, the Contract Contacts report can be used to print lists of Contracts for which each Department is responsible.
Dates Card		
Start Date	Paste Special	Choose date
		The date when the Contract takes effect. This field must contain a value before the Contract can be invoiced.
End Date	Paste Special	Choose date
		The last date of the Contract period. This field must contain a value if the Contract is to be invoiced using the ‘Invoice’ Operations menu function, but can be blank if the ‘Create Contract Invoices’ Maintenance function is to be used.
		The period between the Start and End Dates is referred to as the “Contract Duration” in this manual. The Contract duration is divided into smaller periods for invoicing using the Period Type and Length (below). These are referred to as the “Invoice periods”. The invoicing functions can only raise Invoices for whole

periods, so take care to ensure that the Start and End Dates in the Contract are correct. For example, in a Contract whose duration is one year and which is to be invoiced monthly, if the End Date is slightly later than one year after the Start Date, an Invoice for a thirteenth month will be created. If the Start Date is 27/10/2002, entering an End Date of 27/10/2003 will be enough for an extra month to be invoiced.

Date of Contract **Paste Special** Choose date

The date when the Contract/agreement was entered into.

Last Inv. Date **Paste Special** Choose date

The Contract duration is divided into periods for invoicing, determined using the Period Type and Length (described below, page 18). Each time an Invoice is raised, the start date of the period covered by the Invoice is recorded here, taking the Invoice options (below, page 19) into account.

This field will be updated automatically when Invoices are created using the 'Create Contract Invoices' Maintenance function or the 'Invoice' Operations menu function.

If a Contract Invoice is credited, it may be necessary to raise a new Invoice. To ensure this is done the next time the 'Create Contract Invoices' function is run, change this date back to the appropriate date for the previous Invoice period. Be very careful with this feature, since it is possible to duplicate Invoices and possibly to disrupt the period structure of the Contract.

Next Price Change

Paste Special Choose date

Specify here the earliest date on which the prices and other details in the Contract can be updated. The 'Update Contracts' Maintenance function will not update a Contract with a Next Price Change date that is later than the date on which the function is being used.

Last Price Change

This field records the date when the prices in the Contract were last updated by the 'Update Contracts'

Maintenance function. It is for information only, and cannot be changed.

Cancel Date**Paste Special**

Choose date

If the Contract is cancelled, enter the date it was cancelled here. Invoices will only be created for the period up to this date (i.e. the Contract duration will run from the Start Date to the Cancel Date).

The Contract length is divided into periods for invoicing, determined using the Period Type and Length (described below on page 18). The invoicing functions can only raise Invoices for whole periods so, if the Cancel Date falls inside an Invoice period, the whole period will be invoiced but the periods beyond will not.

The 'Cancel Unpaid Contracts' Maintenance function can be used to cancel Contracts whose Invoices have not been paid. It does this by finding Contract Invoices that are overdue for payment by a specified number of days and enters the current date to this field in each of the related Contracts.

Factor

This is an overall multiplier applied to all the Items on the Contract. This will be most useful for Contracts with an annual charge that are invoiced in instalments. For example, if a Contract is to be invoiced monthly, you could enter the annual charge on the 'Items' card and 0.083 (1/12) as the Factor.

Class**Paste Special**

Contract Classes setting,
Contracts module

Enter the Contract Class for the Contract (if any). Contract Classes permit the analysis of Contracts for reporting or prioritising.

When using the 'Create Contract Invoices' Maintenance function, you can do so for Contracts of a particular Class.

Period Type, Length

These options are used to divide the Contract duration into shorter periods for invoicing. An Invoice period can be a certain number of days or months: select the appropriate option and enter the number in the Length field. For example, choosing Days and a Length of 30

will result in Invoices being raised every 30 days, while choosing Months and a Length of 6 gives a single Invoice every 6 months.

The Length field must contain a value before the Contract can be invoiced.

Invoice, Days

These options allow you to control when Invoices will be raised, relative to the Invoice periods. For example, in a Contract whose Start Date is January 1st that is to be invoiced monthly, the Invoice periods will begin on the first day of each month. Choosing the Before option and entering 10 as the number of Days will cause an Invoice to be raised ten days before the start of each period (each month). Changing to After will cause an Invoice to be raised ten days after the end of each period.

Unless overridden using the specification window of the 'Create Contract Invoices' Maintenance function, these options will also determine the Invoice Date of each Invoice. Similarly, if the 'Invoice' function on the Operations menu is used to create Invoices for the entire Contract duration at one stroke, the dates of these Invoices will be determined by these options.

Accepted

Check this box when the Contract has been accepted by the Customer. The 'Contracts: Browse' window has a sortable column showing the Accepted status of each Contract, so you can find Contracts that have or have not been accepted quickly and easily.


OK

The OK check box should be switched on once the details of the Contract has been checked and approved. Until it has been switched on, no Invoices will be created for the Contract. You will still be able to modify the record, although the deletion and insertion of rows to the grid on the 'Items' card will be prevented.

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

Items Card

Contract: Inspect

Operations  New Duplicate Cancel Save

No.: 7 Customer: 004
 Name: Oslo Trading Co
 Department:

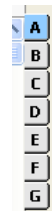
Dates Items Currency Partners Pay Terms Del Terms Inv Del

	Item	Qty	Description	Unit Price	%	Sum	
1	10124	1	Hi-Fi Monthly	42.88		42.88	A
2							B
3							C
4							D
5							E
6							F
7							G
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Tot.Qty: 1.00 Freight: Sub-Total: 42.88
 Currency: NOK VAT: TOTAL: 42.88

Use the grid on the 'Items' card to list the Contract Items. These will all be included whenever an Invoice is raised for this Contract using the 'Create Contract Invoices' function.

The Contract row matrix is divided into seven horizontal flips, each showing additional columns for the Contract rows. When you click on a flip tab (marked A-G), the two or three right-hand columns are replaced.



Before adding any rows to a Contract, ensure that the Currency and Exchange Rate specified are correct (these are shown on the 'Currency' card). If an Exchange Rate is specified, all prices transferred from the Item register will be converted. However, if the Exchange Rate is altered after rows have been added, their prices will not be converted.

To add rows to a Contract, 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. Rows cannot be inserted or removed if the Contract has been approved and saved.

Flip A

Item	Paste Special	Item register
		With the cursor in this field, enter the Item Number or Bar Code for each Item included on the Contract: usually, this will be an Item supplied on a regular basis (e.g. a magazine subscription) or a maintenance charge. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Contract documentation.
Qty		Enter the number of units offered. If the Factor field on the 'Dates' card contains a value, the Quantity of all Items will be multiplied by the Factor in all Invoices raised from the Contract.
Description	Default taken from	Item This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. If you need more space, you can continue on the following line.
Unit Price		The Unit Price of the Item according to the valid Price List for this Customer. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item screen is brought in. If there is a Price List applying to this Contract, it will be shown on the 'Del Terms' card. If the Price List specified is one that is Inclusive of VAT, this figure will include VAT.

If the Item is an annual Contract and you will be invoicing in instalments, you could enter the appropriate fraction of the Contract value here, or you could leave the full value here and enter a multiplier in the Factor field above. For example, if the annual Contract Value is 120.00, this will be the Base Price in the Item register and will therefore be the default value that is brought in to this field when you enter the Item Number. If the Contract is to be invoiced monthly, you could change this figure to 10.00, or you could leave it at 120.00 and enter a Factor of 0.083 (1/12).

If a Currency and Exchange Rate have been specified, the figure shown will be in the Currency concerned (i.e. having undergone currency conversion).

%

Discount percentage. If a Discount Matrix that includes this Item has been allocated to the Customer, this figure will be determined by the Item Number and Quantity. You can change it to an *adhoc* rate if necessary.

In the Round Off setting in the System module, you can determine whether the discount is to be applied to the Unit Price before it has been multiplied by the Quantity, or to the Sum. In certain circumstances (where there is a very small unit price and a large quantity) this choice can cause the calculated discount to vary, due to the rounding system used in Hansa. Please refer to the 'System Module' manual for details and an example.

The percentage entered here can act as a discount, margin factor or markup. This is controlled using the Discount Options setting in the System module: again, please refer to the 'System Module' manual for details.

Sum

The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. If the Price List specified is one that is Inclusive of VAT, this figure will include VAT.

*Flip B***A/C****Paste Special**

Account register, Nominal
Ledger/System module

This code determines the Nominal Ledger Sales Account for this Item. Nominal Ledger Transactions generated by

Invoices eventually created from this Contract will credit the Account specified here. A default is offered, taken from the Item record. If none is specified there, it will be taken from the Item Group or from the 'Sales' card of the Account Usage S/L Setting. This default can be changed for a particular Contract row if necessary.

Object**Paste Special**

Object register, Nominal
Ledger/System module

Default taken from Item

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

In any Nominal Ledger Transactions generated from Invoices eventually raised from this Contract, any Objects specified here will be assigned to the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account. In both cases, these Objects will be merged with those of the parent Contract (shown on the 'Del Terms' card).

V-Cd**Paste Special**

VAT Codes setting, Nominal
Ledger

The VAT Code entered here determine the rate at which VAT will be charged on this Item and the VAT Account to be credited, when the Invoice is raised. A default is offered, taken from the Sales VAT Code field in the Customer record. If that field is empty, the default is taken from the Item, the Item Group or from the 'Sales' card of the Account Usage S/L setting. This default can be changed for a particular Contract row if necessary.

*Flip C***Price Factor****Default taken from** Item

A Price Factor can be used to recalculate the Unit Price of an Item. For example, if the Item is normally purchased in boxes with 24 units, the Price Factor 24 can be entered in the Item record. The Unit Price for the Item will then refer to a box of 24 units. The Price Factor will

be brought in to the Contract from the Item: it can be altered and Hansa will recalculate the Sum accordingly. The formula used is $\text{Sum} = (\text{Quantity}/\text{Price Factor}) * \text{Unit Price}$.

Flip D

Accrual

Paste Special

N/L Accruals setting, Nominal Ledger

In normal circumstances, when an Invoice is created from a Contract, the whole Sum for each Invoice row will be posted to the Sales Account when the Nominal Ledger Transaction is generated. However, this might not be appropriate if the Contract Period covered by the Invoice is a long one. In this case, it might be appropriate for the Sum to be posted to the Sales Account gradually during the Contract Period.

For example, a Contract is for one year and is to the value of 1200. You decide to issue a single Invoice for the whole year, not twelve monthly Invoices. In this situation, you might not want the Sales Account to be credited with the 1200 at once: it might be more appropriate if it is credited with 100 per month over the year (the contract period), especially if the contract period crosses over into a new fiscal year.

Enter here the Code of a record in the N/L Accruals setting in the Nominal Ledger. This will be used to define the formula by which the Sum is gradually credited to the Sales Account (in this example, at 100 (or 8.33%) per month). When the Invoice is approved and saved, the Sum (i.e. excluding VAT) of the Invoice row will not be posted to the Sales Account in the normal way. Instead, it will be posted to an Accrual Account, specified in the N/L Accrual record. The postings to the VAT and Debtor Accounts will not be affected. A record will also be created in the Simulation register. This will contain twelve sets of balancing debit and credit postings, debiting the Accrual Account and crediting the Sales Account. This will allow the Sum to be moved from the Accrual Account to the Sales Account at the rate of 8.33% per month, through the use of the 'Generate N/L Accrual Transactions' Maintenance function in the Nominal Ledger.

Please refer to the 'Accruals' section in the 'Sales Ledger' manual for more details and an illustrated example.

Item Type	Paste Special	Item Description Types setting, Contracts module
------------------	----------------------	--------------------------------------------------

This field can be used to classify the Items supplied, referring to the list entered in the Item Type Descriptions setting.

