

Books

by HansaWorld

Integrated Accounting System for Mac OS X and Windows

Program version: 6.2 110111

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Preface

Books by HansaWorld is a powerful accounting system for the Mac OS X and Windows platforms. The program is practically identical in both environments, and is designed to make administration and accounting as easy and fast as possible. 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 Mac OS X version. All illustrations are taken from the Books Basic version of the program. Adding Extra Features to Books Basic will cause new menus, functions fields and other screen objects to be added to the program that will not be shown in the illustrations. For details about Extra Features, please refer to the Books reference manuals.

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

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

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Introduction and Installation

Books by HansaWorld is an integrated accounts tool for Mac OS X and Windows. It includes fully functional Accounts Receivable, Accounts Payable and General Ledger modules. The level of integration means that the consequences of every transaction are handled automatically. For example, after creating a sales invoice or receiving a payment, your Accounts Receivable and General Ledgers will be updated automatically.

In this manual, we will first describe the steps you need to follow to get started with Books by HansaWorld. Topics covered include installation and the creation of a new database. We will then cover the working environment in Books by HansaWorld, its structure and the way information is handled, and starting work. The remainder of the manual describes the settings, used to define preferences and look-up information, the individual registers in detail, printing documents and reports and, finally, exporting and importing.

System Requirements

Books by HansaWorld requires Mac OS X 10.5 or later. It supports the Intel and PowerPC processors. The Windows version runs on Windows 2003, XP, Vista and 7. The minimum memory requirement is 128 Mb, with 512 Mb recommended. You will need a printer, and a connection to the Internet for software registration.

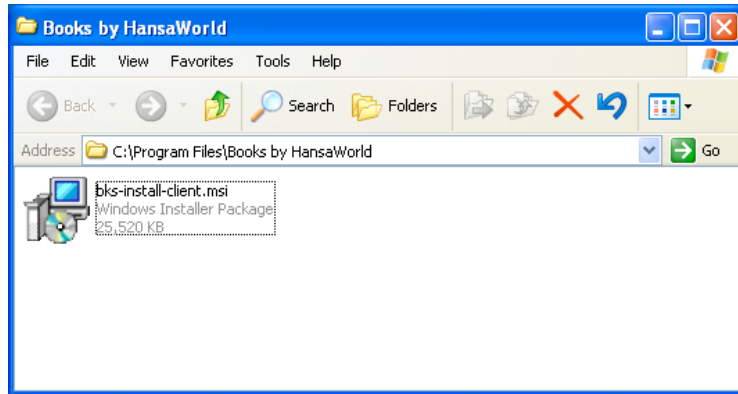
Installation

Books by HansaWorld is supplied in two formats: in a box on CD-ROM, and as a download from our website, books.hansaworld.com.

For Mac OS X, the CD-ROM will contain a single file, named "Books". Copy this to your 'Applications' folder. If you downloaded Books by HansaWorld from our website, a .dmg file will be saved on your hard disk. Open the .dmg file by double-clicking, and then copy the Books application that it contains to your 'Applications' folder.



For Windows, the CD-ROM and the download will both provide a Books by HansaWorld installer—



Launch the installer by double-clicking, and follow the instructions on screen.

On all platforms, make sure you have at least 100 Mb available for the Books by HansaWorld application, the associated files and for the data file that will be created the first time you launch the application.

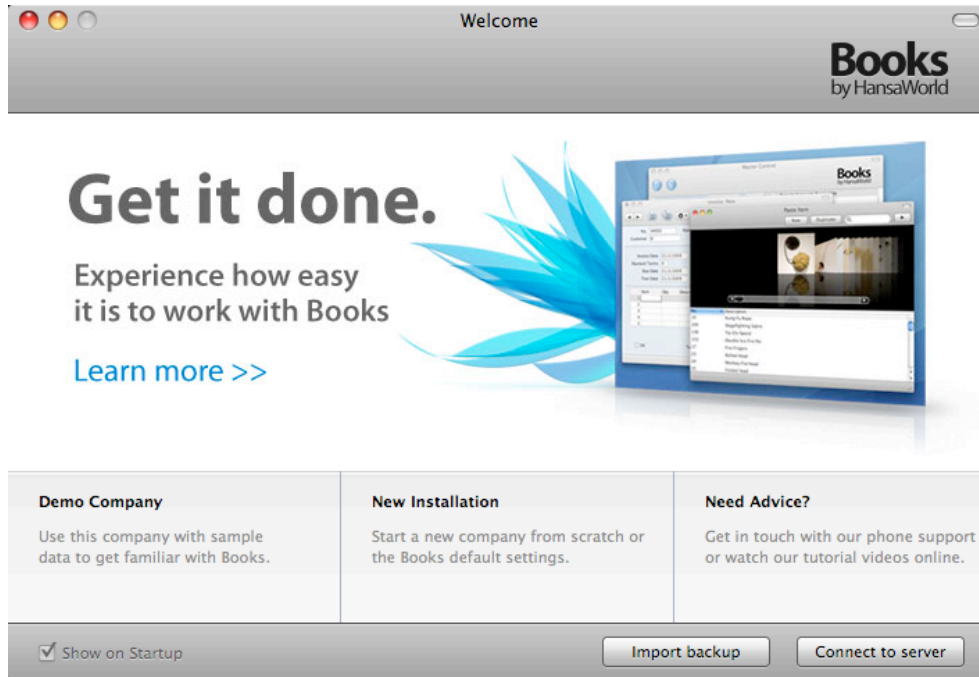
Where to go now?

Please click for more details about—

- Starting Books by HansaWorld - Demo page 10
- Starting Books by HansaWorld - New Database page 12

Starting Books by HansaWorld – Demo

1. Start Books by HansaWorld by double-clicking the application icon. The first window to appear will ask how you want to use the application—



2. Click one of the buttons as follows—

- | | |
|--------------------------|--|
| Demo Company | Click this button if you are new to Books by HansaWorld and would like to explore the application to see how closely it will satisfy your requirements. This is described in the remainder of this section. |
| New Installation | Click this button if you are starting Books by HansaWorld for the first time. This is described in the 'Starting Books by HansaWorld - New Database' section below on page 12. |
| Import backup | Click this button if you have already been using Books by HansaWorld and you need to import a back-up file to a new database. This is described in the 'Restoring from a Back-up' section below on page 332. |
| Connect to server | Choose this option if you are installing Books by HansaWorld on a client computer to connect to an existing server. This is described in the Books reference manuals. |

3. Click the [Demo Company] button. Demonstration data will be imported, and you will be logged in to the demo installation automatically.

The demo database will be fully functional for 30 days, after which it will go into restricted mode. From that time on, you will only be able to print reports and documents to screen, not to a printer, to file or to any other medium.

4. The Master Control panel will appear, as illustrated below on page 15. If you have Skype running, Skype will now ask you if you will allow Books by HansaWorld to use Skype. Please refer to page 55 below for details.

Where to go now?

Please click for more details about—

- Master Control panel page 15
- Working with Records page 23
- Attachments and Personal Desktop page 30
- Customers, Vendors and Contact Persons (other registers follow on subsequent pages) page 34
- Interaction with Skype page 55
- Shutting Down page 328

Starting Books by HansaWorld – New Database

1. Start Books by HansaWorld by double-clicking the application icon. When the 'Welcome' window appears, click the [New Installation] button.
2. The 'Create a new Company' window will appear—

Create a new Company

Books by HansaWorld

Company Information

Company Name: Demo USA Inc.

Address: 111 43rd Street
New York
NY
10010

Phone: + 1 646 444-5555

E-mail: johnson@demo.com

Reg. No. 123456789

Tax No.

☒ Start with standard chart of accounts

Personal Information

Name: Steve Johnson

E-mail: johnson@demo.com

Signature: SJ

Password: ****

Confirm Password: ****

Back Create

Enter your company details in the upper section.

It is strongly recommend that you choose the 'Start with standard chart of accounts' option. This will import our standard settings to your new database. This way you can avoid having to set up report definitions, a chart of accounts and other settings on your own.

The information in the lower section will be used to create a User Account for yourself. You must enter your Name and a Signature before you can progress to the next step, but the other information is optional. The Signature is the ID code that you will use to log in to Books by HansaWorld.

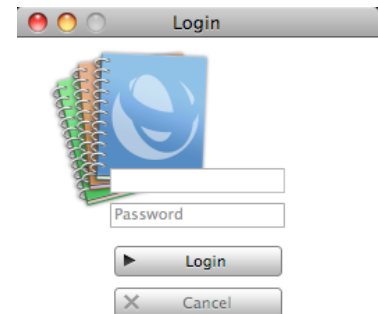
When the window is complete, click the [Create] button in the bottom right-hand corner of the window.

3. The 'Choose Your Country: Inspect' window will open—



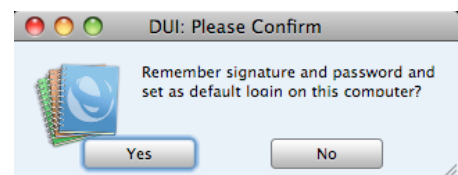
Enter the country where your company is registered or located. To do this, press the ⌘ -Enter (Mac OS X) or Ctrl-Enter (Windows) key combination. A selection list will appear in which you can choose an option by double-clicking. Then, click the [Next] button.

4. The License Agreement will appear: after reading, click [I Agree].
5. The 'Login' window appears—



Enter your Signature (i.e. your log-in ID) and your Password if you specified one and click [Login] (or press the Enter key).

6. If you specified a Password in step 2, you will be asked if you want Books by HansaWorld to remember your Signature and Password, so that you do not have to enter them yourself each time you log in.



Bearing in mind that the Password is a security feature, it is recommended that you only click the [Yes] button if you are absolutely sure no-one other than yourself will have access to your computer. Whichever option you choose, you will be able to change it later if necessary.

7. The Master Control panel will appear, as illustrated below on page 15. If you have Skype running, Skype will now ask you if you will allow Books by HansaWorld to use Skype. Please refer to page 55 below for details.

8. The 'Welcome' window will continue to appear each time you start Books by HansaWorld. You can click [Existing Installation] or [Demo Company], depending on whether you want to work in your own database or try something new in the demo database. When you no longer need the demo database, remove the tick from 'Show on Startup' in the 'Welcome' window. From now on, the 'Welcome' window will no longer appear when you start Books by HansaWorld.

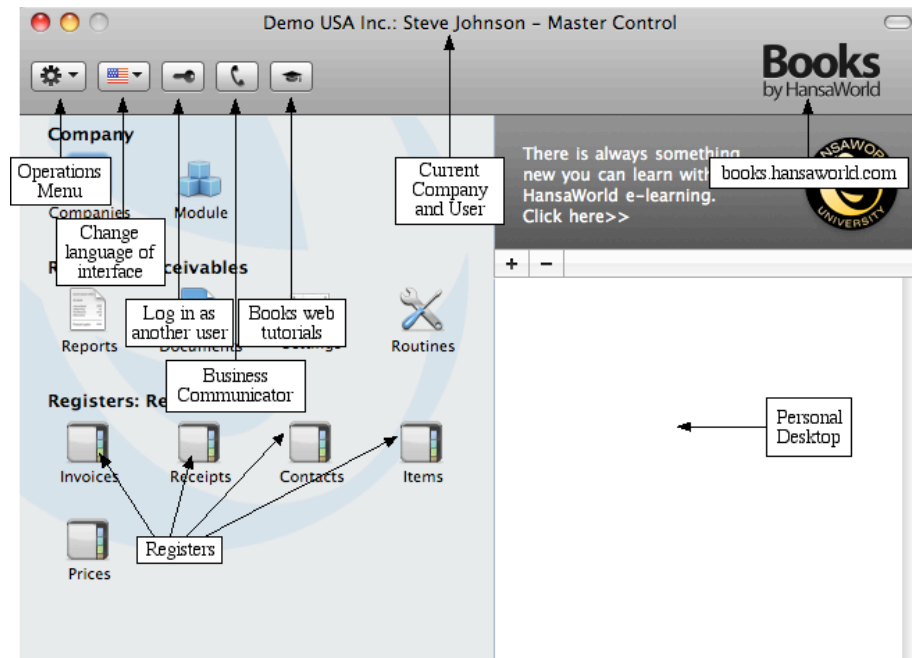
Where to go now?

Please click for more details about—

- Master Control panel page 15
- Configuring a New Database page 16
- Working with Records page 23
- Attachments and Personal Desktop page 30
- Customers, Vendors and Contact Persons (other registers follow on subsequent pages) page 34
- Entering Opening Balances page 152
- Interaction with Skype page 55
- Shutting Down page 328

Master Control Panel

The Master Control panel is Books by HansaWorld's main tool palette—



You can open the Master Control panel or bring it to the front at any time using the **⌘-M** (Mac OS X) or **Ctrl-M** (Windows) keyboard shortcut.

The tools in the Master Control panel are described in the relevant sections in this manual.

Books contains two interface languages: English and Spanish. Mac OS X users can change between the two languages by clicking the button with the flag icon in the Master Control panel or using the **⌘-Shift-Y** keyboard shortcut. The button with the flag icon is not present in the Windows version of the Master Control panel, so Windows users must press **F9**.

Where to go now?

Please click for more details about—

- Configuring a New Database page 16
- Working with Records page 23
- Attachments and Personal Desktop page 30
- Customers, Vendors and Contact Persons (other registers follow on subsequent pages) page 34
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Configuring a New Database

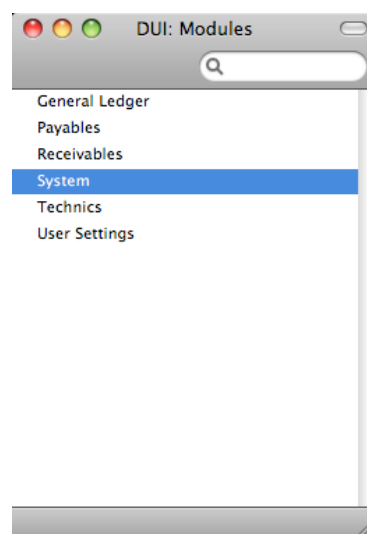
Configuring a new database includes the following tasks—

- Entering Your Company Details page 16
- Companies page 18
- Registration page 20

Entering Your Company Details

You should already have entered your company name and other details (step 2 in the 'Starting Books by HansaWorld - New Database' section above on page 12). If the information you entered was incomplete, or you made a mistake, you can update it at any time. You should always ensure this information is complete and up to date, as it will be printed on documents such as Invoices. Follow these steps—

1. Click the [Module] button in the Master Control panel or use the **⌘-0** (zero) (Mac OS X) or **Ctrl-0** (Windows) keyboard shortcut to open the list of modules. Find 'System' in the list and double-click.



2. Click the [Settings] button in the Master Control panel or use the **⌘-S**/Ctrl-S keyboard shortcut to open the list of Settings.

- Double-click 'Company Info' in the list. The 'Company Info: Inspect' window will appear—

- Enter your company address and other information as appropriate. Make sure that everything is correct, as this information will be printed on your documents (e.g. the Invoices that you send to your Customers).
- Click the button marked "Reg" towards the top centre of the window to see the other important fields in this setting.



Here you can enter your company registration number and Tax Number—

Make sure the company name and telephone number (on the 'Address' card) and the tax number and company registration number (on the 'Reg' card) are correct as this information must be complete before you can register the software.

- Save the details in the Company Info setting by clicking the [Save] button in the top right-hand corner of the window. The window will be closed.

Companies

If your company is one with separate departments or subsidiary companies that keep separate accounts, you can store their data in separate partitions within your Books by HansaWorld database. These partitions are known as “Companies”. If you set up more than one Company in Books by HansaWorld, each will be completely separate. There will usually be no common information, although it is possible to share individual registers and to copy from one to another using the export and import functions and dragging and dropping. Separate account balances will be maintained in each Company.

You should only use this feature to differentiate between different departments if you intend to account for each of them separately. If you keep a single set of accounts covering your whole organization, you only need have a single Company in your database.

If you will be adding extra Companies to your database, you should do so (including naming them in the Company Info setting) before registering and applying for an Enabler Key. Registering is described below on page 20.

Adding a Second Company

To add a second Company to your Books by HansaWorld database, follow these steps—

1. Click the [Module] button in the Master Control panel or use the \mathbb{H} -0 (zero) (Mac OS X) or Ctrl-0 (Windows) keyboard shortcut to open the list of modules. Find ‘System’ in the list and double-click.
2. Click the [Settings] button in the Master Control panel or use the \mathbb{H} -S/Ctrl-S keyboard shortcut to open the list of Settings.
3. Double-click ‘Configuration’ in the list. The ‘Configuration: Inspect’ window will appear—

The screenshot shows a window titled "DUI: Configuration: Update" with a "Save" button and a help icon. The window contains several input fields and checkboxes for system configuration.

No. of Users	1	No. of Companies	2	KPIs	0
Concurrent Users	1	Extra Mailboxes	1		
Small Devices		Conferences	0		
Server Hardware	Apple Macintosh	Server OS	Mac OS		
Control String	DEDEALAA-DE4-AAAAAA-AW-AAAAJA-AFFTRBBAA-AAA-AAAAAAAAA				
Control Code	27012519				
Key Valid Until					
Enabler Key					

Value Packs

- ☐ Inventory Handling
- ☐ Point of Sales
- ☐ Job Costing

Extra Features

<input type="checkbox"/> Pricing <input type="checkbox"/> Cash Book <input type="checkbox"/> Fixed Assets <input type="checkbox"/> Expenses <input type="checkbox"/> CRM <input type="checkbox"/> Task Manager <input type="checkbox"/> SIP Server Connection	<input type="checkbox"/> Internal email and conferences <input type="checkbox"/> External Email <input type="checkbox"/> Business Alerts <input type="checkbox"/> KPIs <input type="checkbox"/> Wide Area Network <input checked="" type="checkbox"/> Server <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Receivables and Payables
---	---

Call +1 646 459 0704 for help

4. Change the Number of Companies as appropriate. Each Company requires you to have a separate license, so do not enter a greater number than you have purchased.

You should also choose the options that describe your hardware most accurately in the Computer Hardware and Computer OS fields. To choose an option, place the cursor in one of these fields and press the **⌘-Enter** (Mac OS X) or **Ctrl-Enter** (Windows) key combination. A selection list will appear in which you can choose an option by double-clicking.

Finally, click the [Save] button in the top right-hand corner of the window.

5. Remaining in the System module, click the [Companies] button in the 'Registers' section of the Master Control panel or use the **⌘-1** (Mac OS X) or **Ctrl-1** (Windows) keyboard shortcut. The 'Companies: Inspect' window will open—

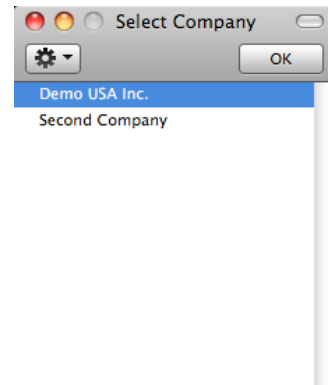
	Code	Name	Short	TCP/IP	Port
1	1	Demo USA Inc.	DUI		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

6. On the second row, enter a Code (which must be a numeric code between 1 and 99), Name and Short name (up to ten characters) and save—

	Code	Name	Short	TCP/IP	Port
1	1	Demo USA Inc.	DUI		
2	2	Second Company	S		
3					
4					
5					
6					
7					
8					
9					
10					
11					

For security reasons, Books by HansaWorld will shut down after any changes or additions have been made in the Companies setting.

7. The program will restart automatically. The 'Select Company' window will appear, now listing all the Companies in the database. Double-click the one that you want to work with.



8. If you need to change Companies during a work session, there is no need to quit and restart. You can simply use the ⌘-O (alpha O) or Ctrl-O keyboard shortcut at any time to open the 'Select Company' window where you can choose a different Company.

You can have windows from different Companies open at the same time during a work session. The Short name (as entered in the 'Companies: Inspect' window) will appear in the title bar of each window to show you the Company to which the information in the window belongs.

9. After creating each new Company, log in to it and then enter the correct name and address details as described in the 'Entering Your Company Details' section above on page 16.
10. You should also enter a new User Account for yourself with a password in each Company. Use the same User Name/Signature (log-in ID) in each Company, so that you can use the Personal Desktop in every Company. The Personal Desktop is described on page 31.

Registration

After installing Books by HansaWorld, you should register it with HansaWorld. This registration process will provide you with an Enabler Key. When you install Books by HansaWorld, this Key will be absent. The program will be fully operational for 30 days after installation. This allows time for the set-up work described in this manual and to test the suitability of the software. After 30 days, if you have not registered to apply for your Key, the program will change to restricted mode: it will remain fully functional, but printing will be disabled.

You can apply for the Key at any time (before or after the 30-day point), but before doing so you should ensure you have registered the number of Companies that you need and entered them all in the Company register (page 18 above) and named them all in the Company Info setting (page 16 above). You should also have specified your computer hardware and operating system in the Configuration setting (page 18 above).

As the 30-day point approaches, the first window of the registration process will open each time you start the application, providing a reminder that you need to register. Please follow the sequence described below.

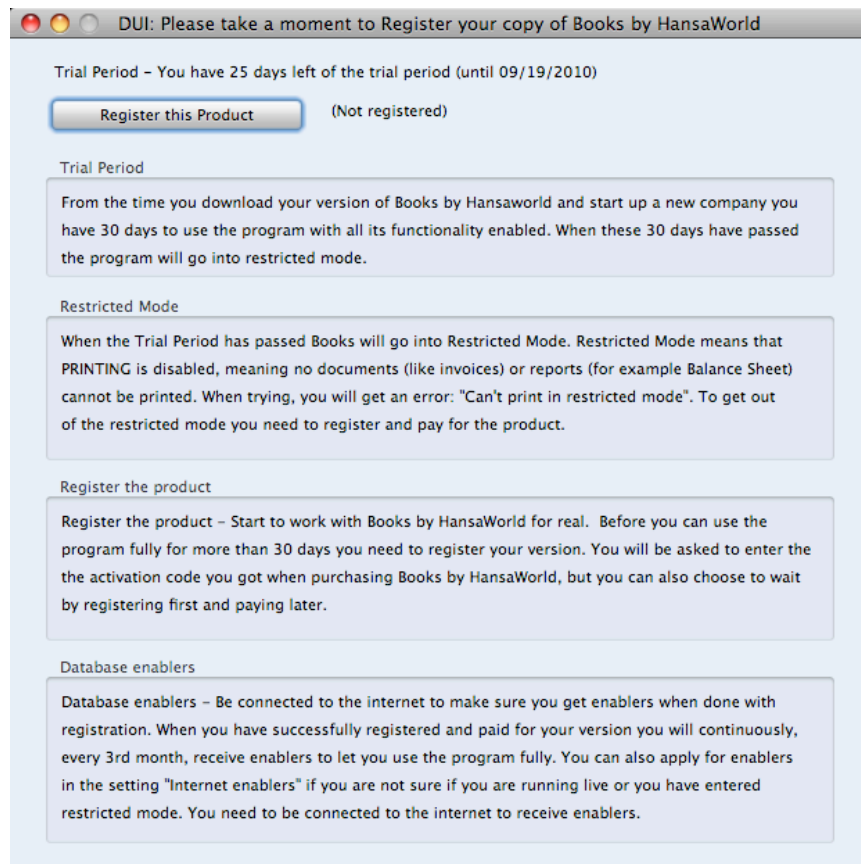
Registering for an Enabler Key requires the computer containing Books by HansaWorld to be connected to the Internet.

Follow these steps—

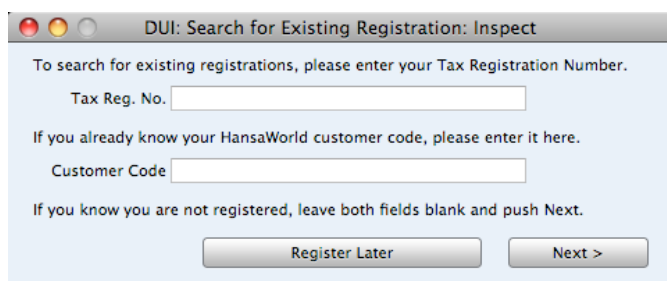
1. Click the [Routines] button in the Master Control panel. A window containing separate buttons for each routine will appear—



2. Click the [Registration] button in the list of routines.

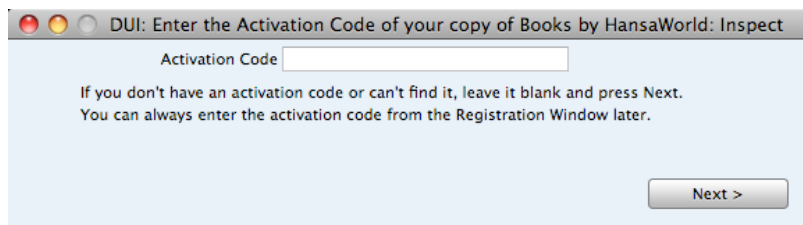


3. Click the [Register this Product] button.
4. The 'Search for Existing Registration' window appears—



If you have not previously registered with HansaWorld, leave both fields empty and click [Next].

5. The 'Company Information: Inspect' window will open, containing your company name and address, taken from the Company Info setting. Check the details are correct and click the [Next] button. This will register your details in the HansaWorld customer database. You will be given a Customer Code, Contract Number and Registration Number: these will be visible in the Internet Enablers setting.
6. You will be asked to enter the Activation Code of your copy of Books by HansaWorld. If you purchased Books by HansaWorld in a shop, the Activation Code will be included in the box. If you purchased it online, you will have been sent the Activation Code as part of the package.



7. You will be given an Enabler Key and a Valid Until Date: these will be visible in the Configuration setting. The Valid Until date will be set to three months from the date you started using the program.

Once you have obtained a Key, if you change the Valid Until Date in the Configuration setting, Books by HansaWorld will go into restricted mode (printing will be disabled). You can regain full use of the program by reverting the Configuration setting to its original state.

If you add a new Company to the database or change the Company Name in the Company Info setting in any existing Company, this will also cause Books by HansaWorld to go into restricted mode. In this case, however, you can only regain full use of the program by applying for a new Key.

Once a month your copy of Books by HansaWorld will connect to the HansaWorld server automatically to get a new Enabler Key. The new Key will add one month to the Valid Until date.

If for some reason this automatic connection fails and your copy of Books by HansaWorld is unable to obtain a new Key, it will attempt to connect once a day for the next two months. After this period, if it is still unable to obtain a new key, your copy of Books by HansaWorld will go into restricted mode. If you want to activate the monthly connection and obtain the next Enabler Key yourself, open the Internet Enablers setting in the System module and click the [Get Enabler Key] button. The next automatic connection will occur one month later.

Where to go now?

Please click for more details about—

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- Attachments and Personal Desktop page 30
- Customers, Vendors and Contact Persons (other registers follow on subsequent pages) page 34
- Entering Opening Balances page 152
- Shutting Down page 328

Working with Records

Registers

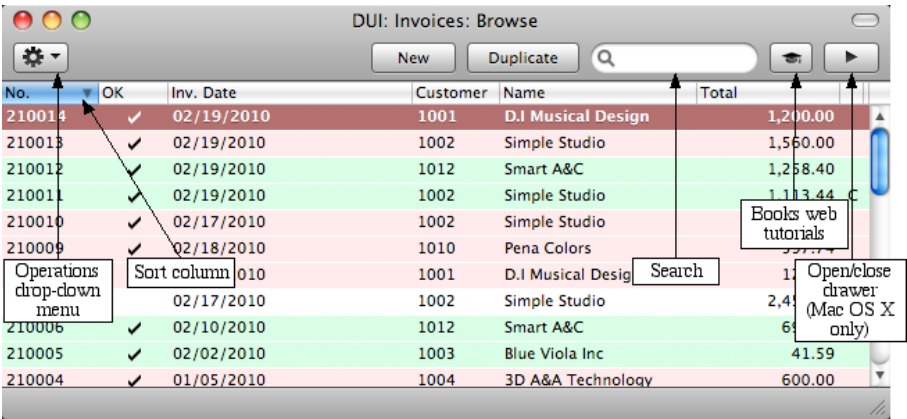
Books by HansaWorld contains a number of registers in which information of a particular type is stored. For example, information about Customers and Vendors is stored in a Contact register, while information about Items is stored in an Item register.