Contact	Enter a Contact Name for each Item.
----------------	-------------------------------------

Flip E

Original Item	Paste Special	Item register
----------------------	----------------------	---------------

If the Contract is for maintenance and the Item being maintained is one that is sold by your business, record its Item Number here. In the case of Contracts created from Invoices using the 'Create Contract' function on the Operations menu of the Invoice screen, the Item Number will be copied here from the Invoice automatically.

Original Serial No.	Paste Special	Serial Numbers of sold Items and of Repair Items (Known Serial Number register)
----------------------------	----------------------	---------------------------------------------------------------------------------

If the Contract is for maintenance, record the Serial Number of the Item being maintained here. In the case of Contracts created from Invoices using the 'Create Contract' function on the Operations menu of the Invoice screen, the Serial Number will be copied here from the Invoice automatically.

Flip F

Please refer to the description of the Service Agreement register below on page 55 for details about these fields.

Flip G

Row Type	Paste Special	Choices of possible entries
-----------------	----------------------	-----------------------------

Set this field to "Repetitive" if this row is to be included on every Invoice raised from the Contract. Set it to "Invoice Once" if the row can only be invoiced once. This can be useful if you need to include an initial charge or termination fee in your Contracts.

Invoice After**Paste Special**

Choose date

If the Row Type above is “Invoice Once”, you can enter here the earliest date when this row can be included in an Invoice. If you leave this field empty, the row will be included in the next Invoice created from the Contract.

Invoice No.

If the Row Type above is “Invoice Once”, when an Invoice is raised for this Contract row, the Invoice Number will be shown here. This will prevent it being invoiced again.

Footer

In addition to the Currency, the Contract Footer contains various running totals. Whenever a Contract row is added or changed, these totals are updated. All totals shown assume a Factor (‘Dates’ card) of 1.

Tot.Qty: <input type="text" value="1.00"/>	Freight: <input type="text"/>	Sub-Total: <input type="text" value="42.88"/>
Currency: <input type="text" value="NOK"/>	VAT: <input type="text"/>	TOTAL: <input type="text" value="42.88"/>

Tot.Qty

The total number of Items covered by the Contract is shown here and is updated automatically. This figure can be printed on Contract Labels.

Currency**Paste Special**

Currency register, System module

Default taken from

Customer (Sales Currency) or Default Base Currency

The Currency of the Contract: the Exchange Rate is shown on the ‘Currency’ card where it can be modified only for this particular Contract if necessary. Ensure that the Currency is correct (i.e. it is the one which is to be used on any Invoices) before any Items are added to the Contract. This is to ensure that prices are converted correctly: prices of Items added to the Contract before the Currency is specified cannot be converted retrospectively. 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).

Freight

The Freight setting can be used to attach a fixed amount for Freight to each Contract. If this is being used, the appropriate amount will be placed in this field on the entry of a Customer Number. This figure can be altered

if necessary. If the Freight setting is not being used, enter a freight amount if applicable.

The Freight figure is absolute: it is not multiplied by the Factor when raising Invoices.

VAT

The VAT total for the Contract.

Sub-Total

The total for the Contract, excluding VAT.

TOTAL

The total for the Contract, including VAT.

Currency Card

Dates	Items	Currency	Partners	Pay Terms	Del Terms	Inv	Del
<p>Currency: <input type="text" value="EUR"/> Rate: <input type="text"/> :: <input type="text"/> Base Currency 1</p> <p>Base Currency 1: <input type="text" value="0.63"/> :: <input type="text"/> Base Currency 2</p> <p>Base Currency 2: <input type="text" value="1"/></p>							

Currency**Paste Special**

Currency register, System module

Default taken from

Customer (Sales Currency) or Default Base Currency

The Currency of the Contract (also shown in the footer of the 'Items' card) is shown together with the exchange rate which can be modified only for this particular Contract if necessary. Ensure that the Currency is correct (i.e. it is the one which is to be used on any Invoices) before any Items are added to the Contract. This is to ensure that prices are converted correctly: prices of Items added to the Contract before the Currency is specified cannot be converted retrospectively. 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).

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. Ensure that that they correct before adding Items to the Contract to ensure the correct currency conversion takes place.

The Exchange Rate can be changed for individual Invoices once they have been raised from the Contract, since these Invoices are saved in an unapproved state. Using the Invoice register in the Sales Ledger, after entering the new Exchange Rate and saving, select 'Update Currency Price List Items' from the Operations menu to re-convert the prices of all Items on the Invoice.

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 Contract 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 (as in the example shown below), only the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

Dates	Items	Currency	Partners	Pay Terms	Del Terms	Inv	Del
Currency: JPY		Rate: 122.15 :: 1	Base Currency 1				
Base Currency 1:		::	Base Currency 2				
Base Currency 2:							

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

Partners Card

Dates	Items	Currency	Partners	Pay Terms	Del Terms	Inv	Del
Partner:		Partner Name:					
Contact:		Version:					
Contract Qtn.:		Invoice To:					

Partner

Paste Special

Suppliers in Customer register

If this Contract is one that is being subcontracted, you can record the name of the subcontractor company here. When you press Return, their name and contact will be entered into the appropriate fields.

Partner Name

The Partner Name is entered after you have entered the Customer Number.

Contact

Paste Special

Contact Persons setting, Sales Ledger

Default taken from

Partner

Record here your contact at the Partner company. The 'Paste Special' function only lists Contact Persons for the Supplier in question.

Version

If this Contract was created from a Quotation, its Version Number is shown here. This field cannot be modified.

Contract Qtn.

If this Contract was created from a Quotation, the Quotation Number is shown here. This field cannot be modified.

Invoice to

Paste Special

Customers in Customer register

If the Invoices for this Contract are to be sent to another company, such as a leasing company or a parent company, enter the Customer Number for that company

here. That company must have their own record in the Customer register.

If you have several Contracts with the same Invoice To Customer, you can group them together on a single Invoice using the Group Invoicing option of the 'Create Contract Invoices' Maintenance function.

Pay Terms Card

Dates	Items	Currency	Partners	Pay Terms	Del Terms	Inv	Del																				
<table> <tr> <td>Pay Terms:</td> <td>30</td> <td>Salesman:</td> <td>FF</td> </tr> <tr> <td>Our Ref:</td> <td></td> <td>Attn.:</td> <td></td> </tr> <tr> <td>Phone:</td> <td>00 47 12 34 56 78</td> <td>Fax:</td> <td></td> </tr> <tr> <td>Credit Card:</td> <td></td> <td>Authorisation:</td> <td></td> </tr> <tr> <td>Project:</td> <td></td> <td></td> <td></td> </tr> </table>								Pay Terms:	30	Salesman:	FF	Our Ref:		Attn.:		Phone:	00 47 12 34 56 78	Fax:		Credit Card:		Authorisation:		Project:			
Pay Terms:	30	Salesman:	FF																								
Our Ref:		Attn.:																									
Phone:	00 47 12 34 56 78	Fax:																									
Credit Card:		Authorisation:																									
Project:																											

Pay Term

Paste Special

Payment Terms setting,
Sales/Purchase Ledger

Default taken from Customer (Sales Pay. Terms)

The Payment Terms registered for this Customer in the Customer register are entered as a default by Hansa. These will be transferred to any Invoices raised from the Contract. In addition simply to ensuring that the correct Payment Terms appear on Invoices (in the Language of the Customer if necessary), entering basic Payment Terms records using the Sales Ledger setting can enable a system of early settlement discounts to be established.

Salesman

Paste Special

Person register, System module

Default taken from Customer

The Salesman responsible for the Contract should be registered here. Once Invoices have been raised, there are many reports in the Sales Ledger module that can be broken down by Salesman. It is also possible to assign commission on Items sold, using the Bonus % field on the 'Pricing' card of the Item screen.

Our Ref.

Use this field if you need to identify the Contract by means other than the Contract Number. A default will be taken from the Our Ref field on the 'Ser Nos' card of the Person record of the current user. References entered will appear on any Invoices created from the Contract.

Attn.	Paste Special	Contact Persons setting, Sales Ledger
	Default taken from	Customer
		Record here the person for whose attention this Contract is to be marked.
Phone, Fax	Default taken from	Customer
		The Customer's telephone and fax numbers, as entered on the 'Contact' card of the Customer record.
Credit Card	Paste Special	Credit Card register, Cheques module (if installed)
		If the Contract will be paid using a credit card, enter its number here. Known credit card numbers for each Customer can be stored in the Credit Card register in the Cheques module.
Authorisation		If the Contract will be paid using a credit card, record the authorisation code here once it has been obtained.
Project	Paste Special	Project register, Job Costing module
		This field can be used to link the Contract to a Project. If a Project is specified here, it will be copied to any Invoices raised from the Contract. This will enable those Invoices to be included in the GP, Projects report.

Del Terms Card

Dates	Items	Currency	Partners	Pay Terms	Del Terms	Inv	Del
Del. Terms:	<input type="text"/>	Del. Mode:	<input type="text"/>				
Price List:	<input type="text"/>	Language:	<input type="text"/>				
Object:	<input type="text"/>	Sorting:	<input type="text"/>				
Comment:	<input type="text"/>						

Del Terms	Paste Special	Delivery Terms setting, Sales Orders module
	Default taken from	Customer (Sales Del. Terms)
		Specify the Delivery Terms for this Contract here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board.

For each Delivery Term record you can specify an appropriate description in different Languages: the Language for the Contract (on the 'Del Terms' card) will therefore determine the translation to be printed on any documentation produced from the Contract.

Del Mode**Paste Special**

Delivery Modes setting, Sales Orders module

Default taken from

Customer (Sales Del. Mode)

Enter the mode of shipping used for this Contract. Examples might be Post or Courier, or might specify the name of the courier that you will use to supply the goods on the Contract.

For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Contract (on the 'Del Terms' card) will therefore determine the translation to be printed on any documentation produced from the Contract.

Price List**Paste Special**

Price List register, Pricing module

Default taken from

Customer or Customer Category

Specify here the Price List that will determine the prices used on this Contract. Ensure you have chosen the correct Price List before adding rows to the Contract: if you change the Price List, any prices already in the Contract will not be recalculated retrospectively.

If the Price List specified is one that is Inclusive of VAT, the Unit Prices and Sums of each Contract row will include VAT.

Language**Paste Special**

Languages setting, System module

Default taken from

Customer

The Language used for this Contract. This determines the text to be transferred from different registers and settings, for example the Item Name, text for Payment Terms, Delivery Terms and Delivery Mode, the selection of document forms etc. Leave the field blank to use the base Language.

You can also use the Language to determine the Form that will be used when you print the Contract, 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 Contract document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Contract, to ensure it is printed on the correct printer or fax machine.

Object**Paste Special**

Object register, Nominal
Ledger/System module

Default taken from

Customer

You can assign up to 20 Objects, separated by commas, to a Contract 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.

In any Nominal Ledger Transactions generated from Invoices eventually raised from this Contract, any Objects specified here will be assigned to the debit posting to the Debtor Account, the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account.

Sorting

This is a duplicate of the Sort Key field on the 'Inv' card. Please refer to the description of that field below for details.

Comment**Default taken from**

Customer

Record here any comment about this Contract. Comments in the Order Comment field of the Customer record will be entered here as a default.

Inv Card

DatesItemsCurrencyPartnersPay TermsDel TermsInvDel

Invoice To:

Address:

Zone

☐ Domestic

☐ Inside EU

☐ Inside EU (Book VAT)

☒ Outside EU

☐ Outside EU (Book VAT)

VAT Reg.:

Sorting:

Invoice to Address Default taken from Customer

The Customer’s mailing address, as it has been entered on the ‘Contact’ card of the Customer record. If you need to change something for this Contract only, you can do so here. Permanent changes should be made in the Customer register.

Zone Default taken from Customer

These radio buttons show the Zone for this Customer, brought in from the Customer record. The Account Usage S/L setting allows different defaults for the Sales Account and the VAT Account to be set up for each Zone, which will be used in any Invoices produced from this Contract. The Zone cannot be changed for an individual Contract: any changes should be made in the Customer register.

VAT Reg. Default taken from Customer

The Customer’s VAT registration number. Although not vital for the purposes of producing a Contract, it is important that the Customer’s VAT Number is known if they are in the “Within EU” Zone and an Invoice is produced from the Contract as this information is then required for EU VAT reporting purposes.

Hansa contains a feature whereby it will check that the VAT Number entered here is in the correct format for the Customer’s Country. If the Customer’s Country is blank, the Country from the Company Info setting will be used. If that is blank, no validation check will be

made. The correct formats for each Country should be defined in the VAT Number Masks setting in the System module.

Sort Key **Default taken from** Customer

This field can be used in countries where a post code, zip code or other area code appears on a separate line in an address. When printing Contract Labels, they can be chosen or sorted by Sort Key.

Del Card

Delivery Address **Default taken from** Customer

Enter the Delivery Address here, if different from the Invoice Address or the usual Delivery Address shown on the 'Delivery' card of the Customer record.

Printing Contracts

There are two ways to print a Contract.

1. While entering or inspecting a Contract, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Contracts' in the 'Documents' list window, or highlight it and press the Enter key. Enter the Contract Number (or a range of numbers) to be printed and press [Run].

Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the contract form and name it "CONTRACT". Use the 'Properties' function on the Operations menu to assign a Document Type of "Contract". Full instructions for using the Form register can be found in the 'System Module' manual.
2. Select the Contracts 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 'Contracts'.
4. Select 'Define Document' from the Operations menu.

5. In the subsequent window, enter “CONTRACT” 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 Contract Form definition. From now on, the form that you have designed will be used, from the ‘Documents’ function and from the Printer icon.

Inspecting and Approving Contracts

Contracts should be checked and approved before Invoices can be generated. Mistakes are easier to rectify at this stage than in any Invoices that may have been raised. There are two ways to approve a Contract—

1. With the Contract on screen, click the OK check box and save the record.
2. Select a Contract by clicking on it in the ‘Contracts: Browse’ window, and select ‘OK’ on the Operations menu. By holding down the Shift key you can highlight a batch of Contracts to approve at a single stroke using this method.

Creating Invoices

You can raise Invoices for Contracts using the ‘Invoice’ Operations menu function or the ‘Create Contract Invoices’ Maintenance function. These functions are fully described in the ‘Operations Menu’ and ‘Maintenance’ sections respectively below on pages 39 and 67.

The Operations menu function will create an appropriate number of unapproved Invoices for the entire duration of a Contract at one stroke. For example, if the Contract duration is one year and the Invoice period is monthly, twelve unapproved Invoices will be created. It can only create Invoices for one Contract at a time.

The Maintenance function can be run regularly to create Invoices individually as the Contract duration progresses. Unapproved Invoices will be created for all Invoice periods that started in the time since the function was last run. For example, if the function is run monthly, Invoices will be raised for all Invoice periods that began in the month since the function was last used. It can create Invoices for all Contracts or for a selection of Contracts.

Operations Menu

Operations	
OK	Ctrl+G
Customer Status	
Create Activity	Shift+Ctrl+C

Operations	
Customer Status	
Create Activity	Shift+Ctrl+C
Open Contract Status	Ctrl+L
Invoice	Ctrl+I
Update Contract Status	Shift+Ctrl+U

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

OK

This command is available on the Operations menu only from the 'Contracts: Browse' window. It permits the approving of a Contract and is therefore the equivalent of checking the OK box in the Contract record. You can also select several Contracts in the 'Contracts: Browse' window (hold down the Shift key to select a range of Contracts records in the list) and approve them all at once. Remember that you cannot create Invoices from Contracts until they have been approved.

Customer Status

The 'Customer Status' function provides a short cut to the Customer Status report, otherwise available in a less detailed form in the Sales Ledger. This report lists previous Invoices and Receipts for the Customer whose Contract is currently on screen or for Customers highlighted in the browse window. It also shows total turnover and amount due figures.

Activities and Contracts for the Customer can also be shown. This is controlled by the Customer Status Report setting in the CRM module: different users can have different report definitions. This additional information will not be shown if the report is produced from the 'Reports' function in the Sales Ledger.

The report also contains a [New Activity] text button that you can click to create an empty new Activity.

Create Activity

You can use this function to create records in the Activity register in the System module. This can be useful if it is necessary, for example, to schedule a call with the Customer regarding the Contract. The Activity Type given to Activities created by this function will be taken from the Activity Types, Sub Systems setting in the CRM module. The Task Type of the new Activities

will be To Do, the Symbol will be Other and the Start Date will be the current date. The Person will be the current user.

When you use the function from the 'Contracts: Browse' window, separate unapproved records are created in the Activity register for each Contract highlighted. These are saved in the Activity register, but are not opened for checking or amendment.

When you use the function from the 'Contract: New' and 'Contract: Inspect' windows, the following screen appears, by which you can create a new Activity record—

Activity: Inspect

Operations

New Duplicate Cancel Save

Text:

Type: CN ☐ Done

Time Task Type Symbol Customer Project Service Text Persons User values

Start Time: 13:23:20 Start Date: 22/11/2004

End Time: End Date: 22/11/2004

Cost (Time):

Task Type

☐ Calendar ☒ To Do ☐ Timed To Do

Calendar

☐ Time ☐ Profile ☒ Don't Show

Symbol

☐ Call ☐ Meeting ☐ Deskwork ☒ Other

Customer: 004

Name: Oslo Trading Co

Contact:

Phone: 00 47 12 34 56 78

Result:

A new record is opened in a window entitled 'Activity: Inspect'. This means that it has already been saved and is being opened for checking. After amendment if necessary, save the record in the Activity register by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the Activity, remove it using the 'Delete' function on the Record menu. In either case, you will be returned to the Contract window.

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

You can choose to have an Activity created automatically when each Contract is approved. Again, this is controlled using the Activity Types, Subsystems setting in the CRM module.

Please refer to the 'CRM' manual for full details of the 'Activity: Inspect' window and the Activity Types, Subsystems setting.

Open Contract Status



This function opens the record in the Contract Status register that refers to this Contract. If there is no such record, it can be created using the 'Update Contract Status' function (below, page 41). Please refer to the section below on page 52 describing the Contract Status register for full details.

Invoice

This function creates an appropriate number of unapproved Invoices for the entire Contract duration at one stroke. For example, if the Contract duration is one year and the Invoice period is monthly, twelve unapproved Invoices will be created. The dates of these Invoices are determined by the Invoice options on the 'Dates' card of the Contract screen.

When you select this function, an appropriate number of unapproved Invoices is created in the Invoice register (in the Sales Ledger). The last of these is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970172 Name: Oslo Trading Co
 Customer: 004

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date: 1/12/2004 Our Ref.: Salesman: FF
 Pay. Terms: 30 Attn.:
 Due Date: 31/12/2004 Object:
 Trans. Date: 1/12/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Contract No: 7			
2		Period: 1/12/2004:31/12/2004			
3				
4	10124	1 Hi-Fi Monthly	42.88		42.88
5					
6					
7					
8					
9					
10					
11					
12					
13					

Currency: NOK Freight: VAT: 0.00 Sub-Total: 42.88
☐ OK Ext. Tax: 0.00 Base: 3.50 TOTAL: 42.88

To print the Invoice, click the Printer icon. If the Invoice has not been approved, the printed Invoice will be marked as a test print, so that it cannot be confused with the final version of the Invoice. The Invoice can also be printed automatically on creation. This is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' manual for details.

Before you use this function, take care to ensure that the Start and End Dates in the Contract are correct. The function gives precedence to the Period Type over the End Date. For example, if the Period Type is monthly and the End Date is slightly later than one year after the Start Date, an Invoice for a thirteenth month will be created. If the Start Date is 27/10/2002, entering an End Date of 27/10/2003 will be enough for an extra month to be invoiced.

To close the screen and return to the Contract, click the close box. You will be asked if you want to save any changes. The Invoice Date of the last Invoice will be copied to the Last Invoice Date field in the Contract.

If the function does not create Invoices as expected, the probable reasons are—

1. The Contract has not been approved.
2. The Contract is missing a Start Date and/or an End Date.
3. The Last Invoice Date in the Contract is not blank. If the Last Invoice Date is not blank, you must use the 'Create Contract Invoices' Maintenance function (described below on page 67). The Maintenance function should also be used if you want to raise Invoices individually as the Contract period progresses.
4. The Length in the Contract is zero.
5. The Contract has not been saved (use the [Save] button).
6. The Contract extends into the next financial year, and you have not defined a Number Series for Invoices for the next year.

For full descriptions of the Invoice screen and of printing and approving Invoices, please refer to the 'Sales Ledger' manual.

Update Contract Status

Select this function to create a record in the Contract Status register referring to this Contract. It can then be opened using the 'Open Contract Status' function (above, page 39). If you change important information in the Contract (e.g. the Customer), you can also use this function to update the corresponding Contract Status record.

The Contract Quotation Register

This register allows you to issue quotations for Contracts. They can then be revised as necessary before being converted into Contracts. A quotation history can be maintained.

In the Contracts module, select 'Contract Quotations' from the Registers menu, or click the [Quotations] button in the Master Control panel.

The 'Contract Quotations: Browse' window is opened, showing Quotations already entered.

No.	Ver.	Cust.	Name	Contract Valid	Contact
1		004	Oslo Trading Co	22/2/2004	
2		008	The American Dream Inc	5/3/2004	
3		006	Estonian Export	15/4/2002	
3	2	006	Estonian Export	15/4/2002	
3	3	006	Estonian Export	15/4/2002	
4		001	Against All Odds Trading Co	1/5/2004	

Contract Quotations are shown sorted by Quotation Number: this can be changed by clicking on one of the other column headings.

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

The 'Contract Quotation: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Contract Quotation. In the case of the duplicate, the Date of the new record will be the current date, not the date from the original Contract Quotation.

Contract Quotation: Inspect

Operations

NewDuplicateCancelSave

No.:5Contract:Customer:001Version:Class:Name:Against All Odds Trading Co

DateItemsPartnersAddressComments

Date:22/6/2004Valid Until:31/7/2004Our Ref:Salesman:JNW

PeriodDaysMonths

Length:1Times:12Cost:

Item	Qty	Description	Item Type	Sum
1	10124	1	Hi-Fi Monthly	3.50
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Customer's Price:

Our Price:

Since the amount of information stored about each Contract Quotation will not fit on a single screen, the ‘Contract Quotation: New’ window has been divided into five cards. At the top of each is the header. This contains the Contract Quotation Number, the Customer Number and Name, and the Contract Number. At the bottom of the screen is the footer which contains various totals. There are five named buttons (‘tabs’) in the header.

DateItemsPartnersAddressComments

By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Quotation you are working with.

Header

No.	The Quotation number. There are no number series: Hansa will start with 1 for the first record and count upwards. You can enter any number to the first Quotation, and Hansa will increment from there.	
Contract	<p>When a Contract is created from this Quotation using the 'Make Contract' function on the Operations menu, its number will appear here. This field cannot be changed.</p> <p>Any secondary identifying number (Child Number) entered to the Contract will be copied to the field to the right: this field cannot be changed.</p>	
Customer	Paste Special	Customers in Customer register
	Enter the 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.	
Version	<p>If it is necessary to change a Quotation and to keep a record of the original, create a new record using the [Duplicate] button. Assign the same Quotation Number to the new record and enter a Version Number here. This allows you to build up and maintain a quotation history.</p> <p>It is not possible to generate a Contract (using the 'Make Contract' function on the Operations menu) from a Quotation if another exists with the same Quotation Number and a later Version Number.</p>	
Class	Paste Special	Contract Classes setting, Contracts module
	An optional Contract Class for the record. Contract Classes permit the analysis of Quotations for reporting or prioritising. One use might be to distinguish those that	

are open, won or lost, or to classify Quotations for different types of subscriptions or contracts.