You can open a register using the buttons in the Master Control panel, or using a keyboard shortcut. For example, in the Receivables module, use ⌘-1 (Mac OS X) or Ctrl-1 (Windows) to open the first register (Invoices), ⌘-2 or Ctrl-1 for the second register (Receipts), and so on.

Browse Windows

When you open a register, a browse window will open, listing all the existing records in the register.

For example, in the Receivables module, if you click the [Invoices] button in the Master Control panel or use the ⌘-1 or Ctrl-1 keyboard shortcut, the window that opens is a browse window, entitled 'Invoices: Browse'. This window lists all the Invoices in the register—



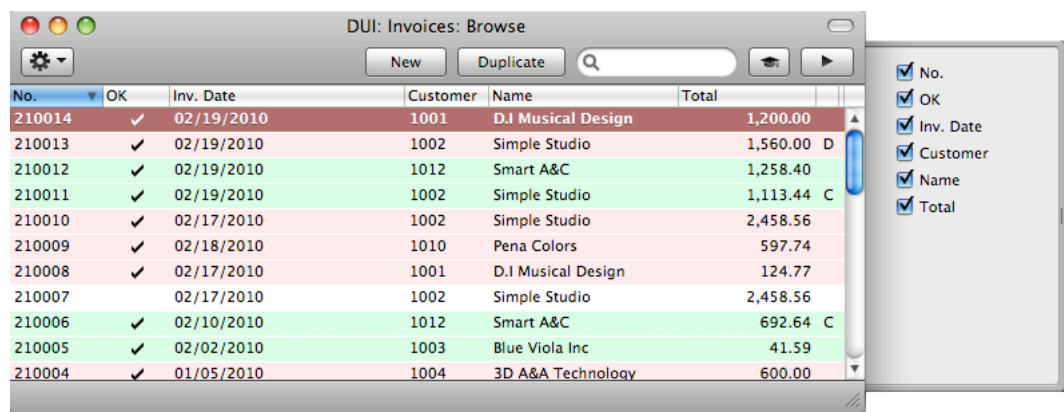
Browse windows offer the following features—

Sorting Click a column heading to sort the list. Click again to reverse the sort. The sort column has a blue heading, and an arrow indicates the sort direction.

Adjusting Columns The adjustable column feature is only available in the Mac OS X version of Books by HansaWorld.

Drag the column headings to change the order of the columns.

To remove a column from a browse window, open the drawer by clicking the  button in the top right-hand corner of the window—



Remove the tick from a check box to remove the corresponding column from the browse window.

Saving Window Configurations

If you move or resize a window or change the sort order and you want the change to be remembered, choose 'Save Position' from the Window menu (if you are using Mac OS X, you can also use the ⌘ -Shift-S keyboard shortcut). Use 'Restore Position' to return the window configuration to standard.

Searching

To find a particular record in the list, first sort the list by the column that you want to use for the search. In the illustration above, for example, the list is sorted by No. allowing you to search for an Invoice with a certain Number. Then, type a letter, word, number, or date in the Search field (there is no need to click in the field before typing). Then press the Enter key.



Many browse windows include an Operations drop-down menu. Highlight one or more records in the list (hold down the Shift key while clicking), then click the button with the image shown on the left to open the menu. When you choose a function from this menu, it will be applied to every highlighted record.

Opening a record Open a record by double-clicking, or by selecting the line and pressing the Enter key. The record will be opened in a record window.

Duplicating a record

Find the record that you want to duplicate, highlight it and click the [Duplicate] button above the list (or use the ⌘ -Y or Ctrl-K keyboard shortcut). A record window will open, containing the new duplicate record. In many cases, the new record will contain the current date, not the date of the duplicated record.

Creating a new record

Click the [New] button above the list, or use the ⌘ -N or Ctrl-N keyboard shortcut. A record window will open, containing a blank new record.

Record Windows

You will use record windows to enter, view and edit individual records. All data entry will be made in windows of this type. Shown below is an Invoice in a record window—

DUI: Invoice: Inspect

No. 210012 Name Smart A&C
Customer 1012

Invoice Date 02/19/2010 Our Ref. Steve Johnson
Payment Terms 7 Attn.
Due Date 02/26/2010 Service Del.Date 02/19/2010
Transaction Date 02/19/2010

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1	10104	2 Oboe	605.00		1,210.00	SS
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

☒ OK
 Tax 48.40 Sub-Total 1,210.00
 TAX2 TOTAL 1,258.40

Use the Return, Tab or arrow keys to move from field to field. You can also use the mouse to click directly in a field. Some record windows, such as the one in the illustration, are divided into two sections: the top half shows details of the parent record (in this case, an Invoice) and the lower half contains the individual items (or rows) that are listed on that Invoice.

Sometimes a record window contains more information than can be shown on screen at once. If this is the case, there will be a series of tabs (marked 'Terms', 'Items' and 'Address' in the example of the Invoice illustrated above) that you can click to see more pages of information about the parent record. There may also be a series of flips (marked 'A', 'B', 'C', etc) that you can click to see more information for the rows.

The window title will contain the name of the register and will also show the status of the record, as follows—

New	The window contains a new record that has not yet been saved.
Inspect	The window contains a record that has been saved.
Update	The window contains a saved record, and a change has been made to that record that has not yet been saved.
Deleting	The window contains a record that is in the process of being deleted.

Record windows offer the following features—



Mac OS X keyboard shortcuts: ⌘-- and ⌘-+
Windows keyboard shortcuts: PgUp and PgDn

These are the [Previous Record] and [Next Record] buttons. On the left are the Windows versions, on the right are the Mac OS X versions. The left-hand button of each pair is the [Previous Record] button.

Use these buttons to move from record to record. Everything you may have changed in the record you are leaving will be saved.



Mac OS X keyboard shortcut: ⌘-P
Windows keyboard shortcut: Ctrl-P

Click this Printer icon to print the current record. Please refer to page 244 for details.



Mac OS X keyboard shortcut: ⌘-Shift-P
Windows keyboard shortcut: Ctrl-Shift-P

Clicking the Preview icon will cause the current record to be printed to screen in a new window. This will allow you to see what it will look like when you print it on a printer by clicking the Printer icon immediately to the left.



Many record windows have an Operations drop-down menu, marked with this icon. This contains various functions that you can apply to the record currently shown in the window. For example, when looking at an Invoice, use the Operations menu to view its payment history and its connected General Ledger Transaction.



In some record windows, such as those for Invoices and Contacts, there is a [Communicate] button in the Button Bar. If you need to call the Contact quoted in the Invoice or whose Contact record you are viewing, click this button. Please refer to the 'Business Communicator Window' section below on page 52 for details.

[New]

Mac OS X keyboard shortcut: ⌘-N
Windows keyboard shortcut: Ctrl-N

Click this button to save the current record and to close it. A new blank record will then be opened for data entry.

[Duplicate]

Mac OS X keyboard shortcut: ⌘-Y
Windows keyboard shortcut: Ctrl-K

Click this button to save the current record and to create a copy of it. The original record will be closed and the new copy opened. In many cases, the new record will contain the current date, not the date of the copied record.

[Cancel]

If you have not saved the current record (i.e. the window title is 'New'), click this button to cancel the data entry process and to close the record window. The record will not be saved. If you have previously saved the current record (i.e. the window title is 'Update'), click this button to discard all changes made since it was last saved. In this case, the record window will not be closed.

[Save]

Keyboard shortcut: Shift-Enter

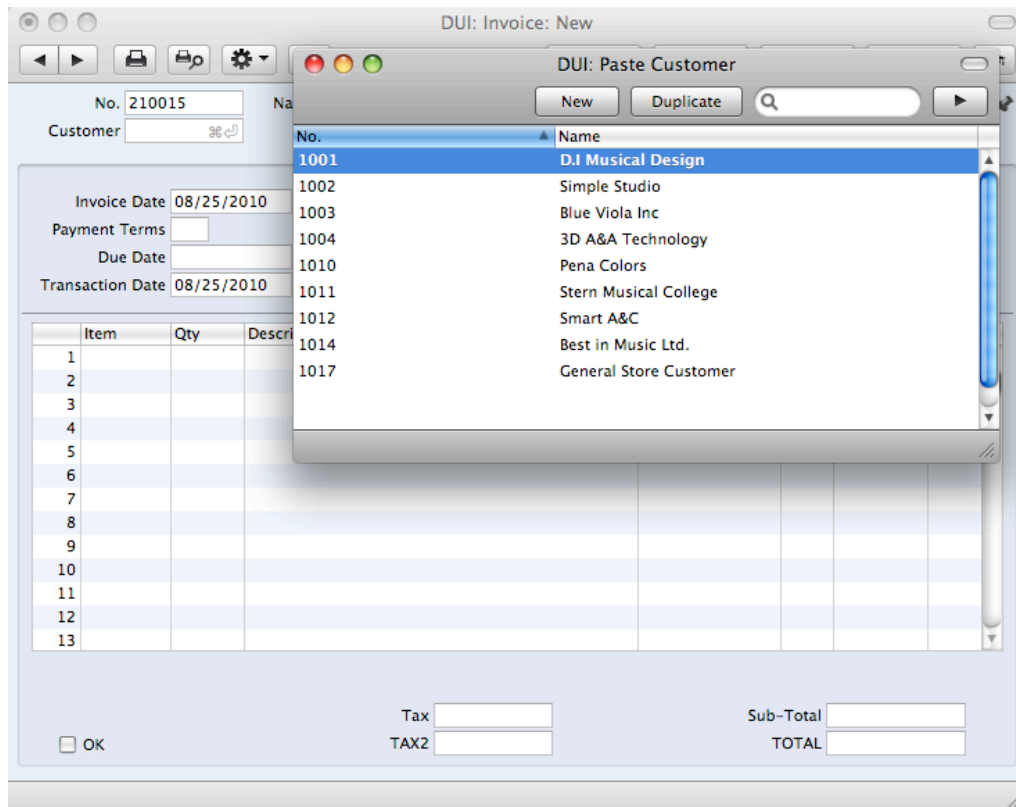
This button saves all changes to the current record but does not close it.



Click this button to connect to the Books by HansaWorld website, where you can see a short tutorial demonstrating how to use the register you are looking at.

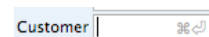
Paste Special

You can use the 'Paste Special' feature in many fields to bring information in to a record from another register or setting. For example, when you enter an Invoice, you can use 'Paste Special' to choose a Customer or Payment Term. The following example shows pasting a Customer Number into an Invoice—



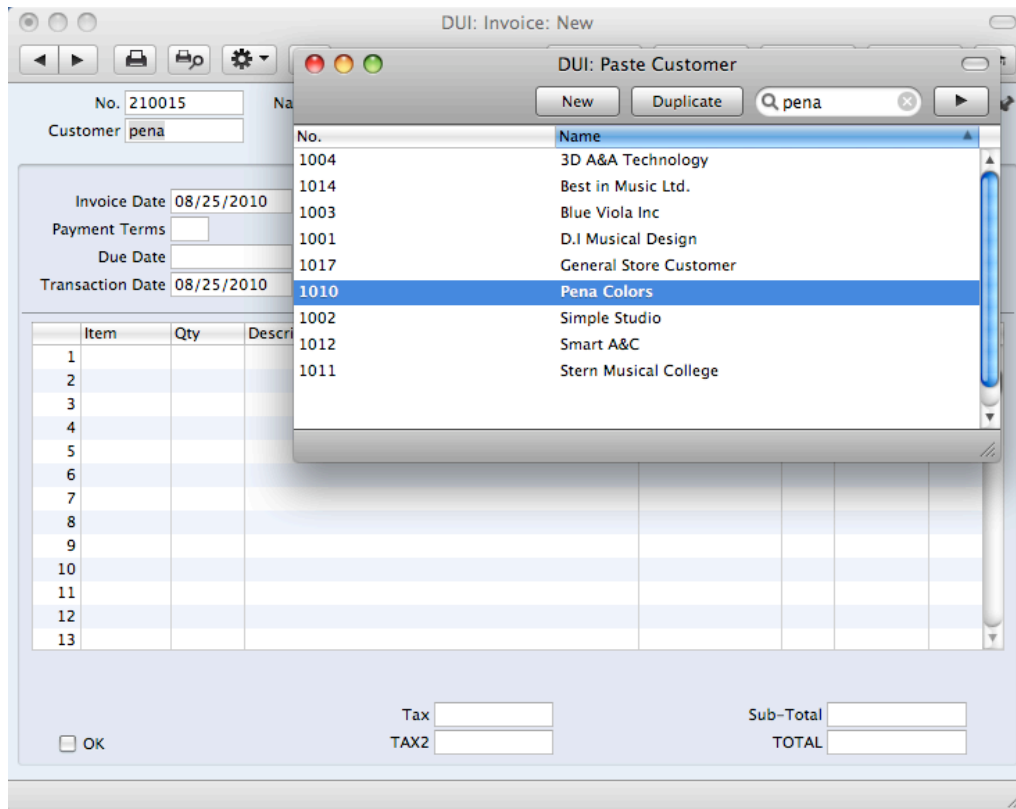
Place the insertion point in the Customer field and press the ⌘-Enter or Ctrl-Enter key combination. A new window will open, showing the contents of the register or setting from which you can select a record (in this case, the window will list Customers in the Contact register). This window is similar to a browse window in its behavior, so you can sort and search as previously described. Select the Customer you want by double-clicking or by highlighting and pressing Enter. The Customer Number and other details are transferred to the Invoice.

If you are using Mac OS X, when you move the insertion point into an empty field where you can use the 'Paste Special' feature, you will see the following image in the field—



You can make the 'Paste Special' feature more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose a Customer, you will probably know its Name but not its Number. The first time you use the 'Paste Special' feature to choose a Customer, sort the list by Name

and then select 'Save Position' from the Window menu. From now on, the list will be sorted by Name when it opens. Now you can type the first few characters of the Customer Name in a Customer field and then press ⌘ -Enter or Ctrl-Enter. When the 'Paste Special' list opens, the highlighted Customer will be the first one to match the typed characters. If this is the correct one, all you need do is press the Enter key and carry on typing without interruption. In the example shown below, we typed "pena" into the Customer field in an Invoice and then pressed ⌘ -Enter. The 'Paste Special' list opens, with the first Customer whose name begins with "pena" highlighted—



If the record you are looking for does not exist and so is not shown in the 'Paste Special' list, you can often enter it on the fly. In the 'Paste Special' window, press ⌘ -N or Ctrl-N, or click the [New] or [Duplicate] buttons as appropriate (or use the relevant keyboard shortcuts, ⌘ -N/Ctrl-N and ⌘ -Y/Ctrl-K respectively). A new Customer screen (in this example) is shown. Enter the new Customer, click [Save] and the new record is saved. At the same time, the Customer Number is entered in the Invoice.

If you realize that your information about the linked record (in this case, the Customer) is out of date (they might have changed their address or telephone number, for example), highlight the Customer in the 'Paste Special' window and press ⌘ -Shift-V (Mac OS X) or F2 (Windows). The Customer record will be opened, allowing you to make the necessary changes. You can also do this if you have already entered the Customer Number in the Invoice. With the insertion point in the Customer Number field, press ⌘ -Shift-V or F2. This feature is available from most fields with a 'Paste Special' link.

You can also drag and drop records from a browse window or 'Paste Special' list onto a record window. For example, you can drag a Customer Number from the 'Contacts: Browse' or the 'Paste Customer' window into an Invoice. When a record contains a list (e.g. the list of Items in an Invoice), you can open the 'Items: Browse' or the 'Paste Item' window and select a range of Items by

clicking while holding down the Shift key. Then, drag them to the Item field in the first empty row in the list. All selected Items will be added to the list.

You can also use 'Paste Special' when you are in a date field to choose a date from a calendar.

Deleting Records

To delete a record, open it in a record window and select 'Delete' from the Record menu.

You cannot delete a record that is used by other transactions, such as an Account.



You cannot undo the deletion of a record.

When you use the 'Delete' command, you are usually not asked if you are sure you want to go ahead with the deletion. If you would like such a warning to appear, switch on the Prompt When Deleting option in the Local Machine setting in the User Settings module. This option is specific to each client machine.

In multi-user systems, you can prevent certain users from deleting records using Access Groups (by denying access to the 'Deleting Records' Action). Access Groups are described below on page 212.

Attachments and Personal Desktop

Attachments

You can connect files, notes or other records to any record in Books by HansaWorld. These connected objects are known as “Attachments”.

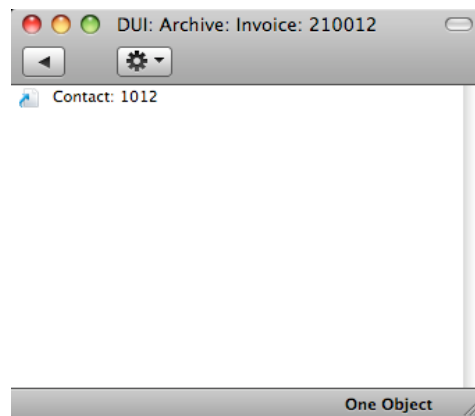
All record windows contain an [Attachments] button in the top right-hand corner—



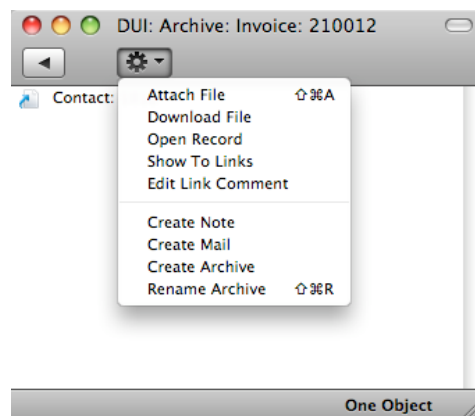
If a record has at least one Attachment, the button has a different icon—



Click this button to work with Attachments. A list of objects currently attached to the record is opened—



This list has its own Operations drop-down menu, which contains the functions necessary to attach, view and remove Attachments—



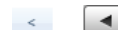
You must save a record at least once before you can add any Attachments.

You can attach the following items to records of all kinds—

Files	Open the list of attachments and choose 'Attach File' from the Operations menu. A standard 'Open File' dialog window will open, allowing you to locate the file that you need.
Notes	Open the list of attachments and choose 'Create Note' from the Operations menu. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments).
Records	You can attach a record to another record by dragging it from its browse window onto the [Attachments] button of the other record. If the record is already open, drag its [Attachments] button onto the [Attachments] button of the other record.
Reports	To attach a report to a record, first print the report to screen. The Button Bar of the report window contains an [Attachments] button: drag this to the [Attachments] button of the record.

To open or read an Attachment, double-click it in the list of Attachments or select 'Open Record' from the Operations menu. If the Attachment is a file, double-clicking it to save it to your hard disk or use 'Open Record' to open it in the relevant application.

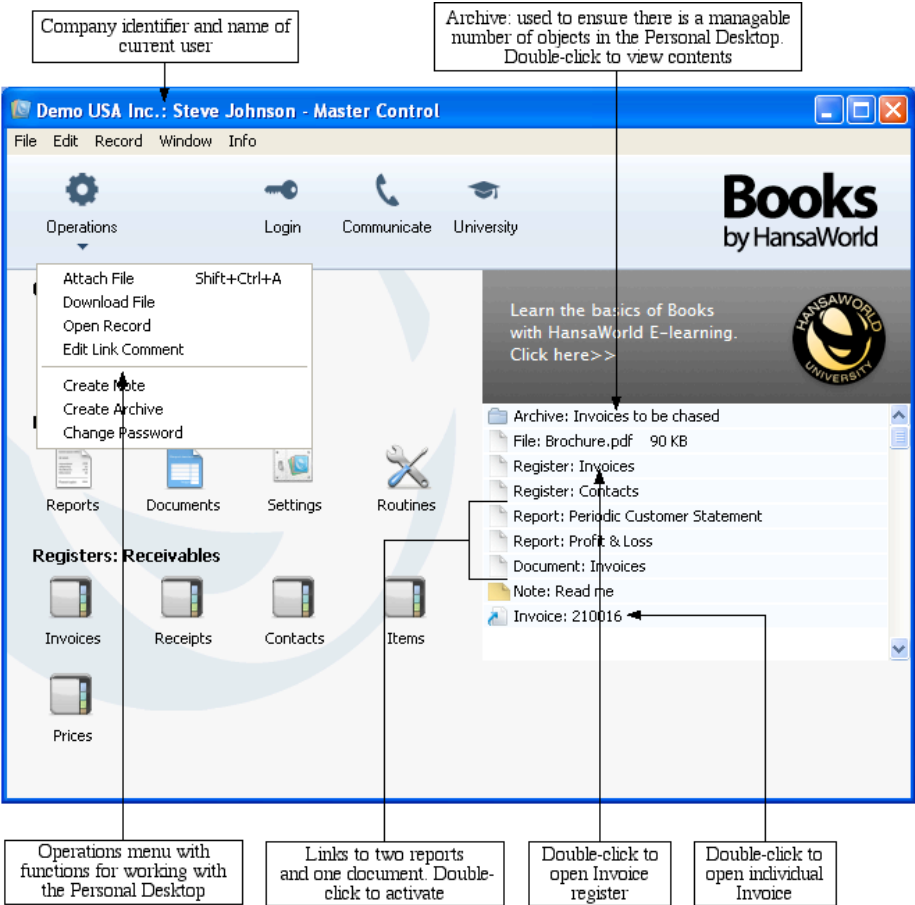
If a record has many Attachments, you can organize them using Archives. Open the list of Attachments and select 'Create Archive' from the Operations menu. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear at the top of the list of Attachments: move the Attachments into the Archive by dragging and dropping onto it. To open the Archive, double-click it. To go back to the top-level list of Attachments, click the button with the arrow icon (Windows version illustrated on the left, Mac OS X version on the right)—



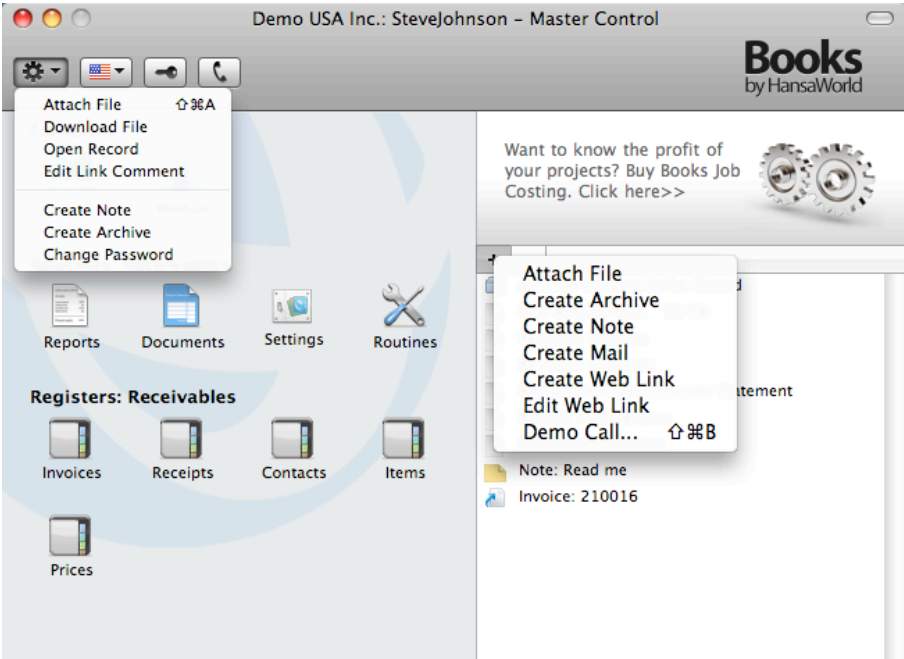
To remove an Attachment of any kind from a record or Archive, highlight it in the list of Attachments and select 'Clear' from the Edit menu.

Personal Desktop

As well as being able to connect files, notes or records to any record in Books by HansaWorld (as described immediately above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the "Personal Desktop". You can also place important reports, documents, settings and registers in the Personal Desktop. You can therefore configure your Personal Desktop so that it gives you immediate access to the areas of Books by HansaWorld that are most important to you (i.e. removing the need to find reports, documents and settings in list windows and records in browse windows). The Personal Desktop is therefore similar to a list of Bookmarks in a browser.



If you are using Windows, the Master Control panel's Operations menu contains various functions that you can use when working with the Personal Desktop, as shown in the illustration above. If you are using Mac OS X, you can also find some of these functions on the drop-down menu that appears when you click the [+] button immediately above the Personal Desktop, as illustrated below—



You can place the following items in your Personal Desktop—

Registers Drag registers from the Master Control panel to the Personal Desktop.

Settings, reports, documents, import and export functions

Open the appropriate list window (e.g. the 'Reports' list or the 'Documents' list) and then drag an item from the list to the Personal Desktop.

Files Click the [+] button in the top left-hand corner of the Personal Desktop (Mac OS X) or open the Operations menu (Windows) and choose 'Attach File'. A standard 'Open File' dialog window will open, allowing you to locate the file that you need.

Web Links If you are using Mac OS X, you can place links to web pages in your Personal Desktop. Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Web Link'. A window will open where you can specify a name for the link and the URL (web address). You should also choose "Inline" or "External" in the Open field, using 'Paste Special'. If you choose "Inline", the web page will be opened in a new window inside Books by HansaWorld when you double-click the web link. If you enter "External", the web page will be opened in your default browser.

The contents of your Personal Desktop cannot be viewed by another user. So, if someone else logs in to Books by HansaWorld on your machine using the [Login] button in the Master Control panel, your Personal Desktop will disappear, to be replaced with theirs.

When you create the first User Account in a new database, the Personal Desktop will be activated for that User automatically. If you add extra Users to the Person register, you will need to activate the Personal Desktop for those Users yourself. Use the 'Create Mailbox' function on the Operations menu of the 'Persons: Browse' window.

Customers, Vendors and Contact Persons

Introduction

Information about your Customers, Vendors, Contact Persons and all other companies and individuals with whom you have some contact is stored in the Contact register. You only need maintain a single record for a company who is both a Customer and a Vendor.

Throughout this manual, the terms “Customer” and “Vendor” are used to refer to records in the Contact register. Those records do not necessarily represent firms that have purchased goods or services from your business, or sold goods or services to you, and in fact can represent any company that is a potential customer or vendor. As soon as contact is established between your business and a potential client or vendor, you should record their details in the Contact register. Mark the record as a Customer or a Vendor or both using the check boxes in the header, depending on their potential or actual relationship to your company. The check boxes will allow you to use the record in sales or purchase transactions as appropriate.

The term “Customer” is usually used when describing the use of a record in the Contact register in a sales context, while “Vendor” is used in a purchase context. “Vendor” implies that the Vendor box in the header of the Contact record has been checked.

The term “Contact Person” is used in this manual when referring to an individual person: this may be a private individual or someone who works for a Customer or Vendor. In the latter case, you will have separate records in the Contact register for the Customer or Vendor and for the individual Contact Person.

The term “Contact” refers to any record in the Contact register. A Contact can therefore be a Customer, a Vendor or a Contact Person.

On the sales side, you can group Customers of a similar type together using Customer Categories. You will often be able to report on the Customers belonging to a particular Category. Before entering Customers, therefore, it is recommended that you enter some Customer Categories. Customer Categories are described below on page 208.

Similarly, on the purchase side you can group Vendors of a similar type together using Vendor Categories. Every Vendor belonging to the same Category will be given the same default Creditor Account, saving you the work of having to specify this for each one individually. A company that is both a Customer and Vendor can belong both to a Customer Category and to a Vendor Category. Before entering Vendors, therefore, it is recommended that you enter some Vendor Categories. Vendor Categories are described below on page 202.

Before working with Contacts, you should also look at the following settings—

Accounts	page 71
Payment Terms	page 200
Price Lists and Prices	page 65

Entering a New Contact

The Contact register is available in the Receivables and Payables modules. To work with Contacts, use the [Module] button in the Master Control panel to enter either of these modules, and then open the Contact register by clicking the [Contacts] button, also in the Master Control panel. The 'Contacts: Browse' window is opened, showing a list of Contacts already entered. To create a new Contact, click the [New] button above the list or use the **⌘-N** or **Ctrl-N** keyboard shortcut. Alternatively, highlight a Contact similar to the one you want to enter and click [Duplicate] (or use **⌘-Y**/**Ctrl-K**).