Name The Customer Name is entered after you have entered the Customer Number.

Date Card

Date	Items	Partners	Address	Comments									
<table><tr><td>Date:</td><td>22/6/2004</td><td rowspan="4"><div>Period</div><div><input type="radio"/> Days Length: 1</div><div><input checked="" type="radio"/> Months Times: 12</div><div>Cost: </div></td></tr><tr><td>Valid Until:</td><td>31/7/2004</td></tr><tr><td>Our Ref:</td><td></td></tr><tr><td>Salesman:</td><td>JNW</td></tr></table>					Date:	22/6/2004	<div>Period</div> <div><input type="radio"/> Days Length: 1</div> <div><input checked="" type="radio"/> Months Times: 12</div> <div>Cost: </div>	Valid Until:	31/7/2004	Our Ref:		Salesman:	JNW
Date:	22/6/2004	<div>Period</div> <div><input type="radio"/> Days Length: 1</div> <div><input checked="" type="radio"/> Months Times: 12</div> <div>Cost: </div>											
Valid Until:	31/7/2004												
Our Ref:													
Salesman:	JNW												

Date	Paste Special	Choose date
		The date of the Quotation: the current date according to the computer's clock is used as a default.
Valid Until	Paste Special	Choose date
		The last date of validity of this Quotation. This can be shown on any documentation relating to the Quotation.
Period, Length		These options are used to specify the period to be covered in a single Invoice, should the Quotation be converted to a Contract. This period can be a certain number of days or months: select the appropriate option and enter the number in the Length field. For example, choosing Days and a Length of 30 will result in Invoices being raised every 30 days, while choosing Months and a Length of 6 gives a single Invoice every 6 months.
Times		The length of the proposed Contract (i.e. the number of Invoice periods) can be entered here. Note that this is to be shown on documentation only: it will not be used to calculate the End Date of the Contract.
Our Ref		Use this field if you need to identify the Quotation by means other than the Quotation Number. A default will be taken from the Our Ref field on the 'Ser Nos' card of the Person record of the current user.

Salesman**Paste Special**

Person register, System module

Default taken from

Customer

The Salesman responsible for the Quotation should be registered here.

Items Card

Contract Quotation: Inspect

Operations New Duplicate Cancel Save

No.: 5 Contract: Customer: 001 Version: Class: Name: Against All Odds Trading Co

Date Items Partners Address Comments

Item	Qty	Description	Periodic Cost
1	10124	1 Hi-Fi Monthly	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Customer's Price: Our Price:

Use the grid on the 'Items' card to list the quoted Items. This grid is divided into two horizontal flips, each showing additional columns for the Contract rows. When you click on a flip tab (marked A and B), the two or three right-hand columns are replaced.



To add rows to a Quotation, 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

Item	Paste Special	Item register
	With the cursor in this field, enter the Item Number, Alternative Code or Bar Code for each Item included on the Quotation. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Quotation documentation.	
Qty	Enter the number of units offered.	
Description	Default taken from	Item
	This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. If you need more space, you can continue on the following line.	

Flip B

Item Type	Paste Special	Item Description Types setting, Contracts module
	This field can be used to classify the Items on the Quotation.	
Sum	The Base Price (per unit) of the Item.	
<i>Footer</i>		
Customer's Price	The overall price to the Customer can be shown on documentation produced from the Quotation.	
Our Price	The overall cost price can be shown on documentation produced from the Quotation.	

Partners Card

	Date	Items	Partners	Address	Comments
Partner:	006		Contact:		
Partner Name:	Estonian Export				
Make Contact:					
Attn.:	Joseph Conrad				
Referring To:					

Partner	Paste Special	Suppliers in Customer register
		If this Quotation is for a Contract that will be subcontracted, you can record the name of the subcontractor company here. When you press Return, the Supplier's name and contact will be entered into the appropriate fields.
Contact	Paste Special	Contact Persons setting, Sales Ledger
		Record here your contact at the Supplier company. The 'Paste Special' function only lists Contact Persons for the Supplier in question.
Partner Name		The Supplier Name is entered after you have entered the Supplier Number.
Make Contact	Paste Special	Choose date
		As a reminder, enter the date on which the Customer is next to be contacted regarding this Quotation.
Attn.	Paste Special	Contact Persons setting, Sales Ledger
	Default taken from	Customer
		Record here the person for whose attention the Quotation is to be marked. The 'Paste Special' function only lists Contact Persons for the Customer in question.
Referring To		This field can be used to record reminder notes for the next call. Further notes can be recorded on the 'Comments' card.
Address Card		
Address	Default taken from	Customer
		The Customer's mailing address, as it has been entered on the 'Contact' card of the Customer record. If you need to change something for this Contract only, you can do so here. Permanent changes should be made in the Customer register.

Comments Card

Major Item Comments

Any comments recorded here can be printed on documentation produced from the Quotation.

Printing Contract Quotations

There are two ways to print a Contract Quotation.

1. While entering or inspecting a Contract Quotation, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Contract Quotation' in the 'Documents' list window, or highlight it and press the Enter key. Enter the Quotation Number (or a range of numbers) to be printed and press [Run].

Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the quotation form and name it "CONTRACT_QUOTE". Use the 'Properties' function on the Operations menu to assign a Document Type of "Contract Quotation". Full instructions for using the Form register can be found in the 'System Module' manual.
2. Select the Contracts 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 'Contract Quotation'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CONTRACT_QUOTE" 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 Quotation Form definition. From now on, the quotation form that you have designed will be used, from the 'Documents' function and from the Printer icon.

Operations Menu

Operations	
Make Contract	Shift+Ctrl+O
Open Quotation Status	Shift+Ctrl+Q

The Operations menu shown above is available from the 'Contract Quotation: New' and 'Contract Quotation: Inspect' windows.

Make Contract

To convert a Quotation into a Contract, select 'Make Contract' from the Operations menu. All changes to the Quotation must be saved using the [Save] button before the Contract can be created.

A new record is created in the Contract register. It is opened in a new window entitled 'Contract: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Contract: Inspect

Operations New Duplicate Cancel Save

No.: 8 Customer: 001

Name: Against All Odds Trading Co

Department:

Dates Items Currency Partners Pay Terms Del Terms Inv Del

Start Date: End Date:

Date of Contract: 1/7/2004 Last Inv. Date:

Next Price Change: Last Price Change:

Cancel Date:

Factor: 1 Class:

Period Type:
☐ Days
☒ Months
Length: 1

Invoice:
☒ Before Period
☐ After Period
Days: 0

☐ Accepted
☐ OK

Item	Qty	Description	Unit Price	%	Sum
1	10124	1 Hi-Fi Monthly		3.50	3.50
2					
3					
4					
5					
6					
7					
8					

Tot.Qty: 1.00 Freight: Sub-Total: 3.50

Currency: VAT: 0.61 TOTAL: 4.00

Virtually all the information entered for the Quotation is transferred to the appropriate fields of the Contract, reducing the typing load and minimising the risk of error. The Class and Period Type on the 'Dates' card of the new Contract are copied from the Contract Quotation, while the Factor and invoicing instructions are taken from the record for the Customer in the Customer Contracts Defaults setting. If there is no such record, they are taken from the Contract Defaults setting. Note that the Contract is unapproved and has not been given a Start Date, so Invoices cannot yet be raised.

Only a single Contract can be created from a particular Quotation record. A Contract cannot be produced from a Quotation if there is another Quotation with the same Quotation Number and a later Version Number.

To close the screen and return to the Quotation, click the close box. You will be asked if you would like to save any changes that you may have made.

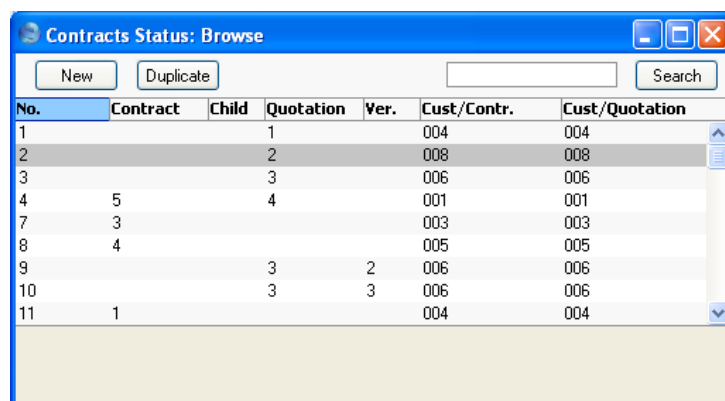
Open Quotation Status

This function opens the record in the Contract Status register that refers to this Contract Quotation. Please refer to the section below on page 52 describing the Contract Status register for full details.

The Contract Status Register

This register helps maintain a history of Contracts and Contract Quotations. A new record is created automatically whenever you enter a new Contract Quotation. If you enter a Contract without going through the Quotation stage, a Contract Status record is not created automatically. You can create one using the 'Update Contract Status' function on the Operations menu of the Contract window. If you modify an existing Quotation, the corresponding Contract Status record is changed as well, but if you modify a Contract, the Contract Status can only be updated using 'Update Contract Status'. You cannot enter records directly to this register.

To view Contract Status records, select 'Contract Status' from the Registers menu in the Contracts module, or click the [Status] button in the Master Control panel. The 'Contracts Status: Browse' window is opened —



The screenshot shows a window titled "Contracts Status: Browse" with a table of records. The table has columns: No., Contract, Child, Quotation, Ver., Cust/Contr., and Cust/Quotation. The records are as follows:

No.	Contract	Child	Quotation	Ver.	Cust/Contr.	Cust/Quotation
1			1		004	004
2			2		008	008
3			3		006	006
4	5		4		001	001
7	3				003	003
8	4				005	005
9			3	2	006	006
10			3	3	006	006
11	1				004	004

Three methods are available for viewing Contract Status records —

1. Double-click on a record in the 'Contracts Status: Browse' window;
2. With a Contract on screen, select 'Open Contract Status' from the Operations menu. All changes to the Contract must first have been saved; and
3. With a Contract Quotation on screen, select 'Open Quotation Status' from the Operations menu. All changes to the Quotation must first have been saved.

Remember that only certain fields can be changed, and that you cannot enter new records directly. They must be generated from the Contract and Contract

Quotation registers. The register should contain a single record for each Contract/Quotation/Version/Child combination.

	Send Day	Receive Day	Accepted
Quotation Acceptance:			<input type="checkbox"/>
Signed Contract:			<input type="checkbox"/>

- No.** The unique identifying number for the Contract Status record. There are no number series: Hansa will start with 1 for the first record and count upwards.
- Customer** The Customer Number, from the Contract or Quotation. If the Customer is changed in either source, it will be changed here automatically. This field should not be changed.
- Name** The Customer name.
- Contract Number** The Contract Number, from the Contract. In the case of a Contract Status record created from a Quotation, this field will gain a value if the Quotation is converted to a Contract using the 'Make Contract' function on the Operations menu of the Quotation screen. This field should not be changed.
- Child No.** Any secondary identifying number (Child Number) from the Contract will be shown here. If this field is changed, this will cause a new Project Status record to be created the next time the corresponding Contract is saved.
- Quotation No.** The Quotation Number, from the Quotation. This field should not be changed.

Version No. The Version Number, from the Quotation. This field should not be changed.

Quotation Acceptance

These date fields and the check box should be used to keep track of the progress of the Quotation.

Signed Contract These date fields and the check box should be used to keep track of the progress of the Contract.

The Service Agreement Register

You can use this register together with the 'Service Agreement' Maintenance function and the fields on flip F of the Contract record to create regular Activities relating to a particular Contract. For example, if a Contract requires you to make periodic calls or visits to the Customer (e.g. every two months or every six months), you can create Activities to remind you to do these tasks when the time comes.

The first step is to record the different patterns of follow-up Activities that you use in your business. You should record each pattern of Activities as a separate record in the Service Agreement register. For example, you might have separate Service Agreement records to create Activities every two months and every six months. You might also have separate records for different Activity Types (e.g. telephone calls, maintenance visits and so on), and for different Persons. Then, when entering a Contract, specify on flip F which of these Service Agreements is to be used for each Contract Item. Finally, when the Contract has been accepted by the Customer, use the 'Service Agreement' Maintenance function to create the follow-up Activities. This will create the follow-up Activities and place them in the Calendar or Task Manager of the appropriate Person, so they will be reminded to do the work when the time comes. Activities are described in full in the 'CRM' manual.

To create Activities using Service Agreements, follow these steps—

1. Open the Service Agreement register by clicking the [Service Agr.] button in the Master Control panel or by selecting 'Service Agreements' from the Registers menu. The 'Service Agreements: Browse' window is displayed, showing all Service Agreement records previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Each record in this register should represent a particular set of Activities that you want to be created from a Contract. The example illustrated overleaf will cause a CV Activity (Consultancy Visit) to be created for Person FF every two months and an ET Activity (External Training) to be created for Person IP every six months.

Service Agreement: Inspect

Code: 2MONSV Comment: Service visits every two months, training every six

Initial Days: 7

Weekends
☐ Ignore
☐ Before
☒ After

	Act. Type	Persons	Comment	No. Of Times	Days Between
1	CV	FF	Service Visit re Cor	3	60
2	ET	IP	Refresher Training		0
3					
4					
5					
6					
7					
8					

Code Enter a unique Code by which the Service Agreement record will be identified.

Comment Enter a name for the Service Agreement record, to be shown in the 'Service Agreements: Browse' window and the 'Paste Special' list.

Initial Days This field controls how the date of the first follow-up Activity is calculated. Specify here how many days after the Start Date of the Contract row (on flip F) this date should be.

In the example illustration, the first CV Activity will be given a date that is 67 days after the Start Date of the Contract row (Initial Days + Days Between, 7 + 60).

The Initial Days only applies to the first follow-up Activity. If you run the 'Service Agreement' Maintenance function for a particular Contract for the second time (e.g. for a second year), the Initial Days will be ignored.

You can enter a negative figure in this field. In the example, if -30 had been entered in the Initial Days field, the first CV Activity would be given a date one month after the Start Date of the Contract row (Initial Days + Days Between, -30 + 60). The second CV Activity would be two months later (60 Days Between) and so on.

Weekends	Use these options to specify whether the follow-up Activities are to be allowed weekend dates.
Ignore	This option allows Activities to be created with weekend dates.
Before	Use this option if an Activity that would normally be given a weekend date is to be moved to the Friday before.
After	Use this option if an Activity that would normally be given a weekend date is to be moved to the Monday after.

For example, the Start Date of a Contract row is a Tuesday. In the example illustration, the date of the first follow-up Activity should be 67 days later (Initial Days + Days Between). However, this is a Saturday, so this Activity will therefore be moved to the Monday after the weekend. The second Activity will be 60 days (Days Between) after the Saturday, not 60 days after the Monday.

Use the grid to list the follow-up Activities that are to be created whenever this Service Agreement is used. The 'Service Agreement' Maintenance function will work through the grid one row at a time, creating Activities as instructed. If you need a complex set of Activities to be generated from a particular Contract row, you should think of those Activities as a cycle. You should enter one cycle in the grid.

In the example illustrated above, the first row has 60 Days Between and the No. Of Times is 3. The No. of Times means the row will be implemented three times, so the result will be the placing of three CV Activities in Person FF's Task Manager 60 days apart. The first of these Activities will be dated 67 days (Initial Days + Days Between) after the Start Date of the originating Contract row. The second row in the example illustration will cause an ET Activity to be placed in IP's Task Manager. The Days Between is zero, so this will be on the same date as the third CV Activity. If the Maintenance period is long enough, the function will then return to the first row of the grid and another three CV Activities, the first being 60 days later, will be generated, and so on.

Flip A

Act. Type	Paste Special	Activity Types setting, CRM module
		Specify the Activity Type that is to be used in the follow-up Activities. The Activity Type is a means of classifying the main purpose of the Activities (e.g. telephone calls, sales visits, servicing equipment).
Persons	Paste Special	Person register, System module
		Specify the Person who is to carry out the follow-up Activities. You can specify more than one Person, separated by commas.
Comment		The comment entered here will be copied to the Text field in the header of the follow-up Activities created using the Service Agreement.
No. Of Times		Specify here how many times the 'Service Agreement' Maintenance function is to repeat the row before passing on to the next one. Leaving the field blank has the same result as entering "1".
Days Between		Specify the number of days between each follow-up Activity. The example illustrated above will cause a new CV Activity to be created every 60 days, and a new ET Activity every 180 days.

Flip B

Cc	Paste Special	Person register, System module
		Enter the initials of anyone that is to appear in the Cc field of the follow-up Activities. The Cc field is for Persons that are not primarily concerned with an Activity, but nevertheless need to know about it. The initials of more than one Person can be entered, separated by commas.
Task Type	Paste Special	Choices of possible entries
		Specify the Task Type that is to be used in the follow-up Activities. The Task Type controls whether the new Activities will appear in the Calendar or the Task Manager.

Symbol**Paste Special**

Choices of possible entries

Specify the Task Type that is to be used in the follow-up Activities. The Symbol is used when the Task Type is “To Do”, and causes an Activity to be shown in the Task Manager accompanied by a small image, so that the type of work that it entails can be seen at a glance.

- Whenever you enter a Contract where there is a requirement to create periodic follow-up Activities, record this using the fields on flip F of the ‘Items’ card—

Contract: Inspect

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

No.: 7 Customer: 004
 Name: Oslo Trading Co
 Department:

Dates [Items] [Currency] [Partners] [Pay Terms] [Del Terms] [Inv] [Del]

Start Date: 1/4/2004 End Date: 31/3/2005
 Date of Contract: 1/3/2004 Last Inv. Date: 1/12/2004
 Next Price Change: Last Price Change:
 Cancel Date:
 Factor: 1 Class: M
 Period Type: ☐ Days ☒ Months
 Invoice: ☒ Before Period ☐ After Period
 Length: 1 Days: 0
☐ Accepted ☐ OK

	Item	Qty	Description	Service Agr.	Start Date	End Date	Last Activity
1	10124	1	Hi-Fi Monthly	2MONSV	1/4/2004	31/3/2005	
2							
3							
4							
5							
6							
7							
8							

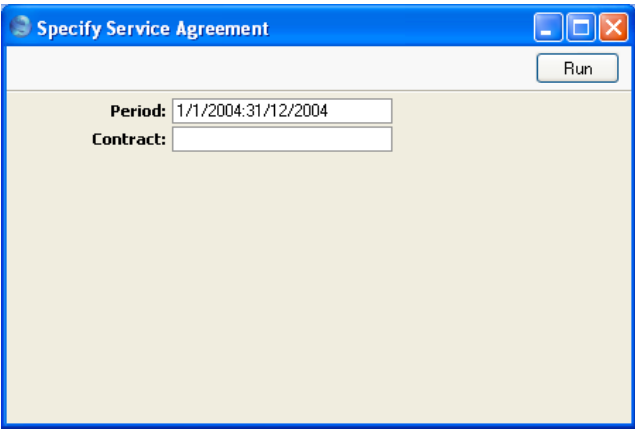
Tot.Qty: 1.00 Freight: Sub-Total: 42.88
 Currency: NOK VAT: TOTAL: 42.88

These fields allow you to create a different set of follow-up Activities for each Item on the Contract.

Service Agr.	Paste Special	Service Agreement register, Contracts module
		Specify a Service Agreement here. This will control the number and specification of the follow-up Activities created from the Contract row.
Start Date	Paste Special	Choose date
		This date is used as the basis for calculating the dates of the follow-up Activities.
		Referring to the Service Agreement illustrated earlier in this section, the first CV Activity will be 67 days after the date specified here (Initial Days + Days Between), and the first ET Activity will be 187 days after this date.
		You must enter a Start Date if you have specified a Service Agreement in the field to the left, otherwise you will not be able to save the Contract.
End Date	Paste Special	Choose date
		Enter the last possible date that can be given to a follow-up Activity here.
		This date can be later than the End Date or the Cancel Date of the Contract (recorded on the 'Dates' card). This can be useful if you want to schedule a call after the end of the Contract to check whether the Customer has renewed. However, if the Contract is cancelled ahead of term, you might want to change this date when you enter the Cancel Date, to prevent future Activities being created.
		It is not necessary to enter an End Date. There is no risk of creating Activities stretching into the future because you will specify a period when you run the 'Service Agreement' Maintenance function. No Activities will be created after the end of this period.
Last Activity		When you use the 'Service Agreement' Maintenance function to create follow-up Activities from a Contract, the date of the last Activity will be entered here automatically. If you run the Maintenance function again by mistake, no Activities prior to this date will be created, thus preventing accidental duplication. If you run the Maintenance function again for a later period, Activities will only be created from this date onwards.

3. Once you have approved the Contract, use the ‘Service Agreement’ Maintenance function to create the follow-up Activities.

To use this function, first open the ‘Maintenance’ list by selecting ‘Maintenance’ from the File menu. Double-click ‘Service Agreement’ in the list. The following dialogue box appears—

A screenshot of a software dialog box titled "Specify Service Agreement". The dialog has a blue title bar with standard Windows window controls (minimize, maximize, close) on the right. Below the title bar is a "Run" button. The main area of the dialog contains two input fields: "Period:" with the text "1/1/2004:31/12/2004" and "Contract:" which is currently empty.

Period	Paste Special	Reporting Periods setting, System module
	Specify here the period for which follow-up Activities are to be created. Activities will be created from the beginning of this period or from the Start Date or the Last Activity Date in the Contract row, whichever is the later. They will be created up to the end of this period or to the End Date in the Contract row, whichever is the earlier.	
	If no Activities are created from a Contract, a possible cause is that the earliest Activity Date (Start Date + Initial Days + Days Between) is later than the end of this period.	
Contract	Paste Special	Contract register, Contracts module
	Range Reporting	Numeric
	Specify the Contract or Contracts for which follow-up Activities are to be created. A Contract does not have to be approved for Activities to be created from it.	

Click the [Run] button in the Button Bar to run the function. When it has finished, you will be returned to the 'Maintenance' list window. Each new Activity will contain an Attachment link to the Contract from which it was generated. When viewing an Activity, you will be able to open the connected Contract record by clicking the button with the paper clip image and following the link from there.

The Customer Register

Please refer to the 'Customers and Suppliers' manual for full details of this register.

The Item Register

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

If your business is one that sells both goods and the service contracts to maintain them, you can use the 'Create Contract' Operations menu function on the Invoice screen to create Contracts for goods as soon as they are sold, or at any later time. Every Item that you sell and maintain should have a Contract Item specified on the 'Recipe' card of their Item record. The Contract Item should be a separate record in the Item register representing the maintenance charge for that Item. When a Contract is created from an Invoice, the Items in the new Contract are taken from the Contract Item fields of the Items on the Invoice. Only those Items on the Invoice that have a Contract Item specified are used in the new Contract. If there are no Items on the Invoice with a Contract Item specified, no Contract will be created.