The screenshot shows the 'DUI: Contact: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a close button. Below these are input fields for 'No.' (1003), 'Cust. Category' (CORP), and 'Vend. Category'. The 'Name' field contains 'Blue Viola Inc'. There are checkboxes for 'Customer' (checked) and 'Vendor'. Below this is a tabbed interface with 'Contact', 'Terms', and 'Account' tabs. The 'Contact' tab is active, showing fields for 'Address 1' (1975 West Melrose Street), 'Address 2', 'City' (Chicago), 'State' (IL), 'ZIP' (60658), 'Contact' (Sarah Parker), 'E-mail' (sales@bg.com), 'Telephone' (239 404 0029), 'Web Site', 'Tax Reg. No.', 'Region' (CH), 'Skype Name', 'Mobile', 'Fax', and 'Reg. No.'. At the bottom, there is a table with columns 'Code', 'Name', 'Phone', and 'E-mail'. The table contains one row: '1009 Sarah Parker 410-444-5555 sarah.parker@bg.com'.

The 'Contact: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Contact record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Since the amount of information stored about each company will not fit in a single window, the 'Contact: New' window is divided into three cards. At the top of each is the header. This contains the Contact Number and Name, the Customer and Vendor Categories, and the Customer and Vendor check boxes. There are three named buttons ('tabs') in the header.

This image shows a close-up of the header area of the 'Contact: New' window. It features three tabs: 'Contact', 'Terms', and 'Account'. To the right of the tabs are checkboxes for 'Customer' (checked) and 'Vendor'.

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

The Contact window contains the following fields and check boxes—

Header

No. Enter the unique code you are assigning to the Contact: this is the means by which this Contact will be identified elsewhere in Books by HansaWorld. The field holds up to 20 letters and/or numbers. A default will be offered, based on the Contact Number of the previous record entered.

Once you have saved the record, you cannot change the Contact Number simply by typing into the field. If you need to change a Contact Number, use the Conversions - Master and Conversions - Contacts settings in the System module. These settings will change the Contact Number both here and in all other registers where the Contact has been used.

Cust. Category **Paste Special** Customer Categories setting, Receivables module

Vendor Category **Paste Special** Vendor Categories setting, Payables module

If the company is a Customer, you can assign it to a Customer Category. If it is a Vendor, you can assign it to a Vendor Category.

Customer Categories enable you to classify similar Customers together. Several reports allow you to list Customers belonging to a particular Category.

Vendor Categories enable you to classify similar Vendors together. All Vendors belonging to the same Category can use the same default Creditor Account, saving you the work of having to specify this for each Vendor individually.

Name Enter the Name of the Contact.

If you want the Customer Name to be printed as part of the address in all documents, use the Organization Name option in the Form Settings setting in the System module.

Customer, Vendor Mark the Contact as a Customer or Vendor or both as appropriate, using the check boxes at the top of the window. If the Contact is a Contact Person who works for a Customer or Vendor company, do not check either of these boxes unless the Contact Person is also a Customer or Vendor in a private capacity.

Marking the Contact as a Customer or Vendor does not necessarily mean it has purchased goods or services from your business, or sold goods or services to you: the company can also be a potential customer or vendor to your business.

If you have marked a Contact as a Customer only, you will be able to use it in Sales Invoices and Receipts, but not in any purchase registers. Similarly, if you have marked it as a Vendor only, you will be able to use it in Purchase Invoices and Payments, but not in any sales registers.

If you originally opened the Contact register in the Receivables module, the new record will be marked as a Customer automatically. If you originally opened the Contact register in the Payables module, the new record will be marked as a Vendor automatically. Similarly, if you created the new record by clicking the [New] button in the 'Paste Special' window listing Contacts, these check boxes will be set automatically depending on the context. For example, if you enter a Sales Invoice, activate 'Paste Special' from the Customer field and click [New], the new record will be marked as a Customer.

Once you have marked a company as a Customer and you have issued at least one Sales Invoice to that company, you will not be able to remove the check from the Customer box. Similarly, if you have marked a company as a Vendor and you have received at least one Purchase Invoice from that company, you will not be able to remove the check from the Vendor box.

Throughout this manual (including in the index), the term "Customer" has been used when referring to Contacts marked as Customers, and the term "Vendor" refers to Contacts marked as Vendors.

Contact Card

Customer ☒ Vendor ☐

Address 1 1975 West Melrose Street

Address 2

City Chicago

State IL

ZIP 60658

Contact Sarah Parker

E-mail sales@bg.com

Telephone 239 404 0029

Web Site

Tax Reg. No.

Region CH

Skype Name

Mobile

Fax

Reg. No.

Code	Name	Phone	E-mail
1009	Sarah Parker	410-444-5555	sarah.parker@bg.com

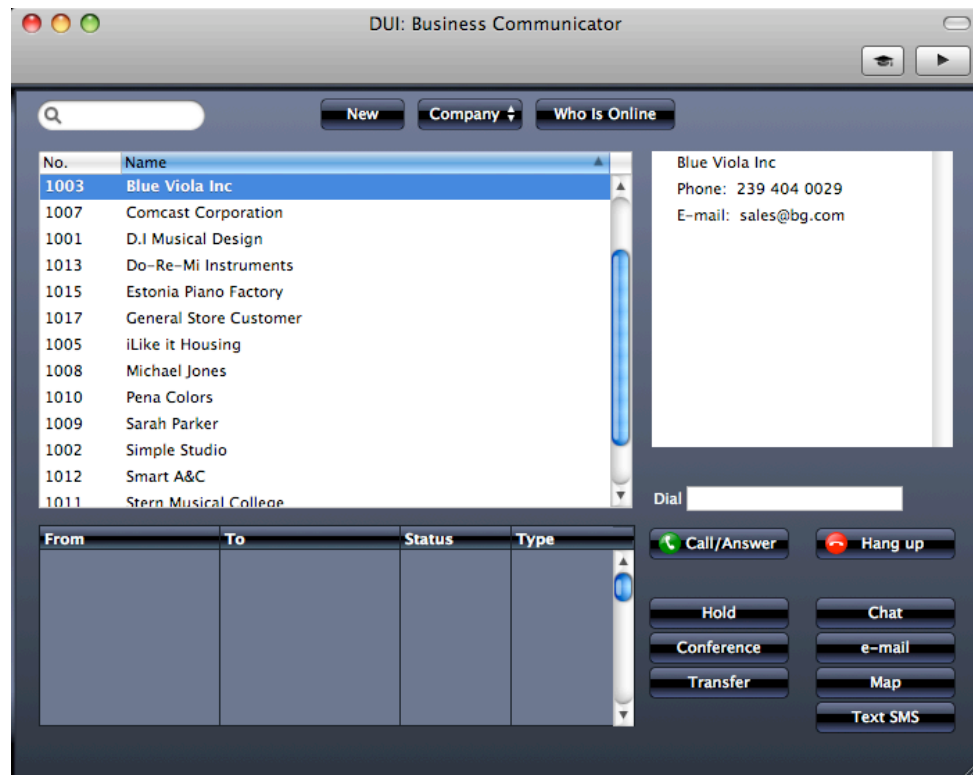
Address

Enter here the address to which Invoices, statements and Payments are to be sent.

Contact	Paste Special	Contact Persons in Contact register
	Used as default in	Sales Invoices
<p>If the Contact is a company or organization (i.e. not an individual person), enter here the name of your most important Contact Person working there. This person is your "Primary Contact". If you need to add the names of more Contact Persons who work for the company, use the 'Create Contact' function on the Operations menu.</p> <p>When you use the Contact in any transaction, the Primary Contact will be copied to that transaction as a default. For example, if you specify the Contact in a Sales Invoice as the Customer, its Primary Contact will be copied to the Attn. field in that Invoice. You can of course change to another Contact Person in that Attn. field. The 'Paste Special' list from that field will only contain Contact Persons that work for the Customer.</p> <p>Please refer to the 'Contact Persons' section below on page 45 for more details.</p>		
Region	Paste Special	Regions setting, Receivables module
	<p>The Region (e.g. the state, province or county) where the Contact is located. If the Contact is a Customer, this will be copied to the Region field in all Invoices. This will be useful if you are situated in a country where sales taxes vary depending on where Customers are located.</p>	
Telephone, Mobile, Fax, E-mail, Skype Name		
<p>Enter the Contact's main telephone, cell phone and fax numbers, email address and Skype name here.</p> <p>If you need to call the Contact, click the [Communicate] button in the Button Bar—</p>		



The 'Business Communicator' window opens, showing the Contact's contact details in the area on the right—



Subject to your computer or network having the suitable connection software and hardware, click on a contact method in the area on the right, and then click the appropriate button. For more details, please refer to the 'Making Contact - The 'Business Communicator' Window' section below on page 52.

If you will use the 'Business Communicator' window to communicate with the Contact using SkypeOut, the Contact's telephone and mobile numbers can only contain numbers, spaces, dashes and the + sign. They must not contain other characters such as periods, brackets or any alpha characters.

Web Site

If the Contact has a website, enter its address (URL) here.

Tax Reg No.

Record the Contact's Tax Registration Number here.

When you save the record, there will be a check that you have not already used the Tax Registration Number in another Contact record. If you have, you will be warned, but you will still be able to save the record. The warning will contain the Contact Number of the other company.

Reg No

If the Contact is a company with a Company Registration Number, enter that Number here.

When you save the record, there will be a check that you have not already used the Company Registration Number in another Contact record. If you have, you will be warned, but you will still be able to save the record. The warning will contain the Contact Number of the other company.

At the bottom of the 'Contact' card, there is a grid. If the Contact is a Customer or Vendor, this grid will list the Contact Persons working for them. Please refer to the 'Contact Persons' section below on page 45 for full details.

Terms Card

Sales Credit Limit If the Contact is a Customer, specify here the Credit Limit that you have granted to them. You can use the Credit Limit setting in the Receivables module to warn against or prevent the entering of Invoices for Customers who have exceeded their Credit Limit.

If you want to allow a company no credit at all, set their Sales Credit Limit to 0.01.

Purch. Credit Limit If the Contact is a Vendor, specify the Credit Limit extended to your company by them here. This is for information only.

Sales Pay. Terms **Paste Special** Payment Terms setting, Receivables/Payables modules

Used as default in Sales Invoices

Purch. Pay. Terms **Paste Special** Payment Terms setting, Receivables/Payables modules

Used as default in Purchase Invoices

If the Contact is a Customer, use the Sales Pay. Terms field to specify the Payment Terms that your company offers them. If the Contact is a Vendor, use the Purch. Pay. Terms field to specify the Payment Terms that they offer your company. These Terms will be copied to Sales and Purchase Invoices, where they will ensure that the Due Dates are calculated correctly.

Sales Tax Code **Paste Special** Tax Codes setting, General Ledger

Purch. Tax Code **Paste Special** Tax Codes setting, General Ledger

If the Contact is a Customer, the Sales Tax Code will determine the rate at which Tax will be charged in sales to the Contact and the Output Tax Account to be credited.

When you create Sales Invoices for the Customer, this Sales Tax Code will take precedence over the Tax Codes specified in the Item and in the Account Usage A/R setting in the Receivables module.

If the Contact is a Vendor, the Purch. Tax Code will determine the rate at which Tax will be charged to you by the Contact and the Input Tax Account to be debited.

When you enter Purchase Invoices for the Vendor directly to the Purchase Invoice register, this Purch. Tax Code will take precedence over the Tax Codes specified in the Account record and in the Account Usage A/P setting in the Payables module.

Price List	Paste Special	Price Lists setting, Receivables module
	Used as default in	Invoices
	<p>If the Contact is a Customer and you wish to assign a particular Price List to them, you can do so here. This Price List will determine the default prices in Sales Invoices made out to the Customer.</p> <p>Please refer to the 'Price Lists and Prices' section below on page 65 for full details about how to use this feature.</p>	
On Account	<p>Check this box if the Contact is a Customer from whom you want to be able to receive On Account Receipts (i.e. you want to allow them to pay before you have invoiced them) and/or the Contact is a Vendor to whom you want to be able to issue On Account Payments (i.e. to be able to pay them before you receive Invoices). On Account Receipts are described below on page 104 and On Account Payments on page 135.</p> <p>Before you can enter On Account Receipts, you must specify an On Account A/C in the Account Usage A/R setting in the Receivables module. This Account will be credited with the value of these Receipts.</p> <p>On the purchase side, before you can enter On Account Payments, you must specify an On Account A/C in the Account Usage A/P setting in the Payables module. This Account will be debited with the value of these Payments.</p>	
Closed	<p>Check this box if the Contact is no longer to be used (if the Contact is a Customer or Vendor, you cannot delete it altogether if Sales or Purchase Invoices have been raised in their name). Closed Contacts will appear in the 'Contacts: Browse' window but not in the Contacts 'Paste Special' list. You will not be able to enter Sales or Purchase Invoices for closed Customers or Vendors. You can re-open a closed Contact at any time.</p> <p>If the Closed Contact is a Contact Person working for a Customer or Vendor company, they will still appear in the list of people working for that company at the bottom of the 'Contact' card, but a red line will be drawn through their name and details. They will not appear in the 'Paste Special' list of Contact Persons obtained from the Primary Contact and Attn. fields in various registers.</p>	
Type	<p>Use these options to specify whether the Contact is a company or a private individual.</p>	

Account Card

- Comment

Record here any additional information about the Contact.
- Bank

This field is used by the 'Banking File' Export function. Please refer to your local Books by HansaWorld representative for details.
- Bank Account

Enter the Contact's main bank account number here. If the Contact is a Vendor, this bank account number will be transferred to any Purchase Invoices and Payments entered in their name.
- Creditor A/C

Paste Special

Account register, General Ledger/System module

If the Contact is a Vendor and you want to use a particular Creditor Account, enter its Account number here.

If you leave this field empty the Creditor Account will be taken from the Vendor Category or from the Account Usage A/P setting.
- Cost A/C

Paste Special

Account register, General Ledger/System module

If the company is a Vendor, you can determine that a particular Cost Account (i.e. Purchase Account) will be offered as a default in the first Purchase Invoice row whenever you enter a new Purchase Invoice. This can be useful in the cases of specialist Vendors and of Vendors of services such as electricity or telephone services, whose Purchase Invoices are usually debited to the same Account.

If you want to set a default Cost Account for this Vendor, enter its Account Number here.

Tax Zone	Used as default in	Sales and Purchase Invoices
	Select a Zone for the Contact, as follows—	
Local	The Contact is located in the your state.	
Domestic	The Contact is located in the United States, but not in your state.	
Export	The Contact is located abroad.	

The Zone will be used in all sales and purchase transactions to control Tax calculation and accounting.

On the sales side, you can assign separate default sales Tax Codes and Sales Accounts to each Zone in the Account Usage A/R setting in the Receivables module.

When you raise Sales Invoices for Customers in the “Domestic” and “Export” Zones, Tax will not be charged, irrespective of the Tax Code specified for those Zones in the Account Usage A/R setting. If you want Tax to be calculated and credited to the Output Account from the Tax Code in the normal way, place these Customers in the Domestic (Post Tax)” and “Export (Post Tax)” Zones.

On the Purchase side, you can assign separate default purchase Tax Codes to each Zone in the Account Usage A/P setting in the Payables module.

Tax will not be calculated on Purchase Invoices received from Vendors in the “Export” Zone. If the Vendor is in the “Domestic” Zone, Tax from Purchase Invoices will be debited to the Input Account from the Tax Code and credited to the Output Account from the Tax Code. For this reason, it is recommended that you use a dedicated Tax Code for Tax on domestic purchases, with Input and Output Accounts that are not used in any other Tax Code. The full Invoice amount will be debited to the Cost Account. If you want Tax to be calculated in the normal way, with no posting to the Output Account and with the total excluding Tax being debited to the Cost Account, place your Vendors in the Domestic (Post Tax)” and “Export (Post Tax)” Zones.

Editing a Contact

To edit a Contact, first ensure you are in the Receivables or Payables modules and then open the Contact register by clicking the [Contacts] button in the Master Control panel.

The ‘Contacts: Browse’ window opens, listing the Contacts in Contact Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Contact, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Contact Name, sort by Name before entering a Contact Name (or its first few characters) in the Search field.

To modify a Contact record, double-click on the line in the browse window. The Contact record will be opened in a window entitled 'Contact: Inspect'. The fields in this window are the same as those in the 'Contact: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit a Contact from another register. For example, when entering an Invoice, you might realize that your information about the Customer is out of date (they might have changed their address or telephone number, for example). Place the insertion point in the Customer field in the Invoice and press **⌘-Shift-V**. The Contact record for the Customer opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Customer for the Invoice.

Deleting a Contact

1. Find the Contact you want to delete in the 'Contacts: Browse' window, using the Search feature described in the previous section.
2. Double-click the Contact record to open it.
3. Select 'Delete' from the Record menu. The Contact will be deleted.

You cannot delete a Contact if you have used it in an Invoice or Purchase Invoice.



You cannot undo the deletion of a Contact record.

Contact Persons

As described above, Customers, Vendors and Contact Persons are all stored in the Contact register. In this section, we describe linking Contact Persons to the company they work for.

1. The first step is to enter a Contact record representing the company. Mark the company as a Customer or Vendor or both, as appropriate. Ensure you save this record before moving to step 2.

The screenshot shows a software window titled "DUI: Contact: Inspect". At the top, there are navigation buttons (back, forward, settings, phone) and action buttons (New, Duplicate, Cancel, Save, and a home button). Below these, the contact information is displayed:

- No. 1004
- Cust. Category RETL
- Vend. Category
- Name 3D A&A Technology
- ☒ Customer ☐ Vendor

Below this is a tabbed interface with three tabs: "Contact" (selected), "Terms", and "Account". The "Contact" tab contains the following fields:

- Address 1 180 Varick St
- Address 2
- City New York
- State NY
- ZIP 10014
- Contact
- E-mail info@3daa.com
- Telephone 212-255-2873
- Web Site www.3daa.com
- Tax Reg. No.
- Region NYC
- Skype Name
- Mobile 212-255-2999
- Fax
- Reg. No.

At the bottom, there is a table with the following columns: Code, Name, Phone, and E-mail. The table is currently empty.

2. The next step is to enter a Contact record representing a person working for the company (i.e. a Contact Person). Choose 'Create Contact' from the Operations menu. A new record will be created in the Contact register and will be opened in a new window entitled 'Contact: Inspect'. This means the record has already been saved and is being opened to allow you to enter the Contact Person's name and contact details if these are different to those of the parent company—

The screenshot shows a software window titled "DUI: Contact: Inspect". At the top, there are navigation buttons: "New", "Duplicate", "Cancel", "Save", and a "Print" icon. Below these are input fields for "No." (1018), "Cust. Category", and "Vend. Category". A "Name" field contains "No Name". To the right of the name field are two checkboxes: "Customer" and "Vendor", both of which are unchecked. Below the name field are three tabs: "Contact" (selected), "Terms", and "Account". The "Contact" tab contains several input fields: "Address 1" (180 Varick St), "Address 2", "City" (New York), "State" (NY), "ZIP" (10014), "Contact", "E-mail", "Telephone" (212-255-2873), "Web Site", "Tax Reg. No.", "Region", "Skype Name", "Mobile", "Fax", and "Reg. No.". At the bottom of the window is a table with four columns: "Code", "Name", "Phone", and "E-mail". The table is currently empty.

The address details, telephone and fax will be copied from the parent company. Enter the Contact Person's name and appropriate contact information. As the Contact Person works for a company that has been marked as a Customer or a Vendor, you should not check these boxes in the Contact Person record.

DUI: Contact: Update

No. 1018 Cust. Category Vend. Category

Name Brian Giacomelli

☐ Customer ☐ Vendor

Contact Terms Account

Address 1 180 Varick St

Address 2

City New York

State NY

ZIP 10014

Contact

E-mail brian@3daa.com

Telephone 212-255-2873

Web Site

Tax Reg. No.

Region

Skype Name brian_giacomelli

Mobile +1 212 123 4567

Fax

Reg. No.

Code	Name	Phone	E-mail
------	------	-------	--------

3. Save the Contact Person and close the record by clicking the close box. The Contact Person is now included in the list at the bottom of the 'Contact' card of the parent company's Contact record—

DUI: Contact: Inspect

No. 1004 Cust. Category RETL Vend. Category

Name 3D A&A Technology

☒ Customer ☐ Vendor

Contact Terms Account

Address 1 180 Varick St

Address 2

City New York

State NY

ZIP 10014

Contact

E-mail info@3daa.com

Telephone 212-255-2873

Web Site www.3daa.com

Tax Reg. No.

Region NYC

Skype Name

Mobile 212-255-2999

Fax

Reg. No.

Code	Name	Phone	E-mail
1018	Brian Giacomelli	212-255-2873	brian@3daa.com

This list will contain all the Contact Persons working for the Customer or Vendor. As with all lists in Books by HansaWorld, you can sort this one by clicking on a column heading. If you need to open the Contact record of a Contact Person, double-click a line in this list.

4. If a Contact Person stops working for a Customer or Vendor, you can delete the Contact record for the Contact Person. Alternatively, you can mark the

Contact Person as Closed. The link between the Contact Person and the Customer or Vendor will remain, but the Contact Person will be marked with a red line, as illustrated below. The Contact Person will no longer appear in 'Paste Special' lists. This method will not be suitable if the Contact Person moves to another Customer or Vendor, or works for more than one at the same time. It closes the Contact Person as a whole, so they will not appear in 'Paste Special' lists for the new or second companies.

DUI: Contact: Inspect

No. 1004 Cust. Category RETL Vend. Category

Name 3D A&A Technology

☒ Customer ☐ Vendor

Contact Terms Account

Address 1 180 Varick St

Address 2

City New York

State NY

ZIP 10014

Contact

E-mail info@3daa.com

Telephone 212-255-2873

Web Site www.3daa.com

Tax Reg. No.

Region NYC

Skype Name

Mobile 212-255-2999

Fax

Reg. No.

Code	Name	Phone	E-mail
1018	Brian Giacomelli	212-255-2873	brian@3daa.com

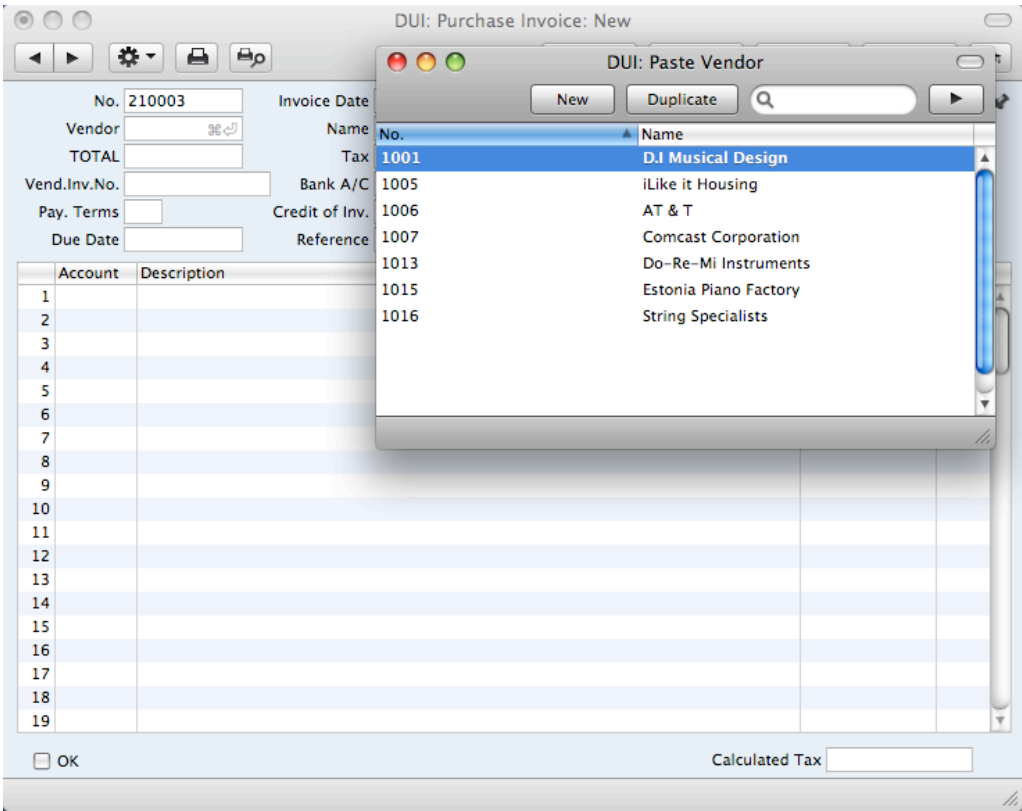
5. Once you have entered a Customer or Vendor and all its Contact Persons, you can work with them quickly and easily. For example, when you enter a Sales Invoice, only Customers will be shown in the 'Paste Special' list from the Customer field—

The screenshot shows a software interface for creating a new invoice. The main window is titled 'DUI: Invoice: New'. It has a top toolbar with navigation and action icons. Below the toolbar, there are input fields for 'No.' (210017), 'Customer', 'Invoice Date' (08/26/2010), 'Payment Terms', 'Due Date', and 'Transaction Date' (08/26/2010). A table with columns 'Item', 'Qty', and 'Description' is visible, with rows numbered 1 to 13. At the bottom, there are fields for 'Tax', 'TAX2', 'Sub-Total', and 'TOTAL', along with an 'OK' button.

A dialog box titled 'DUI: Paste Customer' is open over the main window. It has a search bar and two buttons: 'New' and 'Duplicate'. The dialog box contains a list of customer entries with two columns: 'No.' and 'Name'.

No.	Name
1001	D.I Musical Design
1002	Simple Studio
1003	Blue Viola Inc
1004	3D A&A Technology
1010	Pena Colors
1011	Stern Musical College
1012	Smart A&C
1014	Best in Music Ltd.
1017	General Store Customer

When you enter a Purchase Invoice, only Vendors will be shown in the 'Paste Special' list from the Vendor field—

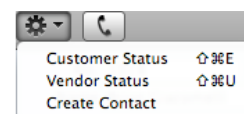
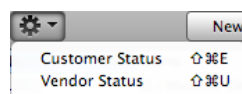


In most records, you can choose a Contact Person as well as a Customer or Vendor. The Primary Contact from the 'Contact' card of the Customer or Vendor will be brought in as a default. To choose a different Contact Person, activate 'Paste Special' from the Contact or Attn. field (the name of this field varies depending on the register)—

The screenshot shows the 'DUI: Invoice: New' window. At the top, there are fields for 'No.' (210017) and 'Name' (3D A&A Technology), and a 'Customer' field (1004). Below these are tabs for 'Terms', 'Items', and 'Address'. The 'Terms' tab is active, showing 'Invoice Date' (08/26/2010), 'Payment Terms' (37), 'Due Date' (09/25/2010), 'Transaction Date' (08/26/2010), 'Our Ref.' (Steve Johnson), and 'Attn.' (empty). A 'Service Del. Date' field is also present. A table with 13 rows and 3 columns (Item, Qty, Description) is visible. At the bottom, there are fields for 'Tax', 'TAX2', 'Sub-Total', and 'TOTAL'. An 'OK' button is at the bottom left. A 'DUI: Paste Contact' dialog box is open in the foreground, showing a list of contact names: 'Brian Giacomelli' and 'Robert Giacomelli'.

This list will only contain Contact Persons that work for the Customer or Vendor. Closed Contact Persons will not be included in the list. The Primary Contact from the 'Contact' card of the Customer or Vendor will be included in the list, but will not be listed twice if you have a separate Contact record for that Person.

Operations Menu



The Operations menus for Contacts are shown above. On the left is the Operations menu for the 'Contacts: Browse' window: highlight a Contact in the list before selecting the function that you need. You can also apply a function to a group of Contacts: highlight the first Contact in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Contact: New' and 'Contact: Inspect' windows.

Customer Status

You can use the 'Customer Status' function with Contacts that are Customers. It prints to screen a Customer Status report, which shows the current account status of the Customer currently on screen or of those Customers highlighted in the browse window.