The image displays two side-by-side screenshots of the 'Item: Inspect' window, showing different tabs of the same form.

Left Screenshot (Operations Tab):

- No.:** 10112
- Description:** Stereo System
- ☐ Closed
- Recipe:** 10112R
- Invoice Recipe:**
- Contract Item:** 10112M
- Rental Invoicing:**
- Warranty Months:**
- Alternative Code:**
- Warning:**
- Bar Code:**
- Commodity/EAN Code:**
- EKN code:**
- Colour:** Black
- Dom. Sales A/C:**
- EU Sales A/C:**
- Export Sales A/C:**
- Cost Account:**

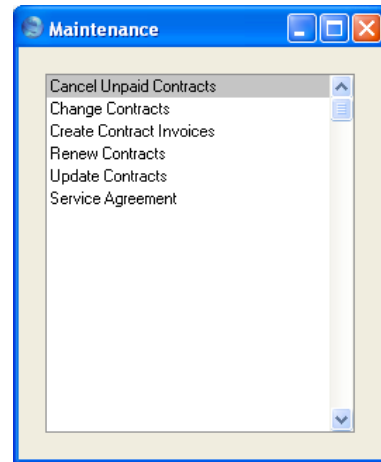
Right Screenshot (Pricing Tab):

- No.:** 10112R
- Group:**
- Description:** Maintenance of Stereo System (per year)
- ☐ Closed
- Unit:**
- Base Price:** 120.00
- Base Price Change:** 22/11/2004
- Price Factor:**
- Item Formula:**
- Markup %:**
- Bonus %:**
- Objects:**
- Classification:**
- Item Type:**
 - ☒ Plain
 - ☐ Stocked Item
 - ☐ Structured Item
 - ☐ Service
- ☐ Treat Item as Material on Project

Maintenance

Introduction

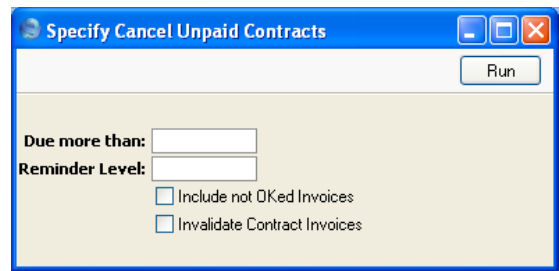
Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are six such functions available in the Contracts module. To use them, select 'Maintenance' from the File menu. The 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.

Cancel Unpaid Contracts

This function can be used to cancel Contracts whose Invoices have not been paid. It finds Contract Invoices that are overdue for payment by a specified number of days (or those with a particular Reminder Level) and enters the current date to the Cancel Date field in each of the related Contracts. This ensures that no further Invoices will be raised for those Contracts. You can choose to have the Invoices themselves invalidated, or you can credit them in the usual manner, as described in the 'Sales Ledger' manual.



Specify Cancel Unpaid Contracts

Run

Due more than:

Reminder Level:

☐ Include not OKed Invoices

☐ Invalidate Contract Invoices

Due more than Use this field if you would like the function to search for unpaid Contract Invoices that are overdue for payment by at least a certain number of number of days (i.e. those whose Due Date is at least this number of days before today). If any Invoices are found, the current date will be entered to the Cancel Date field in each of the related Contracts.

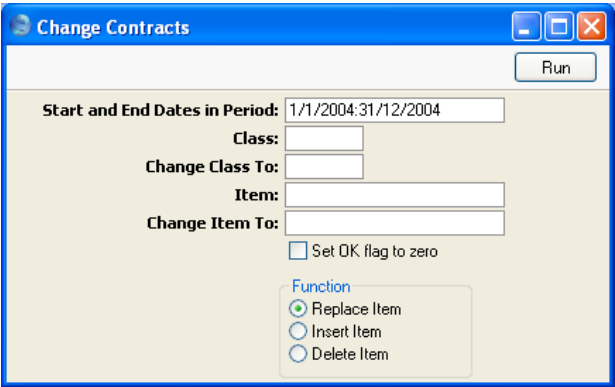
Reminder Level Use this field if you would like the function to search for unpaid Contract Invoices with a specific Reminder Level (visible on the 'Delivery' card of the Invoice screen). If any Invoices are found, the current date will be entered to the Cancel Date field in each of the related Contracts.

Invalidate Contract Invoices

Check this box if you would like the outstanding Contract Invoices to be invalidated (removed from the Sales and Nominal Ledgers). This can be useful in cases where it is not necessary to raise Credit Notes and where the Items are not Stocked Items. Invalidation is described in the 'Sales Ledger' manual.

Change Contracts

You can use this function to add, substitute or remove a particular Item from, change the Contract Class of, and/or unapprove all selected Contracts.



Start and End Dates in Period

Paste Special Reporting Periods setting, System module

All Contracts whose Start and End Dates both fall within this period will be affected by the function.

Class **Paste Special** Contract Classes setting, Contracts module

To update all Contracts of a particular Class, enter a Contract Class here. If no Class is entered, Contracts with no Class will be updated.

Change Class To **Paste Special** Contract Classes setting, Contracts module

If you want to update the Contracts by changing their Class, specify the new Class here.

Item **Paste Special** Item register

To update a particular Item wherever it appears in Contracts, enter an Item Code here. Use the Function options below to determine whether this Item is to be removed from the selected Contracts or replaced with a different Item.

Change Item To	Paste Special	Item register
		If you want to update the Contracts by changing or inserting an Item, specify the new Item here. This Item will replace that specified in the field above or be added to the Contract, depending on which Function option below has been chosen.
Set OK flag to zero		Use this option to unapprove all Contracts in the selection (i.e. to remove the check from the OK box).
Function		Use these options to determine how Items are to be treated by the function.
Replace Item		All occurrences in the selected Contracts of the Item specified in the Item field will be replaced by that in the Change Item To field.
Insert Item		The Item in the Change Item To field will be added to those Contracts in the selection that already contain the Item specified in the Item field. The new Item will be placed in the first row of the grid on the 'Items' card. Therefore, to insert an Item, the Item and Change Item To fields must both contain values, and the Item specified in the Item field must already be in the Contract.
Delete Item		All rows in the selected Contracts containing the Item specified in the Item field will be removed.

Press the [Run] button to start the updating process.

Create Contract Invoices

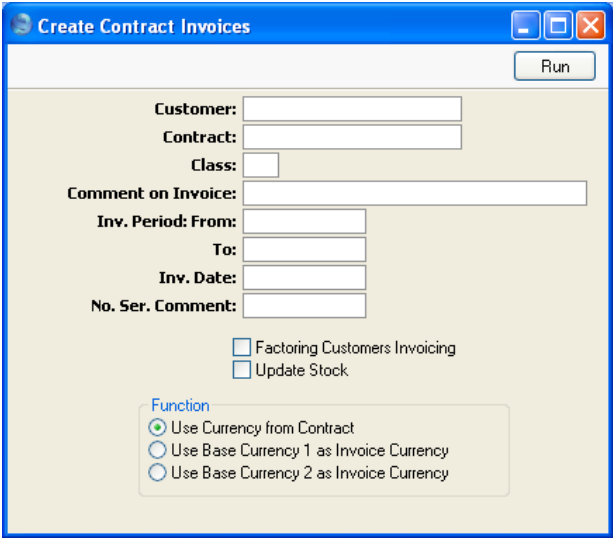
This function creates Invoices for Contracts. It finds all approved Contracts whose last Invoice period ends in a specified time period and creates appropriate Invoices, which are saved in an unapproved state. Approved Contracts with no Start Date are not included.

You can approve all Invoices thus created in a single step, by highlighting them in the 'Invoices: Browse' window and selecting 'OK' from the Operations menu. Remember that if you wish to change any of the Invoices, you must do so before they are approved. Any such changes are NOT reported back to the Contracts module. You can also print the Invoices in a single batch, using the 'Documents' function on the File menu or the

[Documents] button in the Master Control panel having first selected ‘Sales Ledger’ from the Modules menu. Approving and printing are covered in more detail in the ‘Sales Ledger’ manual.

You can run the Invoiceable Contracts report before you use this function if you want to preview the Invoices that will be created.

Selecting the ‘Create Contract Invoices’ function brings up the following dialogue box —



Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
To create Invoices from Contracts of a particular Customer or range of Customers, enter their Customer Number here. Leave blank to include all Customers.		
Contract	Range Reporting	Numeric
	Enter a Contract Number or a range of Numbers to limit the selection to certain Contracts.	
Class	Paste Special	Contract Classes setting, Contracts module
	Enter a Contract Class to limit the process to Contracts of a particular Class only.	

Comment on Invoice

By default, Invoices generated by this function will contain a reference to the Contract period covered by the Invoice. This reference can be replaced by any text as required: if so, enter that text here.

Inv. Period: From, To

Paste Special Choose date

Enter a range of dates. All Contracts that are due for invoicing during the indicated period will have an Invoice created and saved in the Invoice register.

The beginning of the period can be left open, but the To field must contain a value for any Invoices to be raised.

Inv. Date

Paste Special Choose date

Enter a date to be used as the Invoice Date in all Invoices generated in this run. If this field is left blank, Invoice Dates will be calculated using the Invoice options on the 'Dates' card of each Contract.

No. Srs. Comment Paste Special

Languages setting, System module

You can specify that the Invoice Numbers of the Invoices created by this function are to come from a particular number sequence in the Number Series - Invoices setting. To do this, enter the Comment of the number sequence here. The field is case sensitive, so be careful when typing. If nothing is entered here, or if no matching Comment is found, the first number sequence in the setting will be used.

Factoring Customers Invoicing

Use this option if you need to group together on the same Invoice all Contracts that have the same Invoice To Customer specified on their 'Partners' cards. The Invoice To Customer will usually be a head office or a leasing or factoring company. Contracts that do not have an Invoice To Customer will not be invoiced.

If you do not use this option, Contracts with an Invoice To Customer specified on their 'Partners' cards will still be invoiced to the Invoice To Customer, but they will not be grouped together on the same Invoice.

Update Stock Use this option if you would like the Update Stock box in each new Invoice ('Delivery' card) to be checked. The Update Stock box ensures that stock levels of any Stocked Items in the new Invoices will be adjusted when the Invoices are approved, and that cost accounting postings (for use when maintaining stock values in the Nominal Ledger) will be included in the subsequent Nominal Ledger Transactions.

The Invoice Update Stock option in the Account Usage S/L setting usually sets the default for the Update Stock box in new Invoices but has no influence over Contract Invoices.



Function Select one option to determine the Currency to be used on any Invoices created by the function.

Click [Run] in the Button Bar to run the function. It may take a few moments, depending on the number of Invoices to be created. The appropriate Invoice Date will be copied back to the Last Inv. Date field of each Contract. When the function has finished, you will be returned to the 'Maintenance' list window.

If you click [Run] without entering a Customer or Contract Number, Invoices will be raised for all Contracts that have become due for invoicing, providing a date has been entered to the Inv. Period: To field.

An example Invoice generated by this function is shown overleaf. As no Comment was entered in the specification window, the example includes a reference to the Contract period covered by the Invoice.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970173 Name: Against All Odds Trading Co
 Customer: 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date: 1/11/2004 Our Ref.: Salesman: JNW
 Pay. Terms: 30 Attn.: Joseph Conrad
 Due Date: 1/12/2004 Object:
 Trans. Date: 1/11/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Contract No: 2			
2		Period: 12/11/2004:11/12/2004			
3				
4	10124	1 Hi-Fi Monthly		3.50	3.50
5					
6					
7					
8					
9					
10					
11					
12					
13					

Currency: GBP Freight: VAT: 0.61 Sub-Total: 3.50
☐ OK Ext. Tax: 0.00 Base: 4.11 TOTAL: 4.11

This function creates Invoices individually as the Contract period progresses. If you would like to create an appropriate number of unapproved Invoices for the entire Contract period at one stroke, use the 'Invoice' function on the Operations menu of the Contract screen.