In its basic form, this report will first show the Customer Number, Name and telephone number. The five most recently paid Invoices will then be listed, as will all open (unpaid) Invoices.

You can have more information shown in the report. To have this extra information shown in the report, create a record for yourself in the Info on Customer Status Report setting in the Receivables module (described below on page 209). As you can create separate records in this setting for each user, you can control how much of this additional information will be shown to different users. You can effectively give each user a different report definition.

Simply creating a record for yourself in the Info on Customer Status Report setting will add the Customer's address, Credit Limit and turnover for the first period in the Reporting Periods setting to the top of the report. The remainder of the report will then follow the specification in your Info on Customer Status Report record.

If the appearance of the Customer Status report is not as you expect (i.e. the Customer's address, Credit Limit and turnover are not shown, and the report only lists Invoices), the probable cause is that you do not have a record in the Info on Customer Status Report setting.

The Customer Status report has the Books by HansaWorld Drill-down feature. You can open Contacts and Invoices from the report by clicking on the Contact Numbers and Names and on Invoice Numbers. Text with the drill-down feature is shown underlined in the report.

The function will have no effect if you try to use it with a Contact that is not marked as a Customer.

Vendor Status

You can use the 'Vendor Status' function with Contacts that are Vendors. It prints to screen a Vendor Status report, which shows your current account status with the Vendor currently on screen or with those highlighted in the browse window. It also shows total turnover and amount due figures. The function will have no effect if you try to use it with a company that is not marked as a Vendor.

Create Contact

Please refer to the 'Contact Persons' section above on page 45 for details about this function.

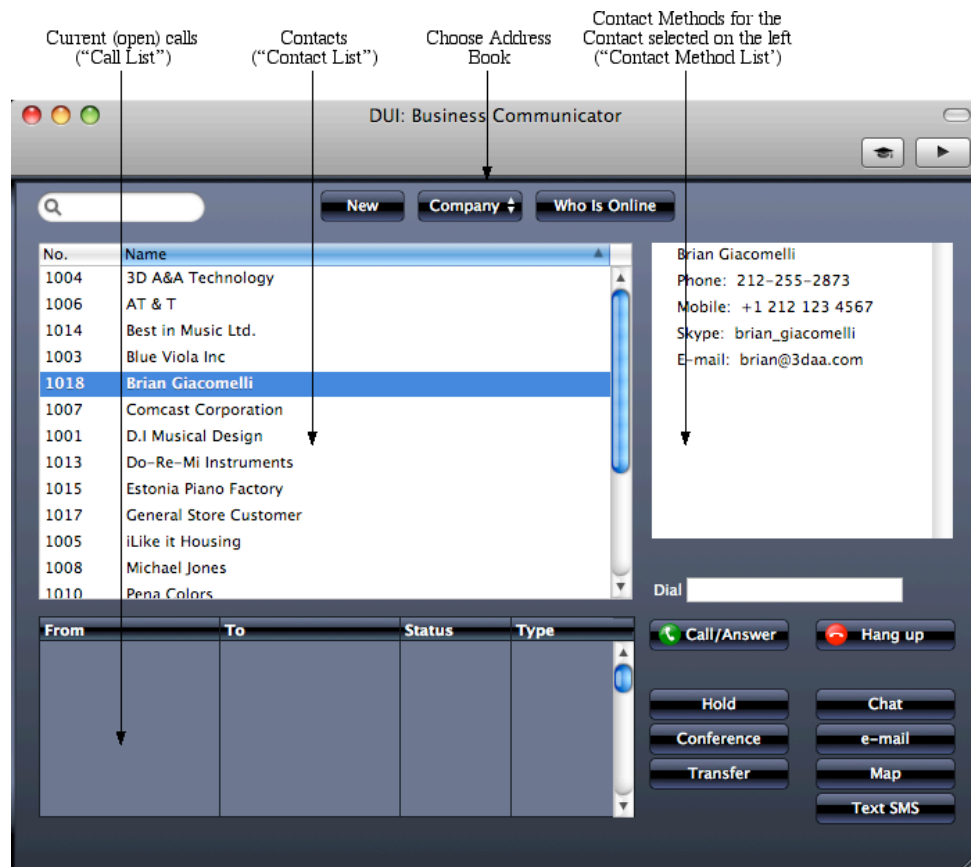
Making Contact - The 'Business Communicator' Window

The 'Business Communicator' window allows you to communicate with any Contact (both external and internal) using Skype, email and text SMS messages.

To open the 'Business Communicator' window, click the [Communicate] button in the Master Control panel—



This button can also be found in record and browse windows belonging to registers such as Invoices and Contacts where you may need to communicate with a Contact (e.g. with the Contact quoted in an Invoice). Clicking the button here will open the 'Business Communicator' window with the relevant Contact's telephone and cell phone numbers, Skype Name, email address and so on shown in the Contact Methods list, ready for you to open communications.



The 'Business Communicator' window contains the following sections—

The Contact List This is a list of the records in the Contact register.

As with all lists of records in Books by HansaWorld, you can scroll through the list using the scroll bar on the right, you can sort the list by clicking a column heading, and you can use the Search field and button to find a particular Contact in the list.

To create a new Contact, click the [New] button above the list. The 'Contact: New' window will open, allowing you to enter the details of the new Contact. By default, the new Contact will be marked as a Customer. To edit an existing Contact, double-click their name in the list. The Contact record window is described in full above on page 36 .

To communicate with a Contact, click their name once in the list. The available communication methods (telephone and cell phone numbers, Skype names, etc.) will be shown in the Contact Method list on the right, described below.

The Contact Method List

To communicate with a Contact, click their name once in the Contact list. The available communication methods (telephone and cell phone numbers, Skype names, etc.) will be shown in the Contact Method list. Choose a communication method by clicking, and then click the appropriate button below. For example, to open a Skype call, click the Contact's Skype name in the Contact Method list and then click the [Call/Answer] button below. To open a Skype-Out call, click the Contact's telephone or cell

phone number in the Contact Method list and then click the [Call/Answer] button. As soon as you click the appropriate button, the call will be added to the Call list in the lower left-hand corner of the window.

The Call List The Call list in the lower left-hand corner of the 'Business Communicator' window shows the open calls you are making, including any that are on hold.

Making and Answering Skype Calls and Chats

To call a Contact using Skype from the 'Business Communicator' window, first click on the Contact in the Contact list and then—

- To make a Skype-to-Skype call, click on their Skype Name in the Contact Method list and then click the [Call/Answer] button.
- To make a SkypeOut call, click on their telephone or cell phone number in the Contact Method list (or enter a number in the Dial field) and then click the [Call/Answer] button.
- To open the Skype Chat window, click on their Skype Name in the Contact Method list and then click the [Chat] button.

You can end Skype-to-Skype and SkypeOut calls either in the Skype application itself or by clicking on the call in the Call list in the 'Business Communicator' window and then clicking the [Hang up] button.

You can use the [Call/Answer] button to answer an incoming Skype-to-Skype call, as well as doing so in Skype itself. If you already have an open call, it will be put on hold when you click the [Call/Answer] button to answer the new call.

Communication using Skype requires the following—

- The Skype application must be running.
- You must have allowed Books by HansaWorld to use Skype. Please refer to page 55 below.
- To make a SkypeOut call, you must have Skype credits.
- When you make a SkypeOut call, the format of the number you are calling must be as described in the 'Contact Numbers' section below on page 58.

Managing Calls

The 'Business Communicator' window offers you various tools that you can use to manage your calls—

- To put a call on hold, highlight it in the Call list and click the [Hold] button. To continue with the call, highlight it again and click the [Hold] button again. If another call is in progress, it will be put on hold automatically.
- To open a conference call (a call with more than two participants), follow these steps—
 1. Make or receive a call.
 2. Put the call on hold.
 3. Make or receive a second call.
 4. Click the [Conference] button.

If all calls are on hold, the conference will not start: you must have one call in progress to open the conference.

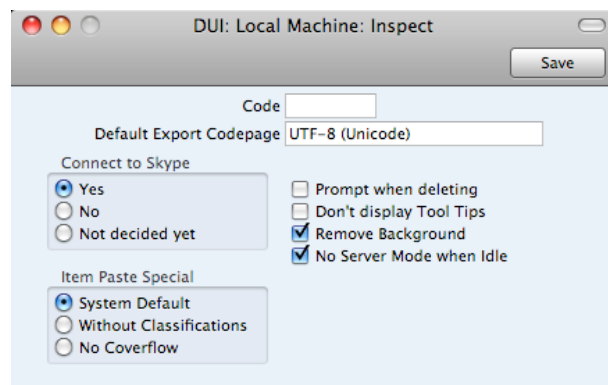
- To transfer a call, first highlight it in the Call list and click the [Hold] button. Then find and highlight the person to whom you want to transfer the call in the Contact list and then click the appropriate number or address in the Contact Method list (for example, if you are transferring a Skype call, click the person's Skype name in the Contact Method list). Finally, click the [Transfer] button. Note that you cannot transfer Skype calls that you initiated. You can only transfer Skype calls that you received.

Remember that the Contact list is a list of records in the Contact register. Therefore, to transfer a call to another member of staff, that member of staff must have their own record in the Contact register, and this record must be connected to their Person record using the Contact Code field. If you have more than one Company in your database, the Contact list will list the records in the Contact register in the Company you are currently working in.

Establishing Communication between Books by HansaWorld and Skype

Communication using Skype requires Skype to be running and communicating with Books by HansaWorld. To establish communication, follow these steps—

1. Click the [Module] button in the Master Control panel or use the \mathbb{X} -0 (zero) (Mac OS X) or Ctrl-0 (Windows) keyboard shortcut to open the list of modules. Find 'User Settings' in the list and double-click.
2. Click the [Settings] button in the Master Control panel or use the \mathbb{X} -S/Ctrl-S keyboard shortcut. Find 'Local Machine' in the list and double-click.
3. A window entitled 'Local Machine: Inspect' will open—



The window contains a set of options marked 'Connect to Skype'. Choose the 'Yes' option, and then click the [Save] button in the top right-hand corner of the window.

4. Close Books by HansaWorld and restart. If Skype is already running, Skype will ask you if you will allow Books by HansaWorld to use Skype. If Skype is not running, you will be asked this question when you start it—



Allow this application to use Skype

Choosing this option means you will allow Books by HansaWorld to use Skype, and you will not be asked again (unless you install a new version of Books by HansaWorld). This means that you will be able to initiate Skype calls and chats from the 'Business Communicator' window.

Allow this application to use Skype, but ask again in the future

If you choose this option, you will be asked to allow Books by HansaWorld to use Skype each time you start one of the applications when the other is already running. Note that this option is not present in every version of Skype.

Do not allow this program to use Skype

Choose this option if you want to prevent Books by HansaWorld from using Skype, and you will therefore not be able to make or receive Skype calls or chats from Books by HansaWorld.

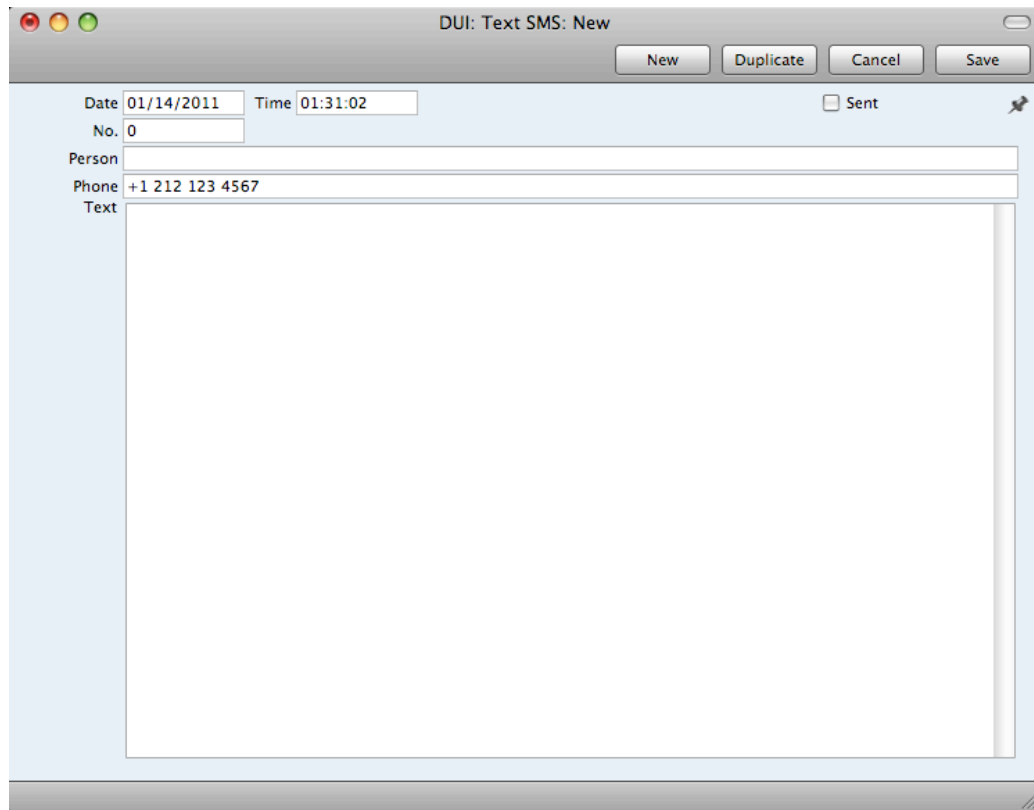
If you choose an option and then change your mind, quit Books by HansaWorld, and then, in Skype, choose 'Manage API Clients' from the Account menu (available in Skype 2.6.0.137 and later). If you are using Windows, choose 'Options' from the Tools menu, then click the [Advanced] button in the list down the left-hand side. Click on 'Manage other programs' access to Skype' at the bottom of the page.

Remove all Books by HansaWorld entries from the list, and then restart Books by HansaWorld.

Note: in a new database, the 'Yes' option will be chosen by default. Therefore, if Skype is running when you start Books by HansaWorld for the first time, the window illustrated in step 4 asking if you want to allow Books by HansaWorld to use Skype will appear when you log in.

Text (SMS) Messages

To send a Text (SMS) message, first open the 'Business Communicator' window as described above on page 52. Click on a Contact in the Contact list and then click the [Text SMS] button. The 'Text SMS' window opens—



The Contact's mobile number will appear in the Phone field. If the 'Text SMS: New' window doesn't open, the probable reason will be that the Contact doesn't have a mobile number.

Enter the message in the Text field and click the [Save] button. Your Signature will appear in the Person field and the Sent box will be marked automatically, signifying that the message has been sent.

The Person field in the Text SMS record will take your Signature from your Person record. The Text SMS message will take your mobile number as its originating number, and this will be chosen as follows—

1. It will be taken from your record in the Contact register. Your record in the Contact record is the one quoted in the Contact Code field in your Person record;
2. If you do not have a record in the Contact register, or this record does not have a mobile phone number, it will be taken from the Phone field in your Person record.

If you have access to more than one Company, the Phone fields in your Person records in those Companies can supply your mobile number to each Text SMS record. This can also be supplied from records in the Contact register in each Company, connected to your Person records using the Contact Code field.

Sending a Text (SMS) message also requires the following—

- The format of the mobile number to which you are sending the Text (SMS) message must be as described in the 'Contact Numbers' section below on page 58.
- Sending Text (SMS) messages is a chargeable Cloud Service. To use it, you must have registered your database as described above on page 20. Please contact your local HansaWorld representative to sign up for the service and for pricing details.

Email

To send an e-mail, first open the 'Business Communicator' window as described above on page 52. Click on the Contact's email address in the Contact Method list and then click the [e-mail] button. Your default mail application (e.g. Mail, Eudora, Outlook, etc) will be opened and a new mail will be created, addressed to the Contact's email address.

Sending an email requires the following—

- The Contact must have an email address.
- You must have a mail application fully installed and declared to be your default mail application.

Contact Numbers

To call a Contact from the 'Business Communicator' window, you should have entered their telephone or mobile number as follows—

- the only legal characters are numbers, spaces, dashes and the + sign. Do not use periods or brackets, and do not use alpha characters (e.g. do not place text such as "home" or "work" after telephone numbers.
- enter all numbers as international numbers. You can place + or 00 at the beginning of a number, but + is to be preferred as it is the standard method of signifying international numbers and will not change.

International numbers are required to send Text (SMS) messages. SkypeOut calls made from Mac OS X require country codes, but they are not necessary on Windows.

Items and Pricing

Introduction

Use the Item register to store information about the products and services that you sell.

You can group Items of a similar type together using Item Groups. You will often be able to report on the Items belonging to a particular Item Group. Before entering Items, therefore, it is recommended that you enter some Item Groups. Item Groups are described below on page 210.

Before working with Items, you should also look at the following settings—

Accounts	page 71
Price Lists and Prices	page 65
Tax Codes	page 193

Entering an Item

To work with Items, use the [Module] button in the Master Control panel to enter the Receivables module and click the [Items] button, also in the Master Control panel. The 'Items: Browse' window will be opened, listing of the Items you have already entered. To create a new Item, click the [New] button above the list or use the ⌘-N (Mac OS X) or Ctrl-N (Windows) keyboard shortcut. Alternatively, highlight an Item similar to the one you want to enter and click [Duplicate] (or use ⌘-Y or Ctrl-K).

The screenshot shows a software window titled "DUI: Item: Inspect". At the top, there are navigation buttons: "New", "Duplicate", "Cancel", "Save", and a close button. Below these are input fields for "No." (10101) and "Group" (KEYB). The "Name" field contains "Piano", and the "Price" field contains "2,200.00". The "Unit" field is set to "EA". There are three rows of tax-related fields: "Local Sales A/C", "Dom. Sales A/C", and "Export Sales A/C", each with corresponding "Tax Code" and "Tax Temp." fields. A "Closed" checkbox is at the bottom left. On the right side, there is a placeholder image of a grand piano and an "Add picture" button below it.

The 'Item: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Item record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The Item window contains the following fields—

No.	Enter the unique identification code you are assigning to this Item. This is the means by which you will identify the Item when including it in Invoices. The field holds up to 20 characters. Once you have saved the Item record, you will not be able to change the Item Number.	
Group	Paste Special	Item Groups setting, Receivables module
	Enter the Item Group to which this Item belongs. Item Groups enable you to classify similar Items together.	
Name	Enter the name or a short description of the Item.	
Price	Used as default in	Sales Invoices
	Enter the normal sales price for the Item here.	
Unit	Specify here the quantity to which the Price refers. In the majority of cases, this will be a single item, but otherwise it might be a pair or a dozen.	
Sales A/C	Paste Special	Account register, General Ledger/System module
	A Sales Account will be credited whenever you sell the Item, allowing you to record the levels of sales of different types of Items in the General Ledger. The default Sales Account will be chosen in this order—	
	<ol style="list-style-type: none"> 1. If the Customer has a Price List and there is a record in the Price register for the Item/Price List combination, the Sales Account will be taken from that Price record. 2. It will be taken from these fields in the Item record. 3. The Sales Account in the Account Usage A/R setting will be used. 	
	In the cases of points 2 and 3, the choice of Sales Account will depend on the Tax Zone of the Customer (specified on the 'Account' card of the Contact record for the Customer).	
Sales Tax Code	Paste Special	Tax Codes setting, General Ledger
	The Tax Code will determine the Output Tax Account to be credited whenever you sell the Item and the rate at which Tax will be charged. The default Tax Code will be chosen in this order—	
	<ol style="list-style-type: none"> 1. The Sales Tax Code for the Customer will be used. 2. It will be taken from these fields in the Item record. 3. The Tax Code in the Account Usage A/R setting will be used. 	
	In the cases of points 2 and 3, the correct Tax Code for the Tax Zone of the Customer will be used.	
	You will be able to override the choice of Tax Code in an individual Invoice row if necessary.	

Closed

Check this box if the Item is no longer to be used (you cannot delete an Item altogether if you have used it in an Invoice). Closed Items will appear in the 'Items: Browse' window but not in the Items 'Paste Special' list. You will not be able to use a closed Item in Invoices. You can re-open a closed Item at any time.

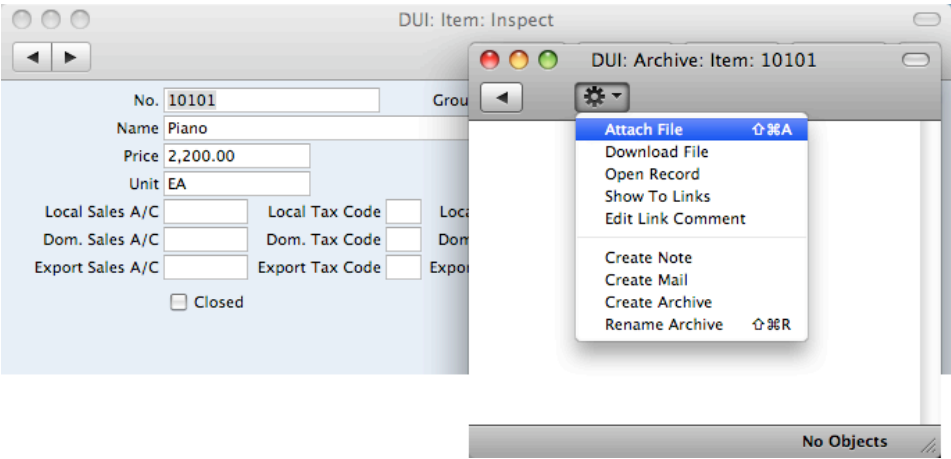
Picture, [Add picture]

You can attach pictures to records in the Item register. Follow these steps—

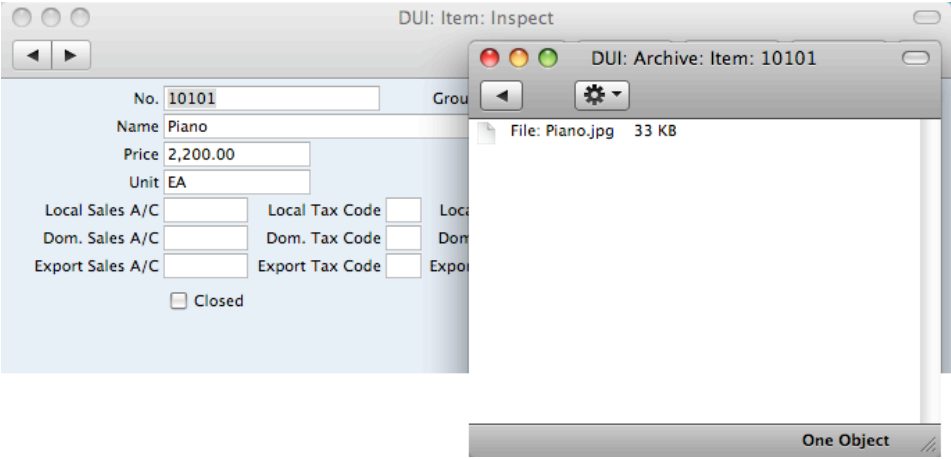
1. Open the record in question. The record must already have been saved at least once (i.e. the window title must be 'Inspect' or 'Update').

2. Click the [Attachments] button (with the drawing pin icon). A list of objects currently attached to the record is opened.

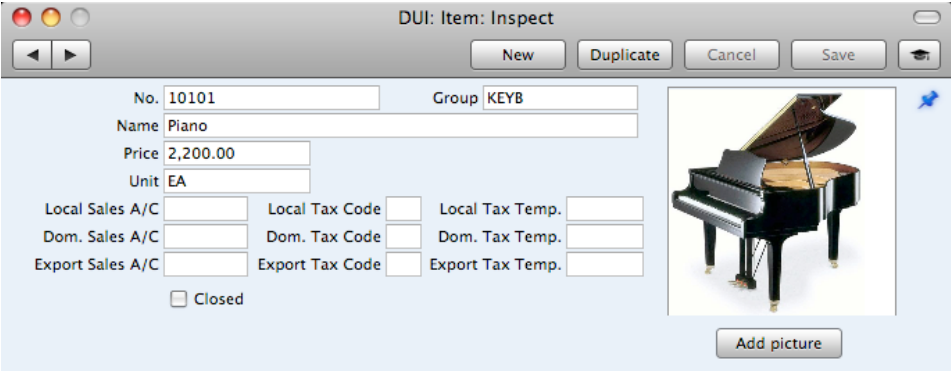
3. Choose 'Attach File' from the Operations menu of this list.



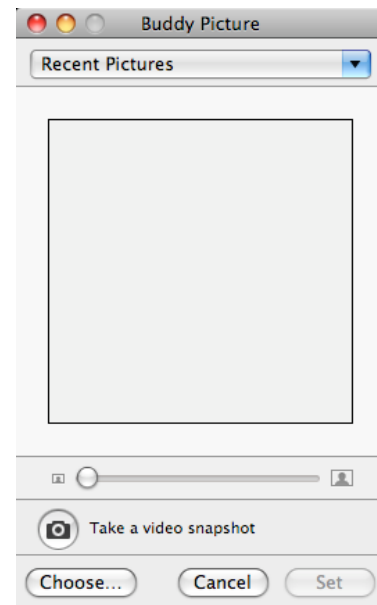
4. Locate the picture file on your hard disk and click [Open]. The picture will be attached to the record. It must be a .jpg file. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.



5. After the picture file has uploaded, you may need to close and reopen the record to see the picture—



In the Mac OS X version of Books by HansaWorld, you can attach pictures to Item records as described above, but you can also use the [Add picture] button underneath the picture field. When you click this button, the 'Buddy Picture' window opens—



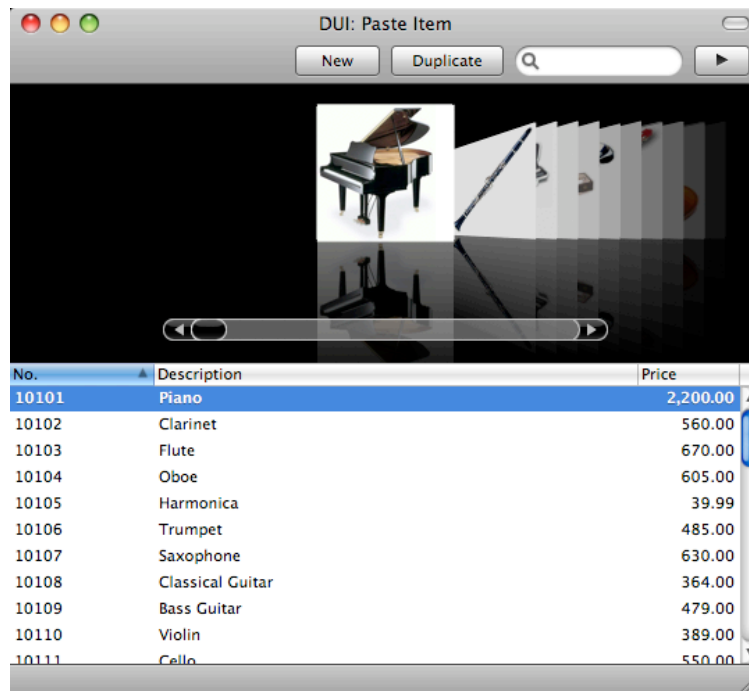
If the picture is already on your hard disk, click the [Choose] button to locate it. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.

Alternatively, click the button with the camera icon marked 'Take a video snapshot' to take a photograph of the Item using your computer's camera.

In both cases you can then scale the picture using the slider and, if the picture is too big, move the picture by dragging so that the part you need is in the center of the frame (the part outside the frame will be cropped).

Finally, click the [Set] button to add the picture to the Item.

When you use 'Paste Special' to add Items to Invoices and if you are using Mac OS X, the Item pictures will appear above the 'Paste Special' list to help you choose the correct one—



Editing an Item

To edit an Item, first ensure you are in the Receivables module and then open the Item register by clicking the [Items] button in the Master Control panel.

The 'Items: Browse' window opens, listing the Items in Item Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Item, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Item Name, sort by Name before entering a Name (or its first few characters) in the Search field.

To modify an Item record, double-click on the line in the browse window. The Item record will be opened in a window entitled 'Item: Inspect'. The fields in this window are the same as those in the 'Item: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit an Item from another register. For example, when entering an Invoice, you might realize that your information about an Item is out of date (the price might have changed, for example). Place the insertion point in the Item field in the Invoice and press ⌘ -Shift-V or F2. The Item record opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Item for the Invoice.

Deleting an Item

1. Find the Item you want to delete in the 'Items: Browse' window, using the Search feature described in the previous section.
2. Double-click the Item record to open it.
3. Select 'Delete' from the Record menu. The Item will be deleted.

You cannot delete an Item if you have used it in an Invoice.



You cannot undo the deletion of an Item.

Price Lists and Prices

Introduction

Books by HansaWorld has a powerful set of functions that you can use construct and maintain as many Price Lists as you need. Each Price List can include some or all of the goods or services you offer to your Customers. You can give a different Price List to each Customer. The number of alternatives is great, but as always with great flexibility, you need to know and understand the tools and techniques to set up a specific pricing structure.

The Base Price

Each Item has a normal selling price. You should record this normal selling price in the Price field in each Item record. This documentation will usually use the term "Base Price" when referring to an Item's normal selling price.

In many cases, the Base Price will be the only price you need. If you always sell an Item at the same price (or with an *ad hoc* discount), whoever the Customer, you will be able to rely on the Item's Price and not worry about the Price List feature.

Structure of Price Lists

You should use the pricing features in Books by HansaWorld if you need to sell Items at different prices to different Customers (i.e. if you need more than one price for each Item). For example, you might offer different prices to retail and trade Customers, and/or to retail and educational Customers. You will then need separate trade, educational and possibly retail Price Lists, which you should assign to each Customer as appropriate. When you enter a Customer in an Invoice, the appropriate Price List will be used and so the correct Prices will be selected automatically.

The two basic building blocks of such a system are the Price Lists setting and the Price register. In the example mentioned in the previous paragraph, you will need at least two Price Lists: a trade Price List and an education Price List. You could rely on each Item's Price when selling to retail Customers, or you could use a third Price List with these Customers. In a Price List record you will specify its name and Tax status (whether the prices in the Price List include or exclude Tax). Having defined your Price Lists, you should then enter the Prices themselves in the Price register. The Price register should contain one record for each Item/Price List combination. In this example, you will need to enter one

record for the trade price of an Item, one record for the educational price of the same Item and, if you are not relying on the Item's Price, a third record for its retail price.

When you enter a Customer in an Invoice, that Customer's Price List will be brought in to the sales transaction together with their name, address, Payment Terms and other details. When you then add an Item to that Invoice, the record in the Price register for the Item/Price List combination will determine the price that you will charge. There can only be one Price record for a particular Item/Price List combination. If there is no record in the Price register for the Item/Price List combination, the Item's Price will be used.

In more detail, follow these steps to build up your price structure—

1. Enter the Items with their normal selling prices, using the Item register as described above on page 59.
2. Define each Price List (in our example, retail, trade and educational) using the Price Lists setting in the Receivables module. This is described in detail below on page 66.
3. In this step, you should enter the prices themselves. For each Item on each Price List, enter a record to the Price register in the Receivables module with an appropriate price. In our example, for each Item you should enter three Price records, containing the retail, trade and education prices. The Price register is described in detail below on page 67.
4. You can now assign a Price List to each Customer. When you enter an Invoice for a particular Customer, the specified Price List will be used automatically. If you sell an Item that is not on the appropriate Price List, the Price from the Item register will be used.

Below, steps 2 and 3 are described in detail.

Price Lists

To define a new Price List, first ensure you are in the Receivables module using the [Module] button in the Master Control panel. Then click the [Settings] button, also in the Master Control panel, or use the \mathbb{A} -S (Mac OS X) or Ctrl-S (Windows) keyboard shortcut. Double-click 'Price Lists' in the 'Settings' list and, when the 'Price Lists: Browse' window appears, click the [New] button. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

The screenshot shows a window titled "DUI: Price List: Inspect". At the top, there are standard window control buttons (red, yellow, green). Below these is a button bar with "New", "Duplicate", "Cancel", and "Save". The main content area has a "Code" field containing "EDU" and a "Description" field containing "Educational (5% discount)". Below the description is a "Tax" section with two radio buttons: "Exclusive" (which is selected) and "Inclusive".

Code Enter a unique code here, by which this Price List will be identified elsewhere in Books by HansaWorld.

Description Name the Price List here.

The Description will be shown in the 'Paste Special' list that you will use when assigning Price Lists to Customers, so it should be descriptive enough to make the selection of the correct Price List easy for all users.

Tax

Choose the Exclusive option if the prices in the Price List are to exclude Tax, and the Inclusive option if they are to include Tax.

If you use an 'Inclusive' Price List in an Invoice, the Unit Price, Sum and Total figures will all include Tax, but if you use an 'Exclusive' Price List, the Unit Price and Sum figures will exclude Tax. In both cases, Tax will be calculated using, in order of preference, the Tax Code specified for the Item or in the Account Usage A/R setting.

If you use 'Inclusive' Price Lists and you have Customers in different Zones, it is recommended that you create separate Price Lists for those Customers. This will allow for varying Tax rates.

The Price Register

You can have several different Prices for each Item. Each Price will belong to a different Price List. Enter each Price as a separate record in the Price register, one record for each Price List for each Item. You should do this after you have defined your Items and Price Lists.

To enter a new Price record, open the Price register using the [Prices] button in the Master Control panel in the Receivables module, and then click [New]. When the record is complete, click the [Save] button.

Item**Paste Special**

Item register

Specify the Item for which you are entering a Price.

Comment

The Item Description will appear here when you enter an Item Number in the field above.

Price List**Paste Special**

Price Lists setting, Receivables module

Specify the Price List for which you are entering a Price.

You will not be able to enter more than one record in the Price register for the same Item/Price List combination.

Price

Enter the Price that you want to charge for the Item when it is included in the Price List specified above.

If the Price List in the field above is one that includes Tax, the Price that you enter here should include Tax.

When you create an Invoice in the name of a particular Customer, the Price List specified for that Customer will determine the Prices in that Invoice. When you add an Item to the Invoice, the Price from the Price record with the relevant Item/Price List combination will be brought in as a default. If there is no Price record with the relevant

Item/Price List combination, the Base Price from the Item record will be brought in.

Sales A/C

Paste Special

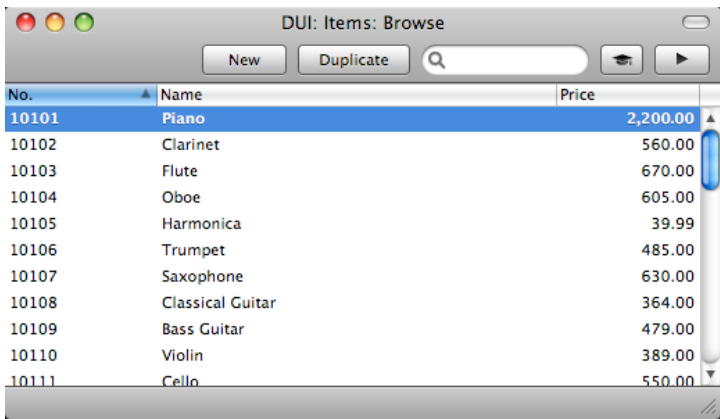
Account register, General
Ledger/System module

If you specify a Sales Account here, it will be used as the default Sales Account in Invoices where pricing is determined by the Price record (i.e. by the unique Price record for the Item/Price List combination). This Account will take priority over those specified in the Item record and in the Account Usage A/R setting.

Example

This example illustrates creating a Price List that will be offered to educational Customers.

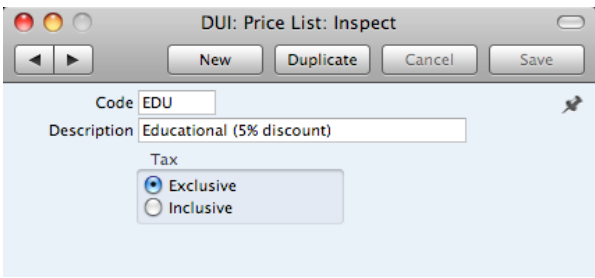
The first step is to ensure the Item register contains the Items that you will sell—



No.	Name	Price
10101	Piano	2,200.00
10102	Clarinet	560.00
10103	Flute	670.00
10104	Oboe	605.00
10105	Harmonica	39.99
10106	Trumpet	485.00
10107	Saxophone	630.00
10108	Classical Guitar	364.00
10109	Bass Guitar	479.00
10110	Violin	389.00
10111	Cello	550.00

The prices in these Items should be their standard retail prices. For example, referring to the illustration above, the standard retail price of Item 10104 (i.e. the price at which it will be sold to most Customers) is 605.00, while the price of Item 10105 is 39.99.

Now, create a new Price List using the setting in the Receivables module, with the code “EDU”, and an appropriate name—



DUI: Price List: Inspect

New Duplicate Cancel Save

CodeEDU

DescriptionEducational (5% discount)

Tax

☒ Exclusive☐ Inclusive

In the example, we have stated that Tax is Exclusive, meaning that the prices in the Price List will exclude Tax.

Now, create the Prices themselves. You will need to create one record in the Price register (in the Receivables module) for each Item that you will sell to educational Customers—

The image shows four overlapping screenshots of the 'DUI: Price: Inspect' window, each representing a different musical instrument. Each window has a title bar with standard OS controls and buttons for navigation (back, forward), 'New', 'Duplicate', 'Cancel', 'Save', and a help icon. The form fields are as follows:

- Item 10101:** Comment: Piano, Price List: EDU, Price: 2,090.00, Sales A/C: (empty).
- Item 10102:** Comment: Clarinet, Price List: EDU, Price: 532.00, Sales A/C: (empty).
- Item 10103:** Comment: Flute, Price List: EDU, Price: 636.50, Sales A/C: (empty).
- Item 10104:** Comment: Oboe, Price List: EDU, Price: 574.75, Sales A/C: (empty).

In each case, enter an Item and a Price (excluding Tax in this case), and specify "EDU" as the Price List.

You can now allocate the new Price List to the Customers that are to be allowed to take advantage of the educational discount. Specify the Price List on the 'Terms' card of the Contact record for each such Customer—

The image shows a screenshot of the 'DUI: Contact: Inspect' window. The title bar includes navigation buttons, a settings gear, a phone icon, and action buttons: 'New', 'Duplicate', 'Cancel', 'Save', a help icon, and a 'Print' icon. The form is divided into several sections:

- Header:** No. 1011, Cust. Category: EDU, Vend. Category: (empty), Name: Stern Musical College.
- Customer/Vendor:** ☒ Customer, ☐ Vendor.
- Tabs:** 'Contact' (selected), 'Terms', 'Account'.
- Sales Fields:** Sales Credit Limit, Sales Pay. Terms: 30, Sales Tax Code, Sales Tax Temp., Price List: EDU.
- Purchase Fields:** Purch. Credit Limit, Purch. Pay. Terms, Purch. Tax Code, Purch. Tax Temp.
- Accounting:** ☒ On Account, ☐ Closed.
- Type:** ☒ Company, ☐ Person.
- Comment:** (empty text area).
- Bank:** Bank, Bank Account, Creditor A/C, Cost A/C.
- Tax Zone:** ☒ Local, ☐ Domestic, ☐ Domestic (Post Tax), ☐ Export, ☐ Export (Post Tax).

When you enter an Invoice for one of these Customers, the correct prices will be brought in automatically—

DUI: Invoice: New

No. 211001 Name Stern Musical College

Customer 1011

Terms Items Address

Invoice Date 01/24/2011 Our Ref. Steve Johnson

Payment Terms 30 Attn.

Due Date 02/23/2011 Service Del.Date

Transaction Date 01/24/2011

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1 10101	1	Piano	2,090.00		2,090.00	SS
2 10102	1	Clarinet	532.00		532.00	SS
3 10103	1	Flute	636.50		636.50	SS
4 10104	1	Oboe	574.75		574.75	SS
5 10105	1	Harmonica	39.99		39.99	SS
6						
7						
8						
9						
10						
11						
12						
13						

OK

Tax 154.93 Sub-Total 3,873.24

TAX2 TOTAL 4,028.17

When you enter Item 10101 in the first row of the Invoice, the Unit Price of 2090.00 is brought in from the unique record in the Price register for Item 10101 and Price List EDU. The Unit Prices for Items 10102, 10103 and 10104 are obtained in the same way. In our example, we did not enter a record in the Price register for Item 10105 and Price List EDU. So for this Item the Unit Price of 39.99 is the Price of Item 10105 in the Item register (as shown in the first illustration in this example).

Chart of Accounts

The Account register contains your Chart of Accounts.

Books by HansaWorld does not require or use any hard-coded Accounts. You must therefore define your own Chart of Accounts or import an existing one before you can begin posting transactions. The simplest method is to use the standard Chart of Accounts supplied with Books by HansaWorld. This will have been imported to your database if you chose the option to start with standard settings when you created it (as described above on page 12).

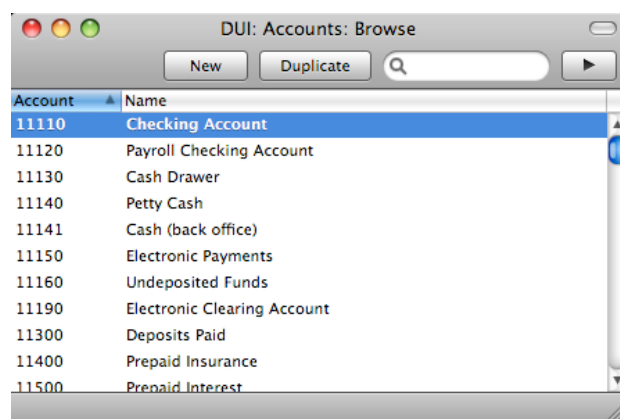


If you use your own Chart of Accounts, or modify the one supplied with Books by HansaWorld, you must ensure that every Account used in the settings and report definitions is a valid Account that exists in your Chart of Accounts.

In Books by HansaWorld you always have access to the Chart of Accounts through the 'Paste Special' feature (subject to Access Rights). You can use this feature when you enter a transaction of any kind and cannot remember an Account Number.

Working in the Account Register

To open the Account register, use the [Module] button in the Master Control panel to enter the General Ledger or the System module and click the [Accounts] button, also in the Master Control panel. The 'Accounts: Browse' window is opened, showing the Accounts that you have already entered.

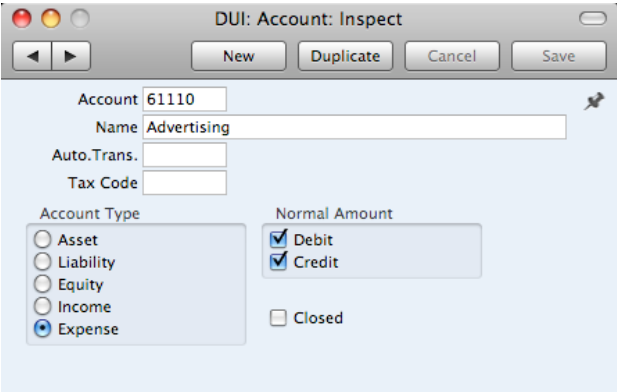


The list contains two columns: Account Number and Account Name. By default, the Accounts are listed in Number order: change the sort order by clicking on one of the column headings: the blue heading shows the current sort order. Click the column heading again to reverse the sort order.

To search for a particular Account, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Enter or Return. For example, to search for a particular Account Name, sort by Name before entering an Account Name (or its first few characters) in the Search field.

If you want to look at the details of an Account, double-click its name in the 'Accounts: Browse' window to open the Account record. To create a new Account, click the [New] button above the list or use the **⌘-N** or **Ctrl-N** keyboard shortcut. Alternatively, highlight an Account similar to the one you want to enter and click [Duplicate] (or use **⌘-Y**/**Ctrl-K**).

The 'Account' window will open, with the title 'Inspect' if you opened an existing Account, or 'New' if you are creating a new one. Complete the Account record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



The 'Account' window contains the following information—

Account	The unique number of the Account. You can use up to ten characters, with a minimum of two.	
	Once you have saved the record, you cannot change the Account Number simply by typing into the field. If you need to change an Account Number, use the Conversions - Master and Conversions - Accounts settings, described below on page 222. These settings will change the Account Number both here and in every other register where the Account has been used.	
Name	The name or description of the Account.	
Auto. Trans.	Paste Special	Autotransactions setting, General Ledger
	You can link an Autotransaction with a particular Account by entering the code of the Autotransaction in this field. When you enter the Account number in a Transaction record or a Purchase Invoice, the Autotransaction will be entered on the following rows automatically.	
Tax Code	Paste Special	Tax Codes setting, General Ledger
	You can assign a Tax Code to each Account. It will be entered automatically every time you use the Account in a Purchase Invoice or General Ledger Transaction.	

When you specify the Account in a Purchase Invoice row, a default Tax Code will be brought in, chosen as follows—

1. The Purch. Tax Code for the Vendor will be used.
2. It will be taken from this field in the relevant Account record.
3. The Tax Code in the Account Usage A/P setting will be used.

In the last case, the appropriate Tax Code for the Zone of the Vendor concerned (set on the 'Terms' card of the Vendor's record in the Contact register) will be used.

When you post the Purchase Invoice to the General Ledger, the Tax Code in a Purchase Invoice row will determine the Input Tax Account that will be debited and the rate at which Tax will be charged.

When you specify the Account in a Transaction row, this Tax Code will be brought in automatically. No calculation will ensue: the Tax Code is for reporting purposes only. It will affect the accuracy of the figures for Net Sales and Net Purchases in the Tax Report. This report is described below on page 290.

Account Type	An Account can belong to one of five types: Assets, Liabilities, Equity, Revenues or Expenses. This information is used to control how the balance of this Account will be stored, as a negative or a positive figure. Assets and costs are treated as positive values, while accounts for liabilities, equity, and incomes are treated as negative.
Normal Amount	Click one or both of the check boxes to indicate what type of posting is the usual for the Account. If you use this option, and try to debit an Account usually used for credit or vice versa, Books by HansaWorld will alert you to the possible error.
Closed	Check this box if you want to close the Account for further Transactions. You will no longer be able to use it, and it will not appear in the 'Paste Special' selection window. If you want to open the Account again later, simply click in the box again to remove the check mark.

Deleting Accounts

You can delete an Account from the Chart of Accounts, as long as it has not been used in any Transactions.

In the 'Accounts: Browse' window, double-click the Account you want to delete. This opens the 'Account: Inspect' window.

Select 'Delete' from the Record menu. The Account will be deleted and the previous Account in the list will be shown.



You cannot undo the deletion of an Account. You cannot delete Accounts that have been used.

Printing the Chart of Accounts

You can print the Chart of Accounts using the 'System Documentation' report, fully described below on page 313.

Invoices

Introduction

The Invoice register is a record of your company's sales. Each time you make a sale, you should enter an Invoice, print it and send it to the Customer. You will therefore use the Invoice register for a number of tasks—

- The printed Invoice sent to the Customer acts as a demand for payment;
- Unpaid Invoices in the register provide the basis for your debt chasing reports; and
- Each Invoice causes a General Ledger Transaction to be created, thus generating the turnover and debtor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

You can record three types of sales transaction in the Invoice register—

1. You will issue standard Invoices, or demands for payment, when you have delivered goods or carried out work before you have received payment. You should record payments against such Invoices in the Receipt register, described below on page 95.
2. You will issue a Cash Note when you receive payment at the same time as carrying out the work. When you enter a Cash Note in the Invoice register, Books by HansaWorld will treat it as having being paid, so there will be no need to enter a separate payment record in the Receipt register. Books by HansaWorld will also look after the General Ledger implications for you (debiting the Cash Account rather than the Debtor Account).
3. You should use Credit Notes to correct mistakes in Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your turnover and debtor figures. Again, Books by HansaWorld looks after these General Ledger implications automatically.

If you would like the General Ledger implications of all these types of Invoice to be looked after automatically as described, switch on the Invoice option in the Sub Systems setting in the General Ledger.

The use of the Invoice register, including each of these types of sales transaction, is now described in detail. Before you start entering Invoices, however, you must ensure that you have defined the current financial (accounting) year, using the Fiscal Years setting. This is described below on page 224.

Before working with Invoices, you should also look at the following settings and registers—

Account Usage A/R	page 203
Accounts	page 71
Customers	page 34
Items	page 59

Payment Terms	page 200
Sub Systems	page 192
Tax Codes	page 193

To open the Invoice register, use the [Module] button in the Master Control panel to enter the Receivables module, and then click the [Invoices] button, also in the Master Control panel. The 'Invoices: Browse' window is opened, showing Invoices already entered.

No.	OK	Inv. Date	Customer	Name	Total
210016	✓	08/18/2010	1010	Pena Colors	5,500.56
210015		08/18/2010	1001	D.I Musical Design	1,200.00
210014	✓	02/19/2010	1001	D.I Musical Design	1,200.00
210013	✓	02/19/2010	1002	Simple Studio	1,560.00
210012	✓	02/19/2010	1012	Smart A&C	1,258.40
210011	✓	02/19/2010	1002	Simple Studio	1,113.44 C
210010	✓	02/17/2010	1002	Simple Studio	2,458.56
210009	✓	02/18/2010	1010	Pena Colors	597.74
210008	✓	02/17/2010	1001	D.I Musical Design	124.77
210007		02/17/2010	1002	Simple Studio	2,458.56
210006	✓	02/10/2010	1012	Smart A&C	692.64 C

In this window, the Invoice Number is shown first, followed by a check mark (if the Invoice is approved), by the Invoice Date, Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter "C" in the value column, after the Total.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Books by HansaWorld will search for the first record matching the keyword in the same column as the selected sorting order. If you are using Mac OS X, you can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

On Mac OS X, Invoices are shown color-coded in the 'Invoices: Browse' window, as shown in the illustration above and as follows—

(no color)	Invoices not yet due for payment
red	Invoices that are overdue for payment
green	Invoices that are fully paid or credited

There are three things you can do in the Invoice register—

- Enter Invoices page 77
- Inspect and approve Invoices page 84
- Print the Invoices page 86

Entering an Invoice

Books by HansaWorld provides several shortcuts to simplify your work with entering Invoices. You can for example bring a date into a date field using the 'Paste Special' function. You can also use this function to simplify the entering of Item Numbers, Customer Numbers, Payment Terms etc.

To enter a new Invoice, first open the 'Invoices: Browse' window as described above. Then click [New] in the Button Bar or use the **⌘-N** or **Ctrl-N** keyboard shortcut. Alternatively, select an Invoice similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Invoice: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Invoice will be the current date, not the date of the duplicated Invoice, and the Due Date will be recalculated accordingly. Complete the Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

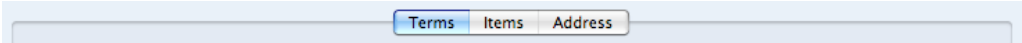
The screenshot shows the 'DUI: Invoice: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these, the 'No.' field is '210012' and the 'Name' field is 'Smart A&C'. The 'Customer' field is '1012'. There are tabs for 'Terms', 'Items', and 'Address', with 'Terms' currently selected. The 'Invoice Date' is '02/19/2010', 'Our Ref.' is 'Steve Johnson', 'Payment Terms' is '7', 'Attn.' is empty, 'Due Date' is '02/26/2010', 'Service Del.Date' is '02/19/2010', and 'Transaction Date' is '02/19/2010'. Below this is a table with columns: Item, Qty, Description, Unit Price, %, Sum, and Tx Cd. The first row shows '1 10104 2 Oboe' with a unit price of '605.00', a sum of '1,210.00', and a transaction code of 'SS'. The bottom of the window shows a 'Tax' field with '48.40', a 'Sub-Total' field with '1,210.00', and a 'TOTAL' field with '1,258.40'. There is also a 'TAX2' field and an 'OK' button.

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1 10104	2	Oboe	605.00		1,210.00	SS
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



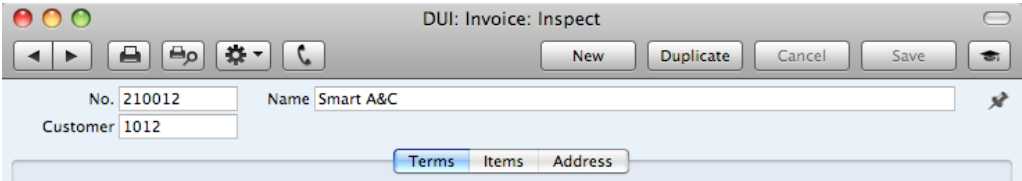
You are not bound by the values suggested as defaults by Books by HansaWorld. In most fields you can change the pre-set values to something that suits you better. Such changes are valid only for the Invoice in question.

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



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

Header



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

The Invoice Number of a new Invoice is provided automatically by Books by HansaWorld. The default is the first unused number in the first valid number sequence in the Number Series - Invoices setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Invoices setting, the Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Invoice Number of an Invoice before saving it: Books by HansaWorld will then continue the sequence from there.

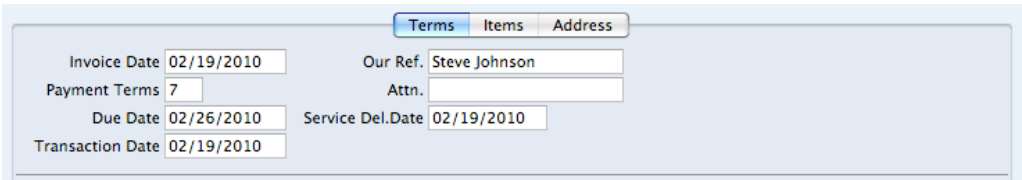
If you are working in a multi-user environment, the Invoice Number will be assigned when you first save the Invoice.

Customer **Paste Special** Customers in Contact 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 brought in after you have entered the Customer Number.

Terms Card



Invoice Date **Paste Special** Choose date

The current date according to the computer's clock is entered as a default. If you are not using the Allow Trans. Date Changing option in the Transaction Settings setting,

this must be the same as the Transaction Date (below) and cannot be changed independently.

Our Ref.

Use this field if you need to identify the Invoice by means other than the Invoice Number. A default will be taken from the Our Ref field of the Person record of the current user.

Payment Terms**Paste Special**

Payment Terms setting,
Receivables/Payables modules

Default taken from

Contact record for the Customer
(Sales Pay Terms)

Payment Terms entered here will be used to calculate the Due Date (below), in addition simply to ensuring that the correct Payment Terms appear on the printed Invoice document. You can also use Payment Terms to configure a system of early settlement discounts.

Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports provided in Books by HansaWorld.

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" Type respectively. When you then approve and save the Invoice, the appropriate General Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Payment Term record) rather than the Debtor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

Cash Notes are immediately treated as paid and so will not appear in your debtor reports. There is no need to enter a payment against them. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.

When you enter a Payment Term of the "Credit Note" type, a crediting message will be entered in the first row of the grid area. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

If an Invoice has a "Cash" or "Credit Note" Payment Term, the Invoice will not use the standard Invoice document when it is printed. Instead, the Cash Note or Credit Note (respectively) document will be used. Please refer to the 'Printing Invoices' section below on page 86 for more details.

Attn.**Paste Special**

Contact Persons in Contact
register

Default taken from

Contact record for the Customer

Record here the person for whose attention the Invoice is to be marked. 'Paste Special' will list the Contact Persons belonging to the Customer.

Due Date**Paste Special**

Choose date

This is the date on which the Invoice becomes due for payment. It is calculated by Books by HansaWorld using the Invoice Date and the Payment Term.

You can change the Due Date after you have approved the Invoice. This will be useful if you agree with the Customer that they will pay the Invoice on a particular date.

Service Del. Date**Paste Special**

Choose date

Use this field to record the date when you delivered the goods or services listed in the Invoice. The Invoice Date will be placed here when you save the Invoice for the first time. You can change the date if necessary.

Transaction Date

This date will be used as the Transaction Date in the General Ledger Transaction that will result from the Invoice. If you are not using the Allow Trans. Date Changing option in the Transaction Settings setting, this must be the same as the Invoice Date and cannot be changed independently.

Items Card

Use the grid on the 'Items' card to list the invoiced Items. To add rows to an Invoice, 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.

You can also bring Items into an Invoice by opening the 'Items: Browse' or 'Paste Special' windows, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Invoice row. You can also copy a list of Item Numbers from a spreadsheet or word processor and paste them in the Item field in the first empty row.