If an Invoice is not created when expected, the probable causes are—

1. The Contract is not approved.
2. The Contract is missing a Start Date.
3. The Length in the Contract is zero.
4. You did not enter a To date in the 'Create Contract Invoices' specification window.
5. You entered a To date in the 'Create Contract Invoices' specification window that is earlier than the Last Invoice Date or later than the Cancel Date in the Contract.
6. The Customer is on hold (the 'On Hold' box on the 'Terms' card of their Customer record has been checked).

7. There is no valid record in the Number Series - Invoices setting (in the Sales Ledger). This might be a fault in the setting itself, or it might be because the default Invoice Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

Renew Contracts

This function can be used to renew Contracts that have expired. It searches for Contracts whose End Date is earlier than a specified date (i.e. which have expired by that date) and duplicates them. The duplicates have the same Contract Number as the original, but are also given a Child Number. In the case of a Contract that has already been renewed at least once (i.e. where there are several Contracts with the same Number), only the one with the highest Child Number will be duplicated (provided it has expired). Unapproved Contracts will be renewed, but those with a Cancel Date will not. Contracts with no End Date will not be renewed.

The Start Date in the new Contract will be one day after the End Date in the Contract it is replacing. The duration of the new Contract is calculated using the Length of the old Contract, as follows —

End Date = Start Date + Length (in months or days, as in the old Contract)

Renew From

Paste Special

Choose date

All Contracts expiring before the date entered here will be renewed, unless they have been cancelled or have already been renewed. A date must be entered: no Contracts will be renewed if this field is blank.

Customer **Paste Special** Customers in Customer register

Range Reporting Alpha

To renew all Contracts of a particular Customer, enter a Customer Number or range of Customer Numbers here. A Renew From date must be entered as well.

Item, Change Item To

Paste Special Item register

These two fields allow you to change one of the Items on the Contracts being renewed. In the Item field, enter the Item Number of the Item to be changed (i.e. the Item on the old Contract). In the Change Item To field, enter the Item Number of the new Item (i.e. the Item that is to appear on the new Contract). Be sure to check the Replace Item box below as well, otherwise the substitution will not take place.

You can also use the Item field if you only want to renew Contracts containing a certain Item. Enter that Item in the Item field and check the Only Contracts with specified Item box below.

OK Contracts Check this box if you would like the new Contracts to be approved. This will mean you will be able to raise Invoices for them straight away.

Update Prices Check this box if you would like the prices of all Items in the new Contracts to be updated from the Item or Price registers. Otherwise, they will be copied from the original Contracts.

If you are using this feature and have negotiated a special price in a particular Contract, it is recommended that you enter the special price as a percentage discount, not as a Unit Price. This function will update the Unit Price and the percentage discount will remain, thus preserving the relationship of the special price to the normal price.

Replace Item Check this box if you want to change one of the Items on the Contracts being renewed. Specify the old and new Items in the Item and Change Item To fields above.

Delete old Contract

Check this box if you want to remove the old Contracts from the Contract register. The new Contracts will still be given the next Child Number.

In the case of a Contract that has already been renewed at least once (i.e. where there are several Contracts with the same Number), only the one with the highest Child Number will be deleted, since this is the one being renewed. This situation will occur if you have previously renewed Contracts manually, or using this function without deleting the old Contracts.

Only Contracts with specified Item

Check this box if you only want to renew Contracts that contain a particular Item. Specify the Item in the Item field above.

The Renew Contracts setting

The operation of this function can be affected by the Renew Contracts setting. You can store one record in this setting for each Contract Class. When Contracts belonging to a particular Class are renewed, they will be modified according to the instructions in the appropriate Renew Contracts record.

From Class**Paste Special**Contract Classes setting,
Contracts module

Enter a Contract Class here. The 'Renew Contracts' function will search for the record in this setting whose From Class matches the Class of the Contract being renewed.

To Class	Paste Special	Contract Classes setting, Contracts module
		When a Contract is renewed, the Class entered here will be the Class of the new Contract. If this field is blank, the Class of the new Contract will be blank as well.
Comment		This comment will be copied to the Comment field on the 'Del Terms' card of the new Contract.
Period Length		<p>This figure will be copied to the Length field in the new Contract. This will determine the Invoice period of the new Contract.</p> <p>This figure will also determine the End Date of the new Contract, as follows—</p> <p style="text-align: center;">End Date = Start Date + Period Length (in months or days as specified in the old Contract)</p> <p>If this field is blank, the Length of the new Contract will be the same as that of the old Contract.</p>
Remove Invoice To Customer		The Invoice To field on the 'Partners' card of the Contract screen can be used if the Invoices for the Contract are to be sent to another company, such as a leasing company or a parent company. If this is the case in the original Contract but is not to be the case in the new Contract, check this box.

Update Contracts

This function updates the Contract register with new details from the Item, Price and Customer registers.

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	To update all Contracts of a particular Customer, enter a Customer Number or range of Customer Numbers here.	
Contract	Range Reporting	Numeric
	To update particular Contracts, enter a Contract Code or a range of Contract Codes here. Any Contract in the range with a Next Price Change date later than the current date will not be updated.	
Class	Paste Special	Contract Classes setting, Contracts module
	To update all Contracts of a particular Class, enter a Contract Class here.	
Item	Paste Special	Item register
	To update a particular Item wherever it appears in Contracts, enter an Item Code here.	
Update Our Ref. To		
	Any entry made here will be copied to the Our Ref. field on the 'Pay Terms' card of all Contracts in the selection.	

Price Increase in %

Enter a figure here to increase all prices in the selected Contracts by a certain percentage. You must choose to Update Prices using the check box below as well. This means that if there have been any price changes (e.g. in the Item or Price registers), the Contract Price will first be changed to the new figure and then increased by this percentage.

Update

Use these options to determine the fields that are to be changed by the function. The Accounts option will update both the Sales Account and the VAT Code in each Contract row.

Press the [Run] button to start the updating process.

Service Agreements

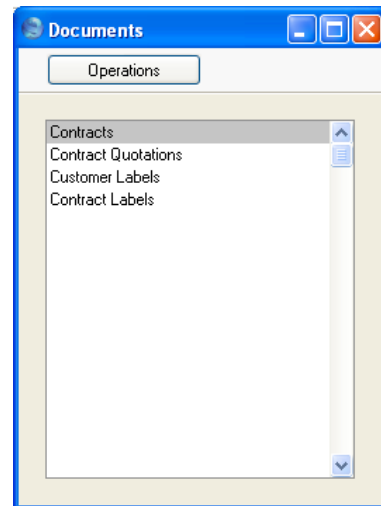
Please refer to the section above on page 55 describing the Service Agreement register for a description of this function.

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents that can be printed from the Contracts 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. Using the Operations menu, determine the print destination of the documents. The default is to print to the chosen printer. Other options available are the Print Queue (see the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual for full details of this feature) or Fax (if your hardware can support this feature).
3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Contracts 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 which Form is printed by each option in the 'Documents' window, 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 Contracts 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. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. For example, each option can use different Forms determined perhaps by the Language of the Customer.
4. For each document, the 'Define Document' function only needs to 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 Contract Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Contracts

Use this document to print a Contract or a range of Contracts. The document can also be printed by clicking on the Printer icon when viewing a Contract, or printed to screen by clicking the Preview icon.



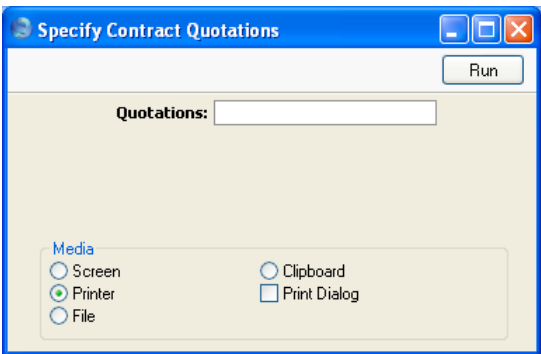
Contracts

Range Reporting Numeric

Enter a Contract Number (or range of Contract Numbers) for which documents are to be printed.

Contract Quotations

This document is used when it is necessary to print a Contract Quotation or a range of Quotations. The document can also be printed by clicking on the Printer icon when viewing a Contract Quotation, or printed to screen by clicking the Preview icon.



Quotations

Range Reporting Numeric

Enter a Quotation Number (or range of Quotation Numbers) for which documents are to be printed.

Customer Labels

This document prints name and address labels to Customers. The Invoice Address on the ‘Contact’ card of the Customer screen is used.

The document is also available in the Sales Ledger and the CRM module: please refer to the ‘Customers and Suppliers’ manual for full details.

Contract Labels

This document prints name and address labels to Customers with Contracts. The Invoice Address or the Delivery Address can be used.

Contract	Range Reporting	Numeric
	Enter the Contract Number or range of Numbers for which you want the labels printed.	
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	Enter the Customer Number or range of Numbers for whom you want the labels printed. If a Customer has	

	more than one Contract, a separate label will be printed for each Contract.	
Sort Key	Enter a Sort Key. Labels will be printed for all Customers with that Sort Key.	
Class	Paste Special	Contract Classes setting, Contracts module
	Enter a Contract Class to print labels for all Contracts of that Class.	
Start with Label No.		
	If you will be printing to a sheet of labels, some of which have already been used, specify here where on the sheet you wish to begin printing.	
Sorting	The labels can be sorted by Customer Number, Customer Name, Sort Key, Total Contract Quantity or Contract Class. The Total Quantity is shown in the footer of the 'Items' card of the Contract record.	
Function	Choose the standard label format that you wish to use.	
Status	Labels can be printed for all approved Contracts in the selection, all unapproved Contracts or both. At least one of these boxes must be checked, otherwise no labels will be printed.	
Function	Choose whether to print the Invoice or Delivery Address from the selected Contracts on the labels. If you choose to use Delivery Addresses, the Invoice Address will be printed for Contracts that do not have a Delivery Address.	

Illustrated below is a sample CONTRACT_LABEL record from the Form register in the System module. Note that each field should only be drawn once: the label printing function will print the fields the appropriate number of times on each page.

The 'Form CONTRACT_LABEL: Inspect' dialog box displays a table with the following data:

Contr. No.	Contract No.
Date	Date
Address 1	
Address 2	
Address 3	

Fields are added to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the Field dialogue box opens, specify the Fieldname —

The 'Field' dialog box shows the following configuration for the field 'Contract No.':

- Fieldname:** Contract No.
- Field Argument:** (empty)
- Left:** 116
- Top:** 29
- Right:** 242
- Bottom:** 46
- Style:** FIELD_T
- Vertical Spacing:** 0
- Escape Sequence:** (empty)
- Format:** 0
- Justification:** ☒ Left, ☐ Right, ☐ Centre
- Clipping:** ☒ Off, ☐ On
- Word Wrap:** ☒ Off, ☐ On, flow down, ☐ On, flow up
- Exclude from page:** ☐ First, ☐ Middle, ☐ Last, ☐ Single

If the labels on each row are not aligned properly when printed, set the Format to 1.

You can choose to have the Total Quantity from the 'Items' card of the Contract printed on the labels. This is useful if the labels are to be attached to packages containing a number of items (e.g. for Contracts representing magazine subscriptions). To do this, include the "totalqty" field in your Form design.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Customer Name”), follow these steps—

1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.
2. Leave the Fieldname blank and enter the static text in the Field Argument field.