DUI: Invoice: Inspect

No. 210012 Name Smart A&C Customer 1012

Terms Items Address

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1 10104	2	Oboe	605.00		1,210.00	SS
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

☒ OK
 Tax 48.40 Sub-Total 1,210.00
 TAX2 TOTAL 1,258.40

Item	Paste Special	Item register
	With the insertion point in this field, enter the Item Number for each Item sold. 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 Invoice documentation.	
Qty.		Enter the number of units sold. If you leave the field by pressing the Return or Enter key, the insertion point will move to the Item field in the next row.
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. You can also use the next line if necessary.	
	In multi-user systems, you can prevent certain users from changing any Description in an Invoice using Access Groups (by denying access to the 'Change Item Description on Invoice' Action). Access Groups are described below on page 212.	
Unit Price		The Unit Price according to the Customer's Price List is brought in. If the Customer does not have a Price List, or the Item is not on the Price List in question, the Price from the Item record is brought in. This figure will include Sales Tax if the Price List is one that is Inclusive of Tax or if you have specified in the Account Usage A/R setting that Prices include Tax.
	In multi-user systems, you can prevent certain users from changing any Unit Price in an Invoice using Access Groups (by denying access to the 'Change Unit Prices' Action). Access Groups are described below on page 212.	
%		Discount percentage.
	In multi-user systems, denying access to the 'Change Unit Prices' Action described immediately above will also prevent the entering of a discount percentage.	
Sum		The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. This figure will include Sales Tax if the Price List specified is one that is Inclusive of Tax or if you have specified in the Account Usage A/R setting that Prices include Tax.
	In multi-user systems, denying access to the 'Change Unit Prices' Action described immediately above will also prevent the changing of a row sum.	
Tx Cd	Paste Special	Tax Codes setting, General Ledger
	The Tax Code entered here determines the rate at which Tax will be charged on the Item and the Output Tax Account to be credited.	

The default offered in each row will be chosen as follows—

1. The Sales Tax Code for the Customer will be used.
2. It will be taken from the Item record.
3. The Tax Code in the Account Usage A/R setting will be used.

In the cases of points 2 and 3, the correct Tax Code for the Zone of the Customer will be used.

You can change this default in a particular Invoice row if necessary.

Footer

<input checked="" type="checkbox"/> OK	Tax	48.40	Sub-Total	1,210.00
	TAX2		TOTAL	1,258.40

The Invoice Footer contains various running totals as described below. Whenever you add or change an Invoice row, these totals will be updated automatically.

OK

You can approve the Invoice by checking this box and saving. This will cause the Invoice to be posted to your Accounts Receivable. A corresponding General Ledger Transaction will also be created in the Transaction register. Because of this consequence, you will no longer be able to make changes to the Invoice.

In multi-user systems, you can use Access Groups to control who can approve Invoices and Credit Notes. To do this, deny access to the 'OKing Invoices' and 'OKing Credit Notes' Actions respectively. Access Groups are described below on page 212.

If you would like a warning to appear every time you save an Invoice that you have not approved, please refer to the Global Warnings on UnOKed Records setting in the System module, described below on page 226.

References in this manual to approved Invoices are to Invoices whose OK box has been checked (i.e. an approved Invoice is one that is no longer a Draft).

Tax

The Sales Tax total for the Invoice.

This figure is rounded up or down according to the Default for Currency rounding rules set in the Round Off setting in the System module.

Sub-Total

The total for the Invoice, excluding Sales Tax.

This figure is rounded up or down according to the Default for Currency rounding rules set in the Round Off setting in the System module.

TOTAL

The total for the Invoice, including Sales Tax.

This figure is rounded up or down according to the Total rounding rules set in the Round Off setting in the System module. In the General Ledger Transaction resulting from

an Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage A/R setting.

Address Card

Invoice To Address Default taken from Contact record for the Customer

The Customer's address, as entered in the Customer's record in the Contact register. You can change the Address in a particular Invoice, but permanent changes should be made in the Contact register.

Tax Zone Default taken from Contact record for the Customer

These radio buttons show the Customer's Zone, brought in from the Contact register. The Zone can control the choice of Tax Code and Sales Account for each Item in the Invoice: you will have defined separate default Sales Accounts and Tax Codes for each Zone in the Account Usage A/R setting. You cannot change the Zone in an Invoice: you should make any necessary changes in the Contact register before entering Invoices.

When you have added every Item to the Invoice, you may want to check the Invoice. Click the [Save] button to save it and then click the Printer icon in the Button Bar to print a sample Invoice document. If you want to print to screen, click the Preview icon.

You will still be able to make changes until you approve the Invoice by checking the OK check box and saving. Approving the Invoice will cause it to be entered to Accounts Receivable, a General Ledger Transaction for the Invoice will be created, and it will no longer be modifiable.

Entering an Invoice - Examples

We shall now show how to use the various fields on the Invoice screen with the help of a few examples.

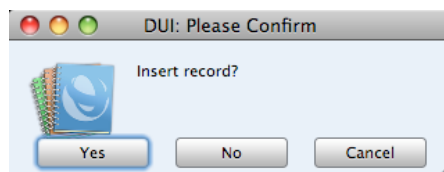
To open the Invoice register, first ensure you are in the Receivables module and then click the [Invoices] button in the Master Control panel or use the ⌘ -1 (Mac OS X) or Ctrl-1 (Windows) keyboard shortcut. The 'Invoices: Browse' window opens, listing the Invoices that are already in the system. Start entering a new Invoice by clicking the [New] button or using the ⌘ -N/Ctrl-N keyboard shortcut. The 'Invoice: New' window opens, containing a new, empty, Invoice with only the Invoice Number and Date entered. The insertion point will be in the Customer Number field. Press ⌘ -Return/Ctrl-Return to activate the 'Paste Special' feature. This brings up the 'Paste Customer' window.

Select a Customer from the list by double-clicking on its name (or by using the cursor keys and pressing Return). Press Return again and Customer information such as Name, Address and Payment Terms will be placed in the appropriate fields on the Invoice screen.

Press Return again to move the insertion point to the Item field, the left-hand field in the first Invoice row. Again, you can use 'Paste Special' to select an Item. Use the trackpad to scroll through the Items or use the Search feature until you find the one you want. Select an Item by double-clicking. Press Return to bring in information such as the Item Name, Price and Tax Code.

Then, enter the Quantity sold and press Return. The Amount, Tax, Sum and Totals are calculated automatically, and the insertion point moves to the next line. Repeat this procedure for each Item on the Invoice.

If the Invoice needs altering, edit the fields in the normal way. As you have not yet saved the Invoice, you can also cancel it entirely by clicking [Cancel] or the close box. In the latter case you will be asked to confirm the cancellation—



After saving the Invoice, you can still cancel it completely by using 'Delete' on the Record menu, providing you have not approved it.

When you have added all the Items, you may want to check the Invoice. Click the [Save] button to save it and then click the Printer icon in the Button Bar to print a sample copy. If you want to print to screen, click the Preview icon.

Until you have approved the Invoice by checking the OK box and saving, you can still change it.

Inspecting and Approving Invoices

Before you send an Invoice to a Customer, you should check and approve it, to ensure that the Customer is charged for the correct things. Approving an Invoice causes it to be inserted into your Accounts Receivable. Incoming payments can only be registered against approved Invoices.

When you approve and save an Invoice, if so defined in the Sub Systems setting in the General Ledger, a Transaction will be created and automatically transferred to the General Ledger. This Transaction will be assigned a journal number that is the same as the Invoice Number, and is described in the next section, 'General Ledger Transactions from Invoices'.

There are two ways to approve an Invoice—

1. With the Invoice on screen, click the OK check box and then [Save].
2. Select an Invoice by clicking on it in the 'Invoices: Browse' window, and select 'OK' from the Operations drop-down menu. By holding down the Shift key while clicking, you can highlight a batch of Invoices to approve at a single stroke using this method.



After approving an Invoice, you will no longer be able to change it.

In multi-user systems, you can use Access Groups to control who can approve Invoices and Credit Notes. To do this, deny access to the 'OKing Invoices' and 'OKing Credit Notes' Actions respectively. Access Groups are described below on page 212.

General Ledger Transactions from Invoices

When you approve and save an Invoice, a General Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the General Ledger. An example is illustrated below—

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	12100	Accounts Receivables	1,258.40		
2	41000	Sales - Taxable & NonTaxable		1,210.00	SS
3	23000	Sales Tax Payable		48.40	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference: 0.00 Total: 1,258.40 1,258.40

For each row in an Invoice, the Sales Account will be chosen as follows—

1. If the Customer has a Price List and there is a record in the Price register for the Item/Price List combination, the Sales Account will be taken from that Price record. If this Sales Account is blank, or there is no appropriate record in the Price register—
2. The Sales Account will be taken from the relevant Item record (in the Item register). If this is blank—
3. The Sales Account in the Account Usage A/R setting will be used.

In the cases of points 2 and 3, the relevant Sales Account for the Zone to which the Customer belongs will be used. There are three Zones (Local, Domestic and Export), and each can have a different Sales Account.

For each row in an Invoice, the Tax Account will be taken from the specified Tax Code. This will be chosen as follows—

1. The Sales Tax Code in the record for the Customer in the Contact register will be used. If you have not specified a Sales Tax Code for the Customer in question—
2. The Tax Code will be taken from the relevant Item record in the Item register. If this is blank, or if no Item Number has been entered to the Invoice row—
3. The Tax Code in the Account Usage A/R setting will be used.

In the cases of points 2 and 3, the relevant Tax Code for the Zone to which the Customer belongs will be used. Each of the three Zones can have a different Tax Code.

The Debtor Account will be chosen as follows—

1. The Debtor Account in the Customer Category to which the Customer belongs will be used. If you have not specified a Debtor Account in the relevant Category record, or the Customer does not belong to a Category—
2. The Debtor Account will be taken from the Account Usage A/R setting.

If the Invoice is a Cash Note, the Cash Account in the relevant Payment Term record or in the Account Usage A/R setting will be used in place of the Debtor Account.


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

Printing Invoices

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

To produce a test print-out, save the Invoice and then click on the Printer icon in the Button Bar before you approve the Invoice. The Invoice will then be printed. If you are not using the No Test Printout option in the Optional Features setting in the System module, the text "Test Printout" will be printed diagonally printed across the page as a watermark. This is to avoid the test being confused with the final version. As you have not yet approved the Invoice by checking the OK box and saving, you can go back and correct any errors you may find in the printout. This is also true for Credit Notes.

If you want to print a range of final Invoices, follow the instructions below—

1. Ensure you are in the Receivables module and click the [Documents] button in the Master Control panel or use the -D (Mac OS X) or Ctrl-D (Windows) keyboard shortcut. Then, double-click 'Invoices' in the 'Documents' list.

The 'Specify Invoices' window is shown.

2. Enter the Invoice Number for a single Invoice, or the highest and lowest Invoice Numbers of a range of Invoices separated by a colon (:). Use the Status options to specify which Invoices are to be printed—

Unprinted Only	This option ignores any Invoices in the range that have already been printed.
All	Prints all Invoices in the range. If you are not using the No Test Printout option, any previously printed approved Invoices will have the word “Copy” printed diagonally across the page as a watermark, while any unapproved Invoices will be printed with a “Test Printout” watermark.
Original	This option also prints all Invoices in range. Previously printed approved Invoices will be printed again as though they were original copies, without the “Copy” watermark, irrespective of whether you are using the No Test Printout option. Unapproved Invoices will carry the “Test Printout” watermark if you are not using the No Test Printout option.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice, as described in step 7 below.

3. Press the [Run] button in the Button Bar to start the printing, or cancel by closing the window.

You can also print a single Invoice by opening it in a record window and clicking the Printer icon. If you want to print to screen, click the Preview icon.

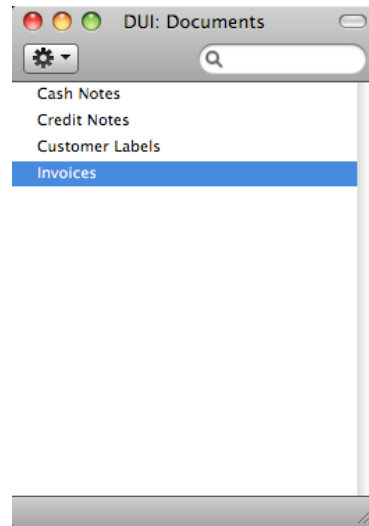
If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you print the Invoice again, or print it before you have approved it, only one copy will be printed. If you need to print all copies again, you must print the Invoice starting from the [Documents] button, and you should choose the Original option.

Whichever method you use to print an Invoice, the Form (i.e. the stationery) used will be determined as follows—

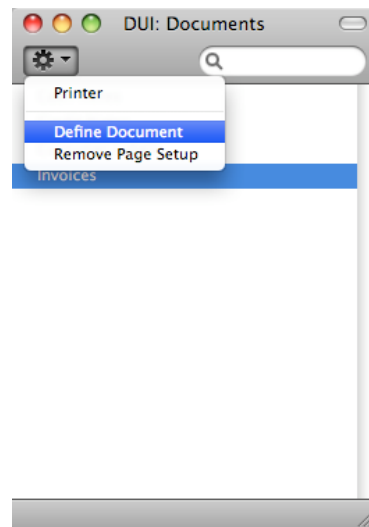
1. Using the Form register in the System module, design the invoice Form. Use the 'Properties' function on the Operations menu to name the Form (in this description, we have used the name “INVOICE”) and to assign it a Document Type of “Invoice”. A sample Invoice Form is supplied with Books

by HansaWorld: you can modify this to suit your requirements. Full instructions for using the Form register can be found below on page 245.

2. Select the Receivables module using the [Module] button in the Master Control panel or the **⌘-0** or **Ctrl-0** keyboard shortcuts.
3. Click the [Documents] button in the Master Control panel or use the **⌘-D**/**Ctrl-D** keyboard shortcut. The 'Documents' list window is opened: highlight 'Invoices'.



4. Select 'Define Document' from the Operations drop-down menu.



- In the subsequent window, enter "INVOICE" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).

Seq.	Lang.	Accs. Gr.	No. Series	Form	Printer	Status
1				INVOICE		All
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

- Click [Save] to save the Invoice Form definition. From now on, the invoice form that you have designed will be used from the 'Documents' function and from the Printer icon, except as described in step 7 below.
- Repeat the previous six steps in turn for the Cash Note and Credit Note documents. These will be used from the 'Documents' function and the Printer and Preview icons instead of the standard Invoice document in the following circumstances—

- Cash Note** If the Invoice has Payment Terms of the "Cash" type, the Cash Note document will always be used instead of the Invoice document.
- Credit Note** If the Invoice has Payment Terms of the "Credit Note" type, the Credit Note document will always be used instead of the Invoice document.

In each of the two cases described above, if the document does not have an associated Form (steps 3-6 above), Books by HansaWorld will give the warning "Can't find document" when you try to print an Invoice. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not affect your Debtor Account or appear in any of your debt-chasing reports: instead, a debit posting for the Invoice value is made directly to your Cash Account.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term in the Contact records for Customers that are always issued with Cash Notes (using the Sales Pay. Terms field), so you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Accounts Receivable and for General Ledger Transactions to be created.

Credit Notes

If you want to credit an Invoice that you have issued, follow these steps—

1. Ensure you are in the Receivables module and click the [Invoices] button in the Master Control panel. The 'Invoices: Browse' window is opened, showing all registered Invoices.
2. Find the Invoice to be credited in the list, open it and select 'Create Credit Note' from the Operations menu. You can also duplicate the Invoice to be credited or, if you don't want to connect the Credit Note to a particular Invoice, click the [New] button to open an empty new record.
3. The 'Invoice: New' window is opened. Enter the Invoice in the normal way, but change the Payment Term to refer to a Payment Term record of Type "Credit Note". The phrase "Credit of Invoice" will be placed in the first row of the grid on the 'Items' card, pushing any existing rows down. In the field to the right of this phrase, enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

If you used the 'Create Credit Note' function to create the Credit Note, the Payment Term and number of the Invoice to be credited will be placed in the new Credit Note automatically.

4. On the remaining lines you can enter the items to credit, and by what amount.

DUI: Invoice: Inspect

No. 210021 Name Smart A&C
Customer 1012

Terms Items Address

Invoice Date 08/30/2010 Our Ref. Steve Johnson
Payment Terms CN Attn.
Due Date 08/30/2010 Service Del.Date 08/30/2010
Transaction Date 08/30/2010

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1		Credit of Invoice 210012				
2	10104	2 Oboe	605.00		1,210.00	SS
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

OK Tax 48.40 Sub-Total 1,210.00
TAX2 TOTAL 1,258.40

5. Click the OK check box when you are sure the Credit Note is correct. As with ordinary Invoices, you must approve Credit Notes using the OK check box for them to be entered into your Accounts Receivable and for General Ledger Transactions to be created.

In multi-user systems, you can use Access Groups to control who can approve Credit Notes: they need not be the same members of staff as those who can approve Invoices. To do this, deny access to the 'OKing Credit Notes' Action. Access Groups are described below on page 212.

Crediting Part of an Invoice

To credit part of an Invoice, start by opening the original Invoice and choosing the 'Create Credit Note' function from the Operations menu. Alternatively, duplicate the original Invoice and enter a Payment Term of Type "Credit Note". Then proceed as follows—

1. Simply remove all the rows you do not want to credit. Click on the row number to the left to highlight the whole row, and press the backspace key. You will then be left with the rows to credit.
2. In the case of individual rows requiring a partial credit, simply alter the Quantity field to show the number to be credited.
3. Click the OK check box when you are sure the Credit Note is correct and [Save] to save it.

Credit Notes and Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. A Credit Note will credit the Debtor Account, while reversing a Cash Note should credit the Cash Account. Instead you should enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

Invalidating Invoices

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

The screenshot shows the 'DUI: Invoice: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'No.' (210010), 'Name' (Simple Studio), and 'Customer' (1002). There are tabs for 'Terms', 'Items', and 'Address'. The 'Terms' tab is active, showing fields for 'Invoice Date' (02/17/2010), 'Our Ref.' (Steve Johnson), 'Payment Terms' (15), 'Attn.' (Jonathan), 'Due Date' (03/04/2010), 'Service Del.Date' (02/17/2010), and 'Transaction Date' (02/17/2010). Below this is a table with columns: Item, Qty, Description, Unit Price, %, Sum, and Tx Cd. The table has 13 rows. Row 2 is highlighted and has red lines through it. The data in row 2 is: 10112, 3, Harp, 788.00, %, 2,364.00, SS. At the bottom of the window, there are checkboxes for 'OK' and 'TAX2', and fields for 'Tax' (94.56), 'Sub-Total' (2,364.00), and 'TOTAL' (2,458.56).

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1		Instruments				
2	10112	3 Harp	788.00		2,364.00	SS
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

You cannot invalidate an Invoice if it has been at least partially paid or credited or if it has not been approved.

In multi-user systems, you can use Access Groups to control who can invalidate Invoices. To do this, deny access to the 'Invalidating Sales Invoices' or the 'Invalidating Purchase and Sales Invoices' Actions. Access Groups are described below on page 212.

Operations Menu

The screenshot shows the 'Operations' menu for the 'Invoices: Browse' window. It has a gear icon and a list of options: 'OK', 'Invoice Status', and 'Invoice Status' with a keyboard shortcut '⇧G'.

The screenshot shows the 'Operations' menu for the 'Invoice: New' and 'Invoice: Inspect' windows. It has a gear icon and a list of options: 'Invoice Status', 'Create Credit Note', and 'Open GL Transaction' with keyboard shortcuts '⇧R' and '⇧T'.

The Operations menus for Invoices are shown above. On the left is the Operations menu for the 'Invoices: Browse' window: highlight an Invoice in the list before selecting the function that you need. You can also apply the function to a group of Invoices: highlight the first Invoice in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Invoice: New' and 'Invoice: Inspect' windows.

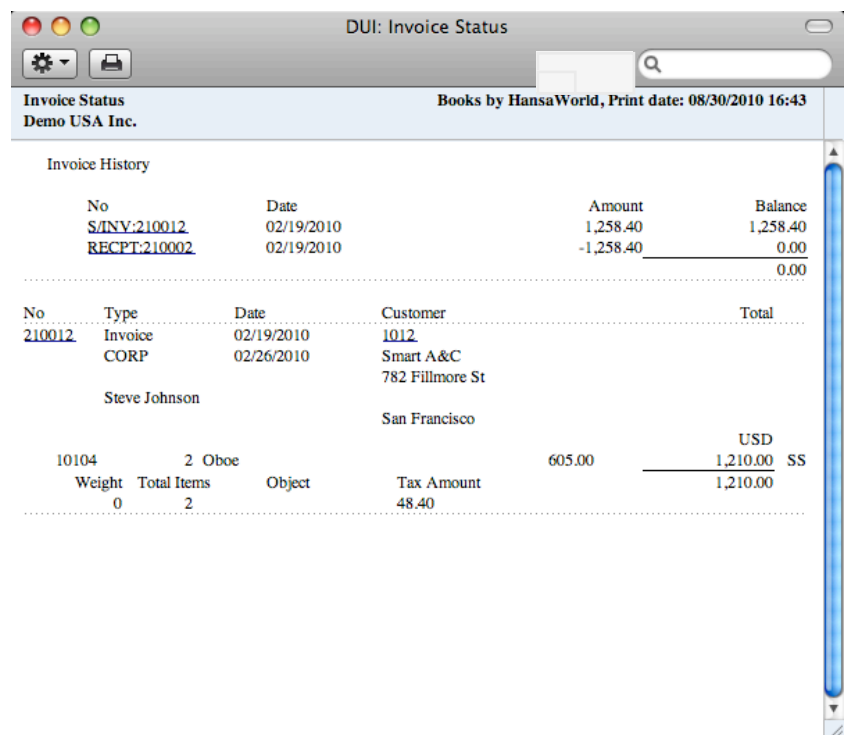
OK

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

In multi-user systems, you can use Access Groups to control who can approve Invoices and Credit Notes. To do this, deny access to the 'OKing Invoices' and 'OKing Credit Notes' Actions respectively. Access Groups are described below on page 212.

Invoice Status

This command prints a report to screen summarizing all aspects of the Invoice, including Items and payment history. In the illustration below, the Invoice in question has been paid with a Receipt.



The screenshot shows a window titled 'DUI: Invoice Status' with a search bar and a printer icon. The main content area displays the following information:

Invoice Status
Demo USA Inc.

Books by HansaWorld, Print date: 08/30/2010 16:43

Invoice History

No	Date	Amount	Balance
S/INV:210012	02/19/2010	1,258.40	1,258.40
RECPT:210002	02/19/2010	-1,258.40	0.00
			0.00

No	Type	Date	Customer	Total
210012	Invoice	02/19/2010	1012	
	CORP	02/26/2010	Smart A&C	
			782 Fillmore St	
			Steve Johnson	
			San Francisco	

10104	2 Oboe	605.00	USD
Weight	Total Items	Object	Tax Amount
0	2		48.40

1,210.00 SS

In the Invoice History section, you can click on a transaction number (Invoice Number or Receipt Number in the example above) to view that Invoice or Receipt. You can also click on the Customer Number to open the Contact record for the Customer.

Create Credit Note

Use this function to create a Credit Note from the Invoice. Please refer to page 90 above for details.

Open GL Transaction

When you approve and save an Invoice, a General Ledger Transaction will be created. This function allows you to view that Transaction.

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

In multi-user systems, you can use Access Groups to control who can open Transactions from Invoices. To do this, deny access to the 'Open Transactions from Operations Menu' Action or to the General Ledger altogether. Access Groups are described below on page 212.

Receipts

Introduction

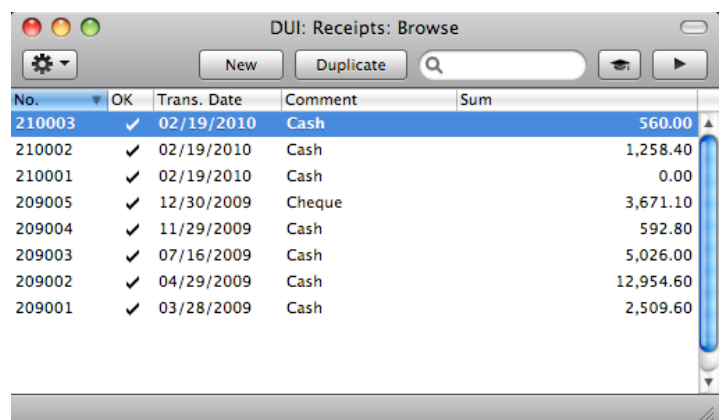
As important as the invoicing itself is the filing of incoming payments in the Receipts register. It is by keeping the Invoice and Receipt registers up to date that you can operate an efficient debt-chasing system.

Before working with Receipts, you should also look at the following settings and registers—

Account Usage A/R	page 203
Payment Modes	page 199
Sub Systems	page 192
Tax Codes	page 193

Entering a Receipt

Open the Receipt register by ensuring you are in the Receivables module and clicking the [Receipts] button in the Master Control panel. The 'Receipts: Browse' window is opened, showing Receipts already entered.



No.	OK	Trans. Date	Comment	Sum
210003	✓	02/19/2010	Cash	560.00
210002	✓	02/19/2010	Cash	1,258.40
210001	✓	02/19/2010	Cash	0.00
209005	✓	12/30/2009	Cheque	3,671.10
209004	✓	11/29/2009	Cash	592.80
209003	✓	07/16/2009	Cash	5,026.00
209002	✓	04/29/2009	Cash	12,954.60
209001	✓	03/28/2009	Cash	2,509.60

Receipts are numbered consecutively. In the list, the Receipt Number is followed by a check mark if the Receipt is approved, by the Date, any Comment and the total value of the Receipt.

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

The 'Receipt: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Receipt. In the case of the duplicate, the Transaction Date of the new Receipt will be the current date, not the date of the duplicated Receipt. Complete the Receipt record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The principle for entering a Receipt is that you know at least—

- 1. How much has actually been received; and
- 2. any extra fees charged by the bank.

DUI: Receipt: Inspect

◀▶⚙️🖨️📄

NewDuplicateCancelSave🔄

No.210002Trans. Date02/19/2010

Payment ModeCAGCommentCash

	Inv. No.	Customer	Pay. Date	Text	Open Inv. Val	Received Val	
1	210012	1012	02/19/2010	Smart A&C	1,258.40	1,258.40	A
2							B
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

☒ OKDeposited1,258.40

First a run-through of the fields.

No.

Paste Special

Select from another Number Series

The Receipt Number of a new Receipt is provided automatically by Books by HansaWorld. The default is the first unused number in the first valid number sequence in the Number Series - Receipts setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Receipts setting, the Receipt Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Receipt Number of a Receipt before saving it: Books by HansaWorld will then continue the sequence from there.

If you are working in a multi-user environment, the Receipt Number is assigned when you first save the Receipt.

Trans. Date

Paste Special

Choose date

This date will be used as the Transaction Date in the General Ledger Transaction that will result from the Receipt.

Payment Mode	Paste Special	Payment Modes setting, Receivables/Payables modules
		The Payment Mode is the method of payment (e.g. check, credit card or cash). It determines the General Ledger Account that will be debited by the Receipt.
		You can enter payments from different Customers against different Invoices in a single Receipt. However, you cannot enter payments with different Payment Modes.
		The first record listed in the Payment Modes setting will be offered as a default.
Comment	Default taken from	Payment Mode
		This text is taken from the Payment Modes setting and will be copied to the Text field in the header of the General Ledger Transaction that will result from the Receipt. You can change it if necessary.

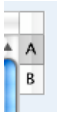
Use the grid area that takes up most of the screen to list the Invoices being paid by the Receipt. You can receive payment against several Invoices in a single Receipt record, but all payments on a single Receipt must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. check, cash or credit card) but also determines the Bank or Cash Account that will be debited with the value of those payments. So, you can record every payment received in a single day and paid into a particular Bank or Cash Account using a single Receipt record.

Each record in the Receipt register results in one General Ledger Transaction, with bank or other institution as debit Account (taken from the Payment Mode).

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

You can bring several Invoices into a Receipt at once by opening the 'Invoices: Browse' or 'Paste Special' windows, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Inv. No. field in the first empty Receipt row. You can also copy a list of Invoice Numbers in a spreadsheet or word processor and paste them in the Inv. No. field in the first empty row.

The grid is divided into two horizontal flips. When you click on a flip tab (marked A and B), the two or three right-hand columns of the grid are replaced.



Flip A

Inv. No.	Paste Special	Open, approved Invoices, Invoice register
		The number of the Invoice being paid. When you enter an Invoice Number, the Open Invoice Value (the amount outstanding) will be shown in the Open Inv. Val field, and this figure will also be brought in to the Received Value field as a default.

If the Invoice qualifies for an early settlement discount, a discount row will be added to the Receipt automatically, together with a suggested discount amount. This will be calculated using the formula specified in the relevant Payment Terms record. If you want to add an *ad hoc* settlement discount, use the 'New Settlement Discount' function on the Operations menu, described below on page 102.

Note that when you use 'Paste Special', only unpaid Invoices will appear in the selection list. However, if you have saved a Receipt without approving it (i.e. the Receipt is a Draft), the Invoice(s) in that Receipt will be treated as unpaid and thus will continue to be included in the 'Paste Special' list. It is therefore recommended that you do not leave Receipts as unapproved for too long, to minimize the risk of quoting Invoices in Receipts more than once.

A Receipt that is a payment made without reference to a specific Invoice (e.g. a deposit paid by the Customer before you have issued them with an Invoice) is known as an "On Account Receipt". Leave this field blank when entering an On Account Receipt, and specify the Customer as usual in the field to the right. The Customer must be one where you are using the On Account option on the 'Terms' card of their Contact record. Please refer to the 'On Account Receipts' section below on page 104 for details.

Customer	Paste Special Customers in Contact register
	Default taken from Invoice
	The Customer Number will be placed here automatically when you enter an Invoice Number.
	In the case of an On Account Receipt, choose a Customer using 'Paste Special'.
Pay. Date	The date when the payment was made. If you are not using the Allow Trans. Date Changing option in the Transaction Settings setting, this date must be the same as the Transaction Date (in the header) and cannot be changed independently.
Text	The Customer's Name will appear here when you enter the Invoice or Customer Number. You can change this text if necessary.
Open Inv. Val.	The outstanding amount of the Invoice being paid. This value cannot be changed.
Received Val	Default taken from Open Invoice Value
	The amount paid. You can change the default figure in the event of partial payments or overpayments.

Flip B**Tax Code, Tax Value**

These fields are only used if you are using the Post Receipt Tax option in the Account Usage A/R setting.

If you are using the Post Receipt Tax option, your Sales Tax liability will be calculated from your Receipts, not from your Invoices. In this case, the Tax Code and Tax Value will be brought in to these fields automatically when you enter an Invoice Number on flip A (the Tax Code comes from the first row of the Invoice). When you approve and save the Receipt, the Tax Value will be moved from the temporary Tax Account (Output Account) to the final one (the O/P Account), as specified in the Tax Codes setting in the General Ledger.

The Post Receipt Tax option also adds a Sales Tax element to On Account Receipts. Again, the O/P Account for the Tax Code will be credited and the Output Account for the Tax Code will be debited with the Tax Value.

Take care with these fields when entering On Account Receipts. As On Account Receipts do not have an Invoice Number, you must enter a Tax Code manually if you are using the Post Receipt Tax option. The Tax Value will then be calculated from the Received Value. The General Ledger Transaction resulting from the Receipt will not have a Tax element if the Tax Code or Tax Value is blank.

Footer**OK**

You can approve a Receipt by checking this box. When you click [Save] to save the Receipt, the Bank or Cash Account specified for the Payment Mode will be debited and the Debtor Control Account of the Invoice(s) being paid will be credited. No further modifications to the Receipt will be possible.

In multi-user systems, you can use Access Groups to control who can approve Receipts. To do this, deny access to the 'OKing Receipts' Action. Access Groups are described below on page 212.

If you would like a warning to appear every time you save a Receipt that you have not approved, please refer to the Global Warnings on UnOKed Records setting in the System module, described below on page 226.

References in this manual to approved Receipts are to Receipts whose OK box has been checked (i.e. an approved Receipt is one that is no longer a Draft).

Deposited

The sum of the Received Values: the total for this Receipt.

Checking and Approving Receipts

Before approving a Receipt, first check to ensure it contains no mistakes. When you are sure it is correct, you can approve it in one of two ways—

1. Click the OK check box with the Receipt on screen and then save it by clicking [Save].
2. Select a Receipt by clicking on it in the 'Receipts: Browse' window, and select 'OK' from the Operations menu. By holding down the Shift key you can highlight a batch of Receipts to approve at a single stroke using this method.

Approving a Receipt causes it to be entered into your Accounts Receivable and allocates the payments it contains to the relevant Invoices. If so defined in the Sub Systems setting in the General Ledger, a Transaction will be generated automatically, registering the Receipt in the General Ledger. This Transaction will be assigned a journal number that is the same as the Receipt Number, and is described in the next section, 'General Ledger Transactions from Receipts'.



***After approving a Receipt,
you cannot change it.***

In multi-user systems, you can use Access Groups to control who can approve Receipts. To do this, deny access to the 'OKing Receipts' Action. Access Groups are described below on page 212.

General Ledger Transactions from Receipts

When you approve and save a Receipt, a General Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the General Ledger. An example is illustrated below—

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	11140	Cash	1,258.40		
2	12100	210012 Smart A&C		1,258.40	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference: 0.00 Total: 1,258.40 1,258.40

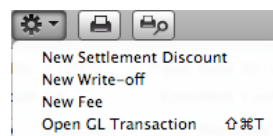
The Debtor Control Account for the Invoice being paid will be transferred to the Receipt. For details about how this is chosen, please refer to the 'General Ledger Transactions from Invoices' section above on page 85.

If the Receipt is an On Account Receipt, the On Account A/C specified in the Account Usage A/R setting will be credited instead of the Debtor Account.

The Bank or Cash Account posting will be determined by the Payment Mode that you specify in the Receipt. This will refer to a record in the Payment Modes setting, available in the Receivables and Payables modules. You should list in this setting the various payment methods that you and your Customers use, such as check, cash, credit card. You can attach a different Account to each payment method, allowing you to receive payments into different bank and cash accounts.

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

Operations Menu



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

OK

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

In multi-user systems, you can use Access Groups to control who can approve Receipts. To do this, deny access to the 'OKing Receipts' Action. Access Groups are described below on page 212.

New Settlement Discount

In normal circumstances, when an Invoice is paid, a settlement discount will be calculated automatically when you enter the Invoice Number in the Receipt. This discount depends on the Payment Term of the Invoice and the Receipt Date.

If a settlement discount is not calculated automatically (e.g. the Invoice does not contain a Payment Term with a settlement discount, or the payment is too late), you can add it yourself using this 'New Settlement Discount' function. After you have specified an Invoice Number in a Receipt row, change the Received Value to the figure paid (i.e. the Invoice Total less settlement discount). Move the insertion point out of the Received Value field, but make sure it remains in the same row, and select this function. A new row will be added to the Receipt, containing the phrase "Set. Disc". As a default, the Received Value of this new row will be set to the figure that remains outstanding on the Invoice: you can change this figure as appropriate.

In both cases (automatic settlement discount, and a settlement discount added using this function), the Settlement Discount Account specified in the Account Usage A/R setting will be debited with the discount amount in the resulting General Ledger Transaction.

New Write-off

You can use this function to write off an Invoice. First, specify the Invoice to be written off in a new Receipt row and change the Received Value to zero. If you need to record a partial payment and wish to write off the remainder, change the Received Value to the value of the partial payment. Move the insertion point out of the Received Value field, but make sure it remains in the same row, then select this function. A new row will be created, containing the phrase "Writeoff".

The Received Value field in this new row will be set to the remaining outstanding amount (i.e. the amount that is to be written off). You can change this figure if you do not want to write off the entire outstanding amount. Approve and save the Receipt in the usual way. When the General Ledger Transaction is created, the Write Off Account specified in the Account Usage A/R setting will be debited.

New Fee

You should use this function when you need to pay a bank charge for a Receipt.

Start by entering the Invoice Number in the left-hand column. Then select 'New Fee' from the Operations menu. A new row will be created, containing the phrase "Fee" and a zero amount. Change the Received Value in this new row to the value of the bank charge. Approve and save the Receipt in the usual way. When the General Ledger Transaction is created, the Bank Fee Account specified in the Account Usage A/R setting will be debited with the value of the bank charge. The Received Value less the Bank Fee will be debited to the Bank Account from the Payment Mode, while the full Received Value will be credited to the Debtor Account.

Open GL Transaction

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

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

In multi-user systems, you can use Access Groups to control who can open Transactions from Receipts. To do this, deny access to the 'Open Transactions from Operations Menu' Action or to the General Ledger altogether. Access Groups are described below on page 212.

On Account Receipts

You can use On Account Receipts when you receive payments from Customers without reference to specific Invoices (usually before you have raised the Invoices). You can enter these payments to the Receipt register in the normal way but without specifying an Invoice Number—

The screenshot shows the 'DUI: Receipt: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'No.' (210008), 'Trans. Date' (08/27/2010), 'Payment Mode' (CQ), and 'Comment' (Check). The main area is a table with columns: 'Inv. No.', 'Customer', 'Pay. Date', 'Text', 'Open Inv. Val', and 'Received Val'. The first row contains the data: '1', '1014', '08/27/2010', 'Best in Music Ltd.', and '1,000.00'. The table has 22 rows in total. At the bottom, there is a 'Deposited' field with the value '1,000.00' and an 'OK' button.

Inv. No.	Customer	Pay. Date	Text	Open Inv. Val	Received Val
1	1014	08/27/2010	Best in Music Ltd.		1,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Deposited 1,000.00

In the Contact record of each Customer likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify a separate control or suspense Account in the Account Usage A/R setting, using the On Account A/C field. The Account that you specify should be one that acknowledges that receiving a deposit creates a liability. The General Ledger Transaction generated when you approve and save an On Account Receipt will credit the Received Value to this Account. The debit Account will be taken from the Payment Mode as usual—

DUI: Transaction: Inspect

No. 210008 Trans. Date 08/27/2010

Text Check

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	11110	Check	1,000.00		
2	26600	Customer Deposits		1,000.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 1,000.00 1,000.00

You can then connect the On Account Receipt to a subsequent Invoice, to remove it from your Accounts Receivable and your General Ledger. First, enter and approve the Invoice as normal and without reference to the On Account Receipt. You must then register that the Invoice has been paid by the On Account Receipt. You can do this in a Receipt record as a two-step process—

DUI: Receipt: Inspect

No. Trans. Date

Payment Mode Comment

Inv. No.	Customer	Pay. Date	Text	Open Inv. Val	Received Val
1 210023	1014	08/31/2010	Best in Music Ltd.	696.80	696.80
2	1014	08/31/2010	Best in Music Ltd.		-696.80
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

☒ OK
 Deposited

In order to update your Accounts Receivable correctly, you must enter the payment information twice as shown above: first as a normal row, and then with a negative sign as an On Account Receipt. The example Periodic Customer Statement below shows how the Invoice for 696.80 has been paid by the earlier On Account Receipt of 1,000.00. The remainder of the On Account Receipt is outstanding—

DUI: Periodic Customer Statement

Periodic Customer Statement
Demo USA Inc.
Detailed

Books by HansaWorld, Print date: 08/31/2010 21:45
Period 01/01/2010 : 12/31/2010
Customer 1014

1014 Best in Music Ltd.

Trans. Date	Type	No	Debit	Credit	USD
		Fwd Balance			0.00
08/27/2010	On Acc.	210008		1,000.00 USD	-1,000.00
08/29/2010	INV	210023	696.80 USD	USD	-303.20
08/31/2010	On Acc.	210014	696.80 USD		393.60
08/31/2010	REC	210014 (210023)		696.80 USD	-303.20
		Total	1,393.60	1,696.80	
		Net Change		303.20	
		Balance			-303.20
		Total	Fwd Bal	Net Change	Balance
		USD			-303.20

In the General Ledger, the Invoice is removed from the Debtor Account, and the balance of the On Account A/C is reduced by the value of the Invoice—

DUI: Transaction: Inspect

No. 210014 Trans. Date 08/31/2010

Text Check

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	12100	210023 Best in Music Ltd.		696.80	
2	26600	Customer Deposits	696.80		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 696.80 696.80

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that you will make an occasional mistake when entering Receipts. Once you have approved a Receipt, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure the Customer's payment history remains correct.

1. In the 'Receipts: Browse' window, highlight the Receipt containing the error.
2. Click [Duplicate]. A new Receipt record is created, an exact copy of the Receipt with the error.
3. Insert a minus sign in front of the Received Value, ensuring the Received Value figure itself remains unchanged.
4. Click the OK check box and save the Receipt.
5. Enter a new, correct, Receipt.

Purchase Invoices

Introduction

The Purchase Invoice register is a record of your company's purchases. Each time you make a purchase, you will receive a Purchase Invoice from the Vendor, which you should enter to the Purchase Invoice register. You will therefore use this register for a number of tasks—

- The Purchase Invoice is a record of the payment demanded from your company by the Vendor;
- Unpaid Purchase Invoices in the register provide the basis for your creditor management reports; and
- Each Purchase Invoice causes a General Ledger Transaction to be created, thus generating the overall purchase and creditor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

You can record three types of purchase transaction in the Purchase Invoice register—

1. You will receive standard Purchase Invoices when goods have been delivered or work carried out before you have issued payment. You should record Payments against such Purchase Invoices in the Payment register, described below on page 123.
2. The Cash Note represents your issuing of a payment at the same time as the work is carried out. When you enter a Cash Note to the Purchase Invoice register, Books by HansaWorld will treat it as having being paid, so there is no need to enter a separate payment record in the Payment register. Books by HansaWorld will also look after the General Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. You should use Credit Notes to correct mistakes in Purchase Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your overall purchase and creditor figures. Again, Books by HansaWorld looks after these General Ledger implications automatically.

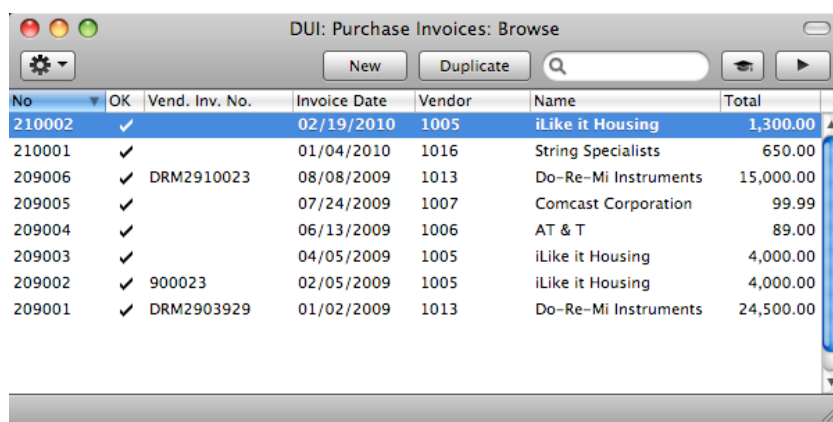
If you would like the General Ledger implications of all these types of Purchase Invoice to be looked after automatically as described, switch on the Purchase Invoice option in the Sub Systems setting in the General Ledger.

The use of the Purchase Invoice register, including each of these types of purchase transaction, is now described in detail. Before you start entering Purchase Invoices, however, you must ensure that you have defined the current (accounting) year, using the Fiscal Years setting. This is described below on page 224.

Before working with Purchase Invoices, you should also look at the following settings and registers—

Account Usage A/P	page 195
Accounts	page 71
Vendors	page 34
Payment Terms	page 200
Sub Systems	page 192
Tax Codes	page 193

To open the Purchase Invoice register, use the [Module] button in the Master Control panel to enter the Payables module, and then click the [Purchase Invoices] button in the Master Control panel. The 'Purchase Invoices: Browse' window is opened, showing the Purchase Invoices that have already been entered.



No	OK	Vend. Inv. No.	Invoice Date	Vendor	Name	Total
210002	✓		02/19/2010	1005	iLike it Housing	1,300.00
210001	✓		01/04/2010	1016	String Specialists	650.00
209006	✓	DRM2910023	08/08/2009	1013	Do-Re-Mi Instruments	15,000.00
209005	✓		07/24/2009	1007	Comcast Corporation	99.99
209004	✓		06/13/2009	1006	AT & T	89.00
209003	✓		04/05/2009	1005	iLike it Housing	4,000.00
209002	✓	900023	02/05/2009	1005	iLike it Housing	4,000.00
209001	✓	DRM2903929	01/02/2009	1013	Do-Re-Mi Instruments	24,500.00

Purchase Invoices are given a unique internal identifying code, using a consecutive numbering system. This is in addition to any number allocated to the Invoice by the issuer (the Vendor). The internal number is shown in the left-hand column, followed by a check mark (if the Purchase Invoice is approved), the Vendor's Invoice Number, the issue date, the Vendor Number and Name and finally by the Invoice value.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Books by HansaWorld will search for the first record matching the keyword in the same column as the selected sorting order. If you are using Mac OS X, you can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Entering a Purchase Invoice

To enter a new Purchase Invoice, open the 'Purchase Invoices: Browse' window as described above and click [New] in the Button Bar or use the \mathbb{N} -N or Ctrl-N keyboard shortcut. Alternatively, highlight a Purchase Invoice similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

duplicate, the Vendor Invoice Number will not be copied. Complete the Purchase Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

DUI: Purchase Invoice: Inspect

No. 210002 Invoice Date 02/19/2010 Trans. Date 02/19/2010

Vendor 1005 Name iLike it Housing

TOTAL 1,300.00 Tax Tax Zone: ☒ Local ☐ Domestic ☐ Domestic (Post Tax) ☐ Export ☐ Export (Post Tax)

Vend. Inv. No. Bank A/C

Pay. Terms 37 Credit of Inv.

Due Date 03/21/2010 Reference

	Account	Description	Amount	Tx Cd
1	66010	Rent	1,300.00	EX
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

☒ OK Calculated Tax 0.00

No.**Paste Special**

Select from another Number Series

The number of the Invoice in your Accounts Payable is provided automatically by Books by HansaWorld. The default is the first unused number in the first valid number sequence in the Number Series - Purchase Invoices setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Purchase Invoices setting, the Purchase Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Purchase Invoice Number of a Purchase Invoice before saving it: Books by HansaWorld will then continue the sequence from there.

If you are working in a multi-user environment, the Purchase Invoice Number will be assigned when you first save the Purchase Invoice.

Invoice Date**Paste Special**

Choose date

The date when the Vendor issued the Invoice. This date, together with the Payment Terms, will determine when the Invoice will become due for payment. The date of the previous Purchase Invoice entered is used as a default.

Trans. Date

Paste Special

Choose date

This date will be used as the Transaction Date in the General Ledger Transaction that will result from the Purchase Invoice. You may thus separate Invoice and Transaction Dates in your ledgers.



If you enter different Invoice and Transaction Dates, there will be a timing difference between Accounts Payable and the General Ledger so long as the Invoice remains unpaid. This will be apparent when comparing the Accounts Payable report with the Creditor Control Account.

Vendor

Paste Special

Vendors in Contact register

Enter the Vendor Number or use the 'Paste Special' function. When you press Return, the Vendor's name and other information will be entered into the appropriate fields.

Name

The Vendor's Name is brought in after you have entered the Vendor Number.

TOTAL

The total amount to pay for this Invoice, including any taxes. Before you can save the Purchase Invoice, this figure must equal one of the following, depending on the Zone of the Invoice—

Local, Domestic (Post Tax) and Export (Post Tax)

the sum of the Amounts of the rows plus Tax.

Domestic

the sum of the Amounts of the rows.

Export

the sum of the Amounts of the rows. No Tax is calculated in this case.

The Zone is taken from the 'Account' card of the Contact record for the Vendor and can be seen on the right of the Purchase Invoice window.

Tax

As you add rows to a Purchase Invoice, the Calculated Tax field in the footer will be updated with the total Tax value, calculated using the Amounts and Tax Codes in each row.

If the total Tax amount on the Vendor's Invoice is different to the figure the Calculated Tax field, enter that figure here.

This serves two purposes. First, as mentioned in the description of the TOTAL field immediately above, if the Purchase Invoice is in the Local, Domestic (Post Tax) and Export (Post Tax) Zones, you will only be able to save it if the TOTAL is the same as the sum of the Amounts of the

rows plus Tax. The Tax figure in this equation will be the figure in this field or, if this field is empty, in the Calculated Tax field. Second, the total figure posted to the Tax Input Account(s) will be the figure in this field or, if this field is empty, in the Calculated Tax field.

If the Invoice is from the Domestic or Export Zones, this field is not filled automatically and you should leave it blank. In the case of the Domestic Zone, Tax is calculated using the Tax Code of each row and is shown in the Calculated Tax field in the footer.

Vendor Inv. No.	The Vendor's invoice number.	
Bank A/C	Default taken from	Contact record for the Vendor
	The Vendor's bank account number is brought in from the 'Account' card of the Contact record for the Vendor. If necessary, you can change it to allow payment to be sent to a different account.	
Pay. Terms	Paste Special	Payment Terms setting, Receivables/Payables modules
	Default taken from	Contact record for the Vendor (Purch. Pay Terms)
	Payment Terms entered here will be used to calculate the Due Date (below). You can also use Payment Terms to configure a system of early settlement discounts.	
	Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" Type respectively. When you then approve and save the Invoice, the appropriate General Ledger Transaction will be created. In the case of Cash Notes, this will credit the Cash Account (as specified in the Payment Term record) rather than the Creditor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.	
	Cash Notes are immediately treated as paid and so will not appear in your creditor reports. There is no need to enter a Payment against them. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.	
	When you select a Payment Term of the "Credit Note" type, enter the number of the Invoice to be credited in the Credit of Inv. field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.	
Credit of Inv.	Paste Special	Unpaid Purchase Invoices
	If you are entering a Purchase Credit Note (sometimes known as a "debit memo"), enter here the number of the Purchase Invoice being credited. The Purchase Invoice being credited cannot itself be a Credit Note.	
	Remember to specify a Payment Term of Type "Credit Note" in the Payment Terms field: you must leave the Credit of Inv. field blank when the Payment Term is of any other Type.	

Due Date The date when the Purchase Invoice is to be paid, calculated by Books by HansaWorld using the Invoice Date and the Payment Term. You can change the Due Date, even after you have approved the Invoice. This will be useful if you agree a new Due Date for the Invoice with the Vendor and you need to re-schedule it in your Accounts Payable.

Reference Record here any additional code associated with the Purchase Invoice. When you pay the Purchase Invoice, this Reference will be copied to the Bank Reference field on flip B of the relevant Payment row. It will then be printed on the Payment Form document provided you have included the "Our Reference" field in your Form design.

Tax Zone **Default taken from** Contact record for the Vendor

These radio buttons show the Vendor's Zone, brought in from the Contact register. The selection of a Tax Code for each row depends on the Zone of the Vendor. You cannot change the Zone in a Purchase Invoice: you should make any necessary changes in the Contact register before entering Purchase Invoices.

Tax is calculated as follows—

Local, Domestic (Post Tax) and Export (Post Tax)

Tax is calculated using the Tax Code of each row. In any General Ledger Transaction resulting from the Purchase Invoice, Tax is debited to the Input Account from the Tax Code and credited to the Creditor Account.

Domestic Tax is calculated using the Tax Code of each row. In any General Ledger Transaction resulting from the Purchase Invoice, Tax is debited to the Input Account from the Tax Code and credited to the Output Account from the Tax Code. Therefore, it is recommended that you use a dedicated Tax Code for Tax on Domestic Purchases, with an Output Account that is not used in any other Tax Code.

It is usually recommended that you leave the Tax field in the header empty when entering Purchase Invoices from the Domestic Zone.

Export Tax is not calculated. Any General Ledger Transaction resulting from the Purchase Invoice will not include a Tax element.

The remainder of the Purchase Invoice screen contains a grid that you should use to list the Purchase Invoice Items and Costs. To add rows to a Purchase Invoice, 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.

Account	Paste Special	Account register, General Ledger/System module
		Specify the Cost Account to be debited by the Purchase Invoice. Enter an Account number and press Enter. The Account name will be entered automatically to the Description field.
		If the Contact record for the Vendor has a Cost Account specified on the 'Account' card, this will be entered as a default in the first row.
		You can also enter an Autotransaction Code in this field. You can use Autotransactions to automate the entry of frequently used Transactions, not only reducing labor but also ensuring the correct Accounts are used every time. Autotransactions are fully described below on page 181.
Description	Default taken from	Account
		The Account Name will be entered here automatically when you specify the Account above. You can change the Description if necessary.
Amount		The amount to be debited to the Cost Account.
		A convenient way of quickly entering the correct value is to move the insertion point into the field and then to press the Enter or Return key. Books by HansaWorld will enter the correct value to balance the Purchase Invoice, taking the TOTAL and any previous rows into account.
Tx Cd	Paste Special	Tax Codes setting, General Ledger
		This Tax Code will determine the rate at which Tax will be charged and the Input Tax Account to be debited.
		The default offered in each row will be chosen as follows—
		1. The Purch. Tax Code for the Vendor will be used.
		2. It will be taken from the Account record.
		3. The Tax Code in the Account Usage A/P setting will be used.
		In the last case, the appropriate Tax Code for the Zone of the Vendor will be used.
		You can change this default in a particular Invoice row if necessary.
OK		When you check this box and save the record by clicking [Save], the Purchase Invoice will be approved and posted to your Accounts Payable. A corresponding Transaction will also be created in the General Ledger. Because of these consequences, you will no longer be able to make changes to the Purchase Invoice except to the Due Date and Vendor Inv. No. fields.
		In multi-user systems, you can use Access Groups to control who can approve Purchase Invoices and Purchase Credit Notes. To do this, deny access to the 'OKing Purchase Invoices' and 'OKing Purchase Credit Notes'

Actions respectively. Access Groups are described below on page 212.

If you would like a warning to appear every time you save a Purchase Invoice that you have not approved, please refer to the Global Warnings on UnOKed Records setting in the System module, described below on page 226.

References in this manual to approved Purchase Invoices are to Purchase Invoices whose OK check box has been switched on (i.e. an approved Purchase Invoice is one that is no longer a Draft).

Calculated Tax

The Tax sum, calculated from the Purchase Invoice rows. This figure is calculated automatically as you add rows to the Purchase Invoice.

This figure is rounded up or down according to the Tax rounding rules set in the Round Off setting in the System module. In the General Ledger Transaction resulting from a Purchase Invoice, any amounts lost or gained in this rounding process will be posted to the Round Off Account specified in the Account Usage A/R setting.

Entering a Purchase Invoice - Example

We shall now show how to use the various fields on the Purchase Invoice screen with the help of a few examples.

To open the Purchase Invoice register, first ensure you are in the Payables module and then click the [Purchase Invoices] button in the Master Control panel or use the \mathbb{X} -1 (Mac OS X) or Ctrl-1 (Windows) keyboard shortcut. The 'Purchase Invoices: Browse' window appears, listing the Purchase Invoices that are already in the system. Start entering a new Purchase Invoice by clicking the [New] button or using the \mathbb{X} -N/Ctrl-N keyboard shortcut. The 'Purchase Invoice: New' window opens, with internal Invoice Number entered. Enter the Invoice Date as shown on the Vendor's paper Invoice and press the Return key twice. The Invoice Date will be copied to the Transaction Date field. In almost all cases, these two dates should be the same otherwise your Creditor Account may not match your Accounts Payable report.

The insertion point is now in the Vendor Number field. Press \mathbb{X} -Return/Ctrl-Return: this brings up the 'Paste Vendor' window. Select a Vendor from the list by double-clicking on its name (or by using the cursor keys and pressing Return). Press Return again and Vendor information such as Name and default Payment Term will be placed in the appropriate fields on the Purchase Invoice screen.

The insertion point should now be in the TOTAL field. Enter the total amount payable (inclusive of tax), and, in the Tax field, the tax amount (this latter is optional). Press Return again to move the insertion point to the Vendor Invoice Number field, and enter the number.