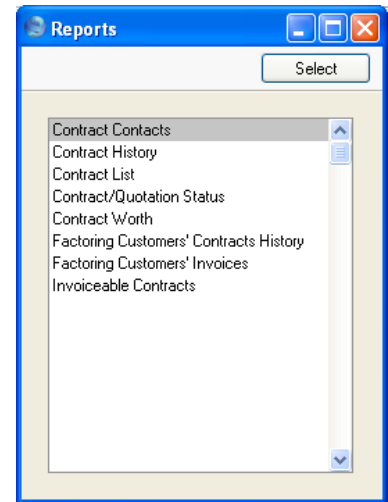
3. Click [OK] to save.
4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

Reports

Introduction

As with all modules, to print a report in the Contracts 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.

The following reports are available in the Contracts 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 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 Customers, or a range of Contracts. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can

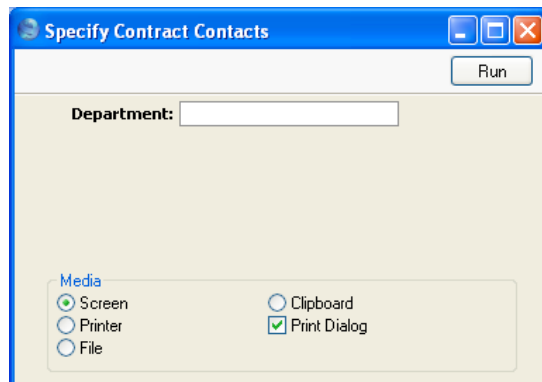
initially print to screen and subsequently send the report to a printer using the Printer icon.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, the 'Recalculate' command on the Operations menu can be used to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

Contract Contacts

This report can be used to produce lists of Contacts for the Contracts in the system. For each Contract, it shows Customer Number and Name, Contract Number, Contact Name and Telephone Number.



Department

If you have used the Department field in the Contract header to record the Department in your own company that is responsible for each Contract, this field can be used to produce separate contact lists for each department.

Contract History

This report is a list of Contracts per Customer. The Invoices that have been raised against each Contract are listed, showing the Invoice Total and the amount paid.

When printed to screen, the Contract History has Hansa's Drill-down feature. Click on any Invoice or Contract Number to open an individual Invoice or Contract record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the report period. The default period is the first record entered in the Reporting Periods setting. Contracts whose Start Date falls in this period will be listed in the report.
Contract No.	Range Reporting	Numeric
		Enter a Contract Number or a range of Numbers to list particular Contracts, or leave blank to include all Contracts.
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to report on the Contracts signed by one Customer.
Do not show Invoices		Check this box if you don't want to list the Invoices that have been raised against each Contract. The report will be a simple list of Contracts, sorted by Customer Number and then by Contract Number.

Contract List

This report is a simple list of the Contracts entered in the system. The list is sorted by Contract Number. For each Contract, the Contract Number, Customer Number and Name, Start and End Dates and last Invoice Date are shown.

Contract	Range Reporting	Numeric
	Enter a Contract Number or a range of Numbers to show particular Contracts, or leave blank to include all Contracts.	
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	Enter a Customer Number to limit the selection to the Contracts signed by one Customer.	
With Item	Paste Special	Item register
	Enter an Item Code to show all Contracts that contain this Item.	
Class	Paste Special	Contract Classes setting, Contracts module
	Enter a Contract Class to show all Contracts of that Class.	

Partner	Paste Special	Suppliers in Customer register
		Enter a Supplier Number to list Contracts with a particular Partner (subcontractor).
Function		Use these options to control the level of detail shown in the report.
Overview		This option gives one line of the report per Contract, showing Contract Number, Customer Number and Name and the Start, End and Last Invoice Dates.
Detailed		This alternative shows the Customer's address, every Item on the Contract (with quantities, prices and VAT Codes) and any Objects.
Show Base Currency 2 Totals		By default, the report contains figures in the home Currency (Base Currency 1) for the total value of the Contracts listed, including and excluding VAT. Check this box if you would like these figures to be expressed in Base Currency 2 as well.
Only Not OKed		Check this box if you would like the report only to list those Contracts that have not been approved.

Contract/Quotation Status

This report is a list of records in the Contract Quotation register, showing Quotation Number, Contract Number, Customer Number and Name, Start and End Dates and the dates for Quotation Acceptance and Contract signature.

Contract	Range Reporting	Numeric
	Use this field to restrict the report to a single Contract, or range of Contracts.	
Quotation	Range Reporting	Numeric
	Enter a Quotation Number or a range of Numbers to show particular Quotations, or leave blank to include all Contract Status records.	
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	The report can be restricted to Contract Status records pertaining to a particular Customer.	

Contract Worth

This report shows how much revenue can be generated from the Contracts in the system during the report period. For each Contract is shown the Contract Number, the Customer, the Contract Value (i.e. the value of a single Invoice raised from the Contract), the Period Value (i.e. the Contract Value multiplied by the number of Invoices that can be raised in the report period) and finally the portion of the contract period that falls in the report period.

Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end dates of the report period. The default period is the first record entered in the Reporting Periods setting.	

Contract	Range Reporting	Numeric
	Specify the Contracts to be listed by entering a Contract Number, or range of Contract Numbers. Leave the field blank to show all Contracts.	
Class	Paste Special	Contract Classes setting, Contracts module
	Enter a Contract Class to show all Contracts of that Class.	

Show Base Currency 2 Totals

By default, the report contains figures in the home Currency (Base Currency 1) for the total value of the Contracts listed including and excluding VAT. Check this box if you would like these figures to be expressed in Base Currency 2 as well.

Factoring Customers' Contracts History

This is a list of Contracts whose Invoices are to be sent to a third party (e.g. a parent company or a leasing company, known as the "Invoice To Customer"). These are Contracts whose Invoice To field on the 'Partners' card contains a value. The list is sorted by Invoice To Customer, making it easy to analyse who is being charged for your Contracts.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Customer or Contract Number to open an individual Customer or Contract record.

Specify Factoring Customers' Contracts History

Run

Period: 1/1/2004:31/12/2004

Contract No.:

Invoice To Customer:

Function

☒ Overview

☐ Detailed

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the report period. The default period is the first record entered in the Reporting Periods setting. Contracts whose Start Date falls in this period will be listed in the report.
Contract No.	Range Reporting	Numeric
		Specify the Contracts to be listed by entering a Contract Number, or range of Contract Numbers. Only those Contracts in the range whose Invoice To field on the 'Partners' card contains a value will be listed.
Invoice To Customer		
	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to print a list of Contracts whose Invoices are to be sent to that Customer (i.e. Contracts with that Customer entered to the Invoice To field on the 'Partners' card).
Function		Use these options to control the level of detail to be printed in the report.
Overview		This option produces a list of Contracts, showing for each the Invoice To Customer Number and Name, the Contract and Child Numbers, the 'nominal' Customer Number and Name, and the Cancel Date (if any).
Detailed		This option is similar to the Overview, but also shows the full Invoice Address of the Invoice To Customer and the Delivery Address from the 'Del' card of the Contract.

Factoring Customers' Invoices List

This is a list of Invoices raised from Contracts whose Invoice To field on the 'Partners' card contains a value. These are Invoices that were sent to a third party (e.g. a parent company or a leasing company). The list is sorted by Invoice To Customer, and the outstanding balance of each Invoice is shown, making it easy to analyse which Invoice To Customers are up-to-date with their payments.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Invoice or Contract Number to open an individual Invoice or Contract record.

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end dates of the report period. The default period is the first record entered in the Reporting Periods setting.

Customer Category

Paste Special

Customer Categories setting,
Sales Ledger

Enter a Customer Category to print a list of Contract Invoices that were sent to Customers belonging to that Category.

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to print a list of Contract Invoices that were sent to that Customer. In other words, the Invoice Customer should be entered, not the Contract Customer.
Function		Use these options to control the level of detail to be shown in the report.
	Overview	The Overview is a simple list of Invoices sorted by Customer Number and then by Invoice Number. For each Invoice, the Number, Total, amount paid and outstanding balance are shown, as is an indication of whether the Invoice has been approved.
	Detailed	As well as the information in the Overview, this option also lists the individual Items on each Invoice.

Invoiceable Contracts

This report shows the Contracts due for invoicing at a specific date or period. It can be used to aid cash flow prediction by estimating the monthly level of invoicing. The report can be produced at any time, and does not change any data in the registers.

This report can be used to preview the Invoices that will be created by the subsequent running of the 'Create Contract Invoices' Maintenance function. It is thus recommended that this report be produced before running that function, to make sure that the Contract selection is correct.

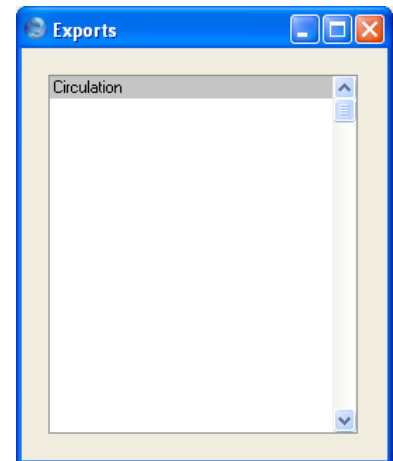
Please refer to the section above on page 67 describing the 'Create Contract Invoices' function for details of the specification window for this report.

Exports

Introduction

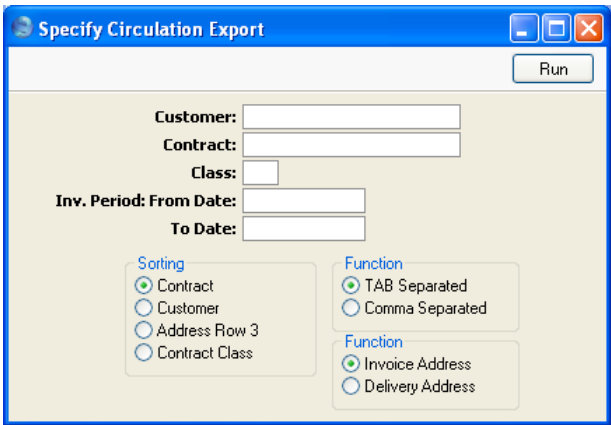
The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel.

On selecting the function, the window illustrated below appears. This lists the single Export that can be produced from the Contracts module. Double-click the item in the list: a specification window will then appear, where you can decide the contents of the exported text file. Click [Run], and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Circulation

This export contains address data for a selection of Customers. It can be used as a merge file for label production in a word processor.

A screenshot of a software dialog box titled "Specify Circulation Export". It features a "Run" button in the top right corner. The main area contains several input fields: "Customer:", "Contract:", "Class:", "Inv. Period: From Date:", and "To Date:". Below these fields are two groups of radio buttons. The first group, labeled "Sorting", includes options for "Contract" (selected), "Customer", "Address Row 3", and "Contract Class". The second group, labeled "Function", includes options for "TAB Separated" (selected), "Comma Separated", "Invoice Address", and "Delivery Address".

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
Contract	Enter a Customer Number to limit the selection to the Contracts signed by one Customer.	
	Range Reporting	Numeric
Class	Enter a Contract Number or a range of Numbers to export particular Contracts, or leave blank to export all Contracts.	
	Paste Special	Contract Classes setting, Contracts module
Inv. Period: From, To Date	Use this field to export all Contracts of a particular Contract Class.	
	Paste Special	Choose date
	Enter a range of dates. All Contracts that are due for invoicing during the indicated period will be included in the export file.	
	The beginning of the period can be left open, but the To field must contain a value. Otherwise, the export file will be empty.	

Sorting	Three options are provided as to the order in which the Contracts are sorted in the export file.
Function	The fields in the export file can be separated by commas or tabs.
Function	Choose whether to export the Invoice or Delivery Addresses of the selected Contracts. If you choose to use Delivery Addresses, the Invoice Address will not be exported for Contracts that do not have a Delivery Address.

Press [Run] to start the export. When it has finished, close the 'Export' window using the close box.

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