Continue and enter the accounting information. Move the insertion point to the Account Number field of the first row in the grid area, and enter the Account Number. Use the 'Paste Special' function to gain access to the Chart of Accounts, from where you can choose the Account that you need. Search among the Accounts in the normal way, by Number or by Name. Highlight the relevant Account in the 'Paste Special' list and press Return or choose it by double-clicking. The Account will be brought into the Purchase Invoice row. Press Return again twice and enter the row amount (excluding Tax). In the last

row, pressing Return in the Amount field will cause the Amount to be calculated for you so that the Invoice balances.

When you have added all the items and have checked the Invoice, approve it by checking the OK box. When you save the Invoice, it will be committed to your Accounts Payable.

Save the Invoice by clicking [Save] or [New]: use the latter option to continue with the next invoice. The TOTAL must equal one of the following before you can continue, depending on the Zone of the Invoice—

Local, Domestic (Post Tax) and Export (Post Tax)

the sum of the Amounts of the rows plus Tax.

Domestic

the sum of the Amounts of the rows.

Export

the sum of the Amounts of the rows. No Tax is calculated in this case.

If this is not the case, Books by HansaWorld will display the error message: "Transaction out of balance" when you try to save.

Until you have approved the Invoice by checking the OK box and saving, you can still change it.

Inspecting and Approving Purchase Invoices

If you did not approve a Purchase Invoice when you entered it, you must approve it at a later time in order to commit it to your Accounts Payable, and, if so defined in the Sub Systems setting in the General Ledger, for the General Ledger Transaction to be generated. Approval also causes the Invoice record to be locked, so that you cannot change it after this point. You can only issue Payments against approved Purchase Invoices.

There are two ways to approve an Invoice—

1. When viewing a Purchase Invoice, click the OK check box and then [Save];
or
2. Highlight one or more Invoices in the 'Purchase Invoices: Browse' window and select 'OK' from the Operations menu.

In multi-user systems, you can use Access Groups to control who can approve Purchase Invoices and Purchase Credit Notes. To do this, deny access to the 'OKing Purchase Invoices' and 'OKing Purchase Credit Notes' Actions respectively. Access Groups are described below on page 212.

General Ledger Transactions from Purchase Invoices

When you approve and save a Purchase Invoice, a General Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the General Ledger. An example is illustrated below—

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	21000	Accounts Payable		1,300.00	
2	66010	Rent	1,300.00		EX
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference: 0.00 Total: 1,300.00 1,300.00

The Purchase Accounts (also known as Cost Accounts) in the General Ledger will record the levels of purchases of different types of Items. When you enter Purchase Invoices, you should enter a Purchase Account in each row (in the column marked 'Account'). Different rows can have different Purchase Accounts.

In some instances a default Purchase Account will be placed in the Account field in the first row of a Purchase Invoice. This default will appear if you have specified a Cost Account on the 'Account' card of the Contact record for the Vendor. You might specify such a default for Vendors of services (such as electricity or telephone services), whose Purchase Invoices are always posted to the same Account.

For each row in an Invoice, the Tax Account will be taken from the specified Tax Code. This will be chosen as follows—

1. The Purchase Tax Code in the record for the Vendor in the Contact register will be used. If you do not, or if you have not specified a Purchase Tax Code for the Vendor in question—
2. The Tax Code will be taken from the relevant Account record in the Account register. If this is blank—
3. The Tax Code specified in the Account Usage A/P setting is used.

In the cases of point 3, the relevant Tax Code for the Zone to which the Vendor belongs will be used. Each of the three Zones can have a different Tax Code.

The Creditor Account is chosen as follows—

1. The Creditor Account specified on the 'Account' card of the Contact record for the Vendor is used. If this is blank—
2. The Creditor Account in the Vendor Category to which the Vendor belongs is used. If this is blank, or the Vendor does not belong to a Category—
3. The Creditor Account will be taken from the Account Usage A/P setting.

If the Purchase Invoice is a Cash Note, the Cash Account in the relevant Payment Term record or in the Account Usage A/P setting will be used in place of the Debtor Account.

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

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not affect your Creditor Account or appear in any of your credit management reports: instead, a credit posting for the Invoice value is made directly to your Cash Account.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term in the Contact records for Vendors you will always pay immediately (using the Purch. Pay. Terms field in the Contact register), so that you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Accounts Payable and for General Ledger Transactions to be created.

Crediting Purchase Invoices

If you want to credit a Purchase Invoice that has been sent to you, follow these steps—

1. Create a new Purchase Invoice record, or duplicate the Purchase Invoice you want to credit. Duplicating will ensure that the correct Purchase Account(s) will be credited.
2. Fill in the data in the normal way, but change the Payment Terms to refer to a Payment Term record of Type "Credit Note" and enter the number of the credited Invoice in the Credit of Inv. field. Use 'Paste Special' from this field to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.
3. When you approve and save the Invoice, the Accounts Payable will be updated, and a new General Ledger Transaction will be generated.

In multi-user systems, you can use Access Groups to control who can approve Purchase Credit Notes: they need not be the same members of staff as those who can approve Invoices. To do this, deny access to the 'OKing Purchase Credit Notes' Action. Access Groups are described below on page 212.

Purchase Credit Notes and Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. A Credit Note will debit the Creditor Account, while reversing a Cash Note should debit the Cash Account. Instead you should enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

Invalidating Purchase Invoices

In some circumstances it can be appropriate to invalidate a Purchase Invoice using the 'Invalidate' command on the Record menu. This function will remove the Invoice from your Accounts Payable; any associated General Ledger Transaction will be removed as well. An invalidated Invoice is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Purchase Invoices: Browse' window.

DUI: Purchase Invoice: Inspect

No. 210003 Invoice Date 01/04/2010 Trans. Date 01/04/2010

Vendor 1005 Name iLike it Housing Tax Zone ☒ Local ☐ Domestic ☐ Domestic (Post Tax) ☐ Export ☐ Export (Post Tax)

TOTAL Tax

Vend. Inv. No. Bank A/C

Pay. Terms 37 Credit of Inv.

Due Date 02/03/2010 Reference ppp

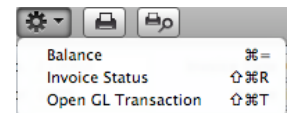
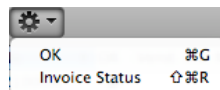
Account	Description	Amount	Tx Cd
1 66010	Rent	55	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

☒ OK Calculated Tax

You cannot invalidate a Purchase Invoice if it has been paid or credited (in part or in full) or if it has not been approved.

In multi-user systems, you can use Access Groups to control who can invalidate Invoices. To do this, deny access to the 'Invalidating Purchase Invoices' or the 'Invalidating Purchase and Sales Invoices' Actions. Access Groups are described below on page 212.

Operations Menu



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

OK

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

In multi-user systems, you can use Access Groups to control who can approve Purchase Invoices and Purchase Credit Notes. To do this, deny access to the 'OKing Purchase Invoices' and 'OKing Purchase Credit Notes' Actions respectively. Access Groups are described below on page 212.

Invoice Status

This command prints a report to screen summarizing all aspects of the Invoice, including Accounts and payment history. In the illustration below, the Purchase Invoice in question has been paid with a Payment.

DUI: Invoice Status

Invoice Status Demo USA Inc. Books by HansaWorld, Print date: 09/01/2010 15:54

Invoice History

No	Date		Amount	Balance
P/INV:210002	02/19/2010		1,300.00	1,300.00
PAYMT:210001	02/22/2010		-1,000.00	300.00
PAYMT:210001	02/22/2010	Settl. Disc	-300.00	0.00
				0.00

No	Date	Vendor	Type	Total
210002	02/19/2010	iLike it Housing		1,300.00 USD
			Tax	0.00
66010		Rent		1,300.00
				0.00

In the Invoice History section showing the payment history, you can click on a transaction number (Purchase Invoice Number or Payment Number in the example above) to view that Invoice or Payment.

Balance

Before you can save a Purchase Invoice, the amount in the TOTAL field in the header must equal the sum of the Amounts of the Invoice rows plus the Tax. If this is not the case, an error message 'Transaction out of balance' will appear when you try to save. You can then use this function to balance the figures.

Before you use the function, you should place the insertion point either in the TOTAL field in the header or in the Amount field of one of the Purchase Invoice rows. Selecting the function will cause the value in the field containing the insertion point to be adjusted so that the Purchase Invoice balances, allowing you to save it.

Open GL Transaction

When you approve and save a Purchase Invoice, a General Ledger Transaction will be created. This function allows you to view that Transaction.

On selecting the function, the Transaction will be opened in a new window.

In multi-user systems, you can use Access Groups to control who can open Transactions from Purchase Invoices. To do this, deny access to the 'Open Transactions from Operations Menu' Action or to the General Ledger altogether. Access Groups are described below on page 212.

Payments

Introduction

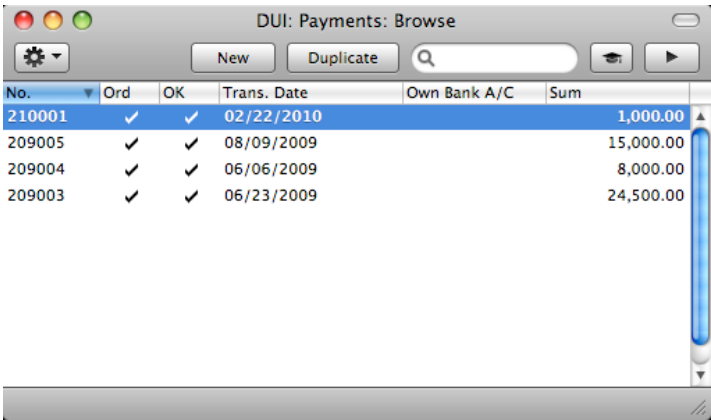
Use this register to issue Payments to creditors. Keeping the Purchase Invoice and Payment registers up to date will allow you to operate an efficient system for paying your Vendors and will help you to predict your cash flow accurately.

Before working with Payments, you should also look at the following settings and registers—

Account Usage A/P	page 195
Payment Modes	page 199
Sub Systems	page 192
Tax Codes	page 193

Entering a Payment

Open the Payment register by ensuring you are in the Payables module and clicking the [Payments] button in the Master Control panel. The 'Payments: Browse' window is opened, showing Payments already entered.



The screenshot shows a window titled 'DUI: Payments: Browse'. It contains a table with the following columns: No., Ord, OK, Trans. Date, Own Bank A/C, and Sum. The table lists four payments, with the first one highlighted in blue.

No.	Ord	OK	Trans. Date	Own Bank A/C	Sum
210001	✓	✓	02/22/2010		1,000.00
209005	✓	✓	08/09/2009		15,000.00
209004	✓	✓	06/06/2009		8,000.00
209003	✓	✓	06/23/2009		24,500.00

Payments are numbered consecutively. In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date, the bank account number from which the Payment was issued and the total value of the Payment.

To enter a new Payment, click the [New] button in the Button Bar or use the ⌘-N (Mac OS X) or Ctrl-N (Windows) keyboard shortcut. Alternatively, highlight a Payment similar to the one you want to enter and click the [Duplicate] button.

The 'Payment: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Payment. Complete the Payment record as described below, then save it using the [Save] button and close the window by clicking the close box.

The principle for entering a Payment is that you know the following—

- 1. How much has actually been withdrawn; and
- 2. any extra fees charged by the bank.

Books by HansaWorld provides several shortcuts to simplify your work entering Payments. You can for example bring a date into a date field using the 'Paste Special' function (⌘-Enter or Ctrl-Enter). You can also use this function to simplify the entering of Purchase Invoices, Vendors and Payment Modes.

DUI: Payment: Inspect

No. 210001 Pay Date 02/22/2010 Trans. Date 02/22/2010

Pay Mode CA Own Bank A/C

No.	Vendor	Text	To Bank A/C	Open Inv.Val	Sent Value
1	210002	1005	iLike it Housing	1,300.00	1,000.00
2	210002	Set. Disc.	USD 300.00 USD 300.00	USD 300.00	USD 300.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

☒ Ordered ☒ OK

Withdrawn 1,000.00

First, a run-through of the fields.

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

The Payment Number of a new Payment is provided automatically by Books by HansaWorld. The default is the first unused number in the first valid number sequence in the Number Series - Payments setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Payments setting, the Payment Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Payment Number of a Payment before saving it: Books by HansaWorld will then continue the sequence from there.

If you are working in a multi-user environment, the Payment Number is assigned when you first save the Payment.

Pay Date	Paste Special	Choose date
		The date when you want the Payment to be executed.
		After you have Ordered a Payment, you can still change the Payment Date. After approval, however, no further changes are possible.
Trans. Date		This date will be used as the Transaction Date in the General Ledger Transaction that will result from the Payment. This date is always the same as the Payment Date and cannot be changed independently.
Pay Mode	Paste Special	Payment Modes setting, Receivables/Payables modules
		The Payment Mode is the method of payment (e.g. check, credit card or cash). It determines the General Ledger Account that will be credited by the Payment.
		You can issue payments to different Vendors against different Invoices using a single Payment record. However, you cannot enter payments with different Payment Modes.
		The first record listed in the Payment Modes setting will be offered as a default.
Own Bank A/C		The number of the bank account from where you will issue the Payment. This information will be brought in from the Payment Mode record.

Use the grid area that takes up most of the screen to list the Purchase Invoices being paid by the Payment. You can pay several Purchase Invoices in a single Payment record, but all payments must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. check, cash or credit card) but also determines the Bank or Cash Account that will be credited with the value of those payments. So, you can record every payment issued in a single day from a particular Bank Account using a single Payment record.

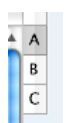
If you need to print a remittance advice and/or a check, separate documents will be printed for each Vendor included in the Payment record.

Each record in the Payment register results in one General Ledger Transaction, with bank or other institution as credit Account (taken from the Payment Mode).

To add a row to a Payment, 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.

You can bring several Purchase Invoices into a Payment by opening the 'Purchase Invoices: Browse' or 'Paste Special' windows, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the No. field in the first empty Payment row. You can also copy a list of Invoice Numbers from a spreadsheet or word processor and paste them in the No. field in the first empty row.

The grid is divided into three horizontal flips. When you click on a flip tab (marked A, B and C), the right-hand columns of the grid will be replaced.



Flip A

No.	Paste Special	Open, approved Purchase Invoices, Purchase Invoice register
	<p>The number of the Purchase Invoice being paid. When you enter an Invoice Number, the Open Invoice Value (the amount outstanding) is shown in the Open Inv. Val field, and this figure will also be brought in to the Sent Value field as a default.</p> <p>If the Invoice qualifies for an early settlement discount, a discount row will be added to the Payment automatically, together with a suggested discount amount. This is calculated using the formula specified in the relevant Payment Terms record. If you want to add an <i>ad hoc</i> settlement discount, use the 'New Settlement Discount' function on the Operations menu, described below on page 133.</p> <p>Note that when you use 'Paste Special', only unpaid Purchase Invoices will appear in the selection list. However, if you have saved a Payment without Ordering or approving it (i.e. the Payment is a Draft), the Purchase Invoice(s) in that Payment will be treated as unpaid and thus will continue to be included in the 'Paste Special' list. It is therefore recommended that you do not leave Payments as unordered or unapproved for too long, to minimize the risk of quoting Purchase Invoices in Payments more than once.</p> <p>A Payment that is a payment made without reference to a specific Invoice (e.g. a deposit you have paid to the Vendor before they have issued an Invoice) is known as an "On Account Payment". Leave this field blank when entering On Account Payments, and specify the Vendor as normal in the field to the right. The Vendor must be one where you have switched on the On Account option on the 'Terms' card of their Contact record. This is fully described in the 'On Account Payments' section below on page 135.</p>	
Vendor	Paste Special	Vendors in Contact register
	Default taken from	Purchase Invoice
	<p>The Vendor Number will be placed here automatically when you enter a Purchase Invoice Number.</p> <p>In the case of an On Account Payment, choose a Vendor using 'Paste Special'.</p>	
Text	<p>The Vendor's Name will appear here when you enter the Purchase Invoice or Vendor Number (in the former case, the Vendor's Invoice Number will appear here as well, separated from the Name by a comma). You may change this if you wish.</p>	
To Bank A/C	<p>The number of the Vendor's bank account receiving the Payment is brought in from the Purchase Invoice. This in turn will have been taken from the 'Account' card of the Contact record for the Vendor.</p>	

Open Inv. Value	The outstanding amount of the Invoice being paid. This value cannot be changed.	
Sent Val	Default taken from	Open Invoice Value
The amount paid against the Purchase Invoice. You can change the default figure, in the event of partial payments or overpayments.		

Flip B

Bank Reference	Default taken from	Purchase Invoice (Reference field)
This reference will be included in bank export files in some countries. Please refer to your local Books by HansaWorld representative for details.		

Tax Code, Tax Value

These fields are only used if you are using the Post Payment Tax option in the Account Usage A/P setting.

If you are using the Post Payment Tax option, your Tax claim will be calculated from your Payments, not from your Purchase Invoices. In this case, the Tax Code and Tax Value will be brought in to these fields automatically when you enter a Purchase Invoice Number on flip A (the Tax Code comes from the first row of the Invoice). When you approve and save the Payment, the Tax Value will be moved from the temporary Tax Account (Input Account) to the final one (the I/P Account), as specified in the Tax Codes setting in the General Ledger.

The Post Payment Tax option also adds a Tax element to On Account Payments. Once again, the I/P Account for the Tax Code will be debited and the Input Account for the Tax Code will be credited with the Tax Value.

Take care with these fields when entering On Account Payments. As On Account Payments do not have an Invoice Number, you must enter a Tax Code manually if you are using the Post Payment Tax option. The Tax Value will then be calculated from the Sent Value. The General Ledger Transaction resulting from the Payment will not have a Tax element if the Tax Code or Tax Value is blank.

Footer

Ordered	<p>The Ordered and OK check boxes are provided to allow for the delay between the issuing of a Payment and the clearing of the funds from your company's bank account. Checking the Ordered box indicates that you have issued a Payment, while checking the OK box indicates that the funds have been cleared. You must therefore check the Ordered box before the OK box.</p> <p>When you save a Payment with its Ordered box checked, the Invoice being paid is no longer treated as open, even if the OK box is not checked.</p> <p>If, after issuing a Payment, it transpires that the funds are not cleared from your company's bank account (perhaps</p>
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because the check bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line will be drawn through the row, re-opening the Purchase Invoice.

In multi-user systems, you can use Access Groups to control who can mark Payments as Ordered. To do this, deny access to the 'Ordering Payment' Action. Access Groups are described below on page 212.

OK

You can approve a Payment by checking this box. When you click [Save] to save the Payment, if so determined in the Sub Systems setting in the General Ledger, a General Ledger Transaction will be generated, crediting the Bank or Cash Account specified in the Payment Mode and debiting the Creditor Control Account of the Invoice being paid.

In multi-user systems, you can use Access Groups to control who can approve Payments. To do this, deny access to the 'OKing Payments' Action. Access Groups are described below on page 212.

If you would like a warning to appear every time you save a Payment that you have not approved, please refer to the Global Warnings on UnOKed Records setting in the System module, described below on page 226.

References in this manual to approved Payments are to Payments whose OK box has been checked (i.e. an approved Payment is one that is no longer a Draft).

Withdrawn

The sum of the Sent Values: the total for this Payment.

Entering a Payment - Example

We shall now show how to enter a Payment with the help of a few examples.

To open the Payment register, first ensure you are in the Payables module and then click the [Payments] button in the Master Control panel. The 'Payments: Browse' window appears, listing the Payments that are already in the system. Start entering a new Payment by clicking the [New] button or using the \mathbb{N} -N (Mac OS X) or Ctrl-N (Windows) keyboard shortcut. The 'Payment: New' window opens, with a Payment Number already entered and the insertion point in the Payment Date field. Enter the date when you want the Payment to go out.

The next field is Payment Mode. Use the 'Paste Special' feature (\mathbb{N} -Enter/Ctrl-Enter) to choose between the various payment methods you have entered in the Payment Modes setting. Your bank account number will be placed in the field to the right, copied from the Payment Mode.

Press Return again to move the insertion point to the No. field, the top left-hand field in the Payment rows grid. For each line, enter the Number of the Purchase Invoice you are paying. Again you can use \mathbb{N} -Enter or Ctrl-Enter to activate the 'Paste Special' function. This time it will open a selection list showing all open (unpaid) Vendor Invoices.

Select a Purchase Invoice by double-clicking. Press Return to bring in information such as the Vendor Number and Name and outstanding amount. Enter the amount you want to pay. Check the Ordered box to order the Payment and save. After saving, the Purchase Invoices in the Payment will no longer be treated as open. You can now print a Remittance Advice by clicking the Printer icon. This can also serve as your documentation for the person writing the

checks. If necessary, you can design the Remittance Advice form to incorporate a check.

When the individual payments in the grid have all been removed from your bank account, approve the Payment by checking the OK box and saving. The Payment will be committed to your Accounts Payable and your General Ledger.

Reconciling and Approving Payments

When paying Purchase Invoices by check, there will be a delay between the ordering of the Payment and the clearing of the funds from your company's bank account.

In such a situation, when you issue the check, enter the Payment in the usual way and check the Ordered box but not the OK box. Then click the [Save] button in the Button Bar. This will ensure the Purchase Invoice(s) being paid will no longer be treated as open (outstanding). You can order several Payments at once by highlighting them in the 'Payments: Browse' window and selecting 'Order' from the Operations menu.

When you receive a statement from the bank, you can reconcile it with the ordered Payments. You should approve Payments that agree with your bank statement by clicking the OK check box and saving. General Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank or Cash Account specified in the Payment Mode. To approve several Payments at once, highlight them in the 'Payments: Browse' window and select 'OK' from the Operations menu.



After approving a Payment, you cannot change it.

If an Ordered Payment is not included in the statement (perhaps because the check bounced or was lost), highlight the relevant rows in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line will be drawn through the row, re-opening the Purchase Invoice. When you approve the Payment, rows with red lines will not be included in the resulting General Ledger Transaction. If you need to apply a red line to every line in the Payment, use the 'Invalidate' function on the Record menu as a short cut.

In multi-user systems, you can use Access Groups to control who can order and approve Payments. To do this, deny access to the 'Ordering Payment' and 'OKing Payments' Actions respectively. Access Groups are described below on page 212.

General Ledger Transactions from Payments

When you approve and save a Payment, a General Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the General Ledger. An example (including postings for a settlement discount) is illustrated below—

DUI: Transaction: Inspect

No. 210001 Trans. Date 02/22/2010

Text

	Account	Description	Base 1 Debit	Base 1 Credit	Tx--
1	21000	1005 iLike it Housing	1,000.00		
2	11140	Cash		1,000.00	
3	21000	1005 iLike it Housing	300.00		
4	61600	Discounts Taken		300.00	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 1,300.00 1,300.00

The Creditor Control Account for the Invoice being paid will be transferred to the Payment. For details about how this is chosen, please refer to the 'General Ledger Transactions from Purchase Invoices' section above on page 118.

If the Payment is an On Account Payment, the On Account A/C specified in the Account Usage A/P setting will be debited instead of the Creditor Account.

The Bank or Cash Account posting will be determined by the Payment Mode that you specify in the Payment. This will refer to a record in the Payment Modes setting, available in the Receivables and Payables modules. You should list in this setting the various payment methods that you use to pay your Vendors, such as check, cash and credit card. You can attach a different Account to each payment method, allowing you to issue payments from different bank and cash accounts.

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

Printing Payment Forms and Checks

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

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

1. Using the Form register in the System module, design the remittance advice and the check. Use the 'Properties' function on the Operations menu to name the Forms (in this description, we have used the names "REM_ADVICE" and "CHECK" respectively) and to assign them Document Types of "Payment" (in the former case) and "Payment Checks". Sample Forms are supplied with Books by HansaWorld: you can modify them to suit your requirements. Full instructions for using the Form register can be found below on page 245.
2. Select the Payables module using the [Module] button in the Master Control panel or the \mathbb{H} -0 or Ctrl-0 keyboard shortcuts.
3. Click the [Documents] button in the Master Control panel or use the \mathbb{H} -D/Ctrl-D keyboard shortcut. The 'Documents' list window is opened showing a list of available documents. Highlight 'Payment Forms'.
4. Select 'Define Document' from the Operations menu.
5. Use the Sequence column in the subsequent window to determine the order in which the Forms will be printed. If, for example, you need a remittance advice to be printed first, on the first line enter "1" as the Sequence Number and "REM_ADVICE" as the Form (you can use 'Paste Special' from the Form field to ensure the spelling is correct). On the second line, enter "2" as the Sequence Number and "CHECK" as the Form. You can use the Printer column to print the Forms on different printers if necessary: you may have a dedicated printer for your check stationery. You can, of course, specify on a third line that an internal authorization document is also to be printed.

Seq.	Lang.	Accs. Gr.	No. Series	Form	Printer	Status
1	1			REM_ADVICE		All
2	2			CHECK		All
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

6. Click [Save] to save the Payment Form definition. From now on, whenever the Payment Form is printed, the remittance advice and the check will be printed, on different printers.

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

1. When viewing an individual Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.
2. By clicking the [Documents] button in the Master Control panel and selecting 'Payment Forms' from the subsequent list.

In the case of a Payment record containing payments to more than one Vendor, separate payment forms will be printed for each Vendor.

If you print an unordered Payment and you are not using the No Test Printout option in the Optional Features setting in the System module, the phrase "Test Printout" will be printed diagonally across the page as a watermark.

Invalidating Payments

In some circumstances it can be appropriate to invalidate a Payment using the 'Invalidate' command on the Record menu. This function will remove the Payment from your Accounts Payable and re-open the Purchase Invoices listed in the Payment. Any associated General Ledger Transaction will be removed from the General Ledger as well. An invalidated Payment is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Payments: Browse' window.

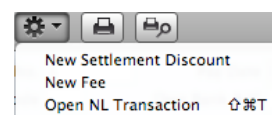
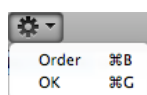
The screenshot shows the 'DUI: Payment: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'No.' (210008), 'Pay Date' (09/20/2010), 'Trans. Date' (09/20/2010), 'Pay Mode' (CA), and 'Own Bank A/C'. The main table has columns: No., Vendor, Text, To Bank A/C, Open Inv.Val, and Sent Value. The first row (No. 1) shows a payment to Comcast Corporation for 99.99. The table is scrollable, showing rows 2 through 22. At the bottom, there are checkboxes for 'Ordered' and 'OK', both of which are checked. A 'Withdrawn' field shows 99.99.

No.	Vendor	Text	To Bank A/C	Open Inv.Val	Sent Value
1	209005-1007	Comcast Corporation		99.99	99.99
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

You cannot invalidate a Payment if it has not been Ordered or approved.

You can use Access Groups to control who can invalidate Payments. To do this, deny access to the 'Invalidating Payments' Action. Access Groups are described below on page 212.

Operations Menu



The Operations menus for Payments are shown above. On the left is the Operations menu for the 'Payments: Browse' window: highlight a Payment in the list before selecting the function that you need. You can also apply the function to a group of Payments: highlight the first Payment in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Payment: New' and 'Payment: Inspect' windows.

Order

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

In multi-user systems, you can use Access Groups to control who can mark Payments as Ordered. To do this, deny access to the 'Ordering Payment' Action. Access Groups are described below on page 212.

OK

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

In multi-user systems, you can use Access Groups to control who can approve Payments. To do this, deny access to the 'OKing Payments' Action. Access Groups are described below on page 212.

New Settlement Discount

In normal circumstances, when you pay a Purchase Invoice, a settlement discount will be calculated automatically when you enter the Purchase Invoice Number in the Payment. This discount depends on the Payment Term of the Invoice and the Payment Date.

If a settlement discount is not calculated automatically (e.g. the Invoice does not contain a Payment Term with a settlement discount, or the payment is too late), you can add it yourself using this 'New Settlement Discount' function. After you have specified the Purchase Invoice Number in a Payment row, change the Sent Value to the figure paid (i.e. the Invoice Total less settlement discount). Move the insertion point out of the Sent Value field, but make sure it remains in the same row, and select 'New Settlement Discount' from the Operations menu. A new row will be added to the Payment, containing the phrase "Set. Disc". As a default, the Sent Value of this new row will be set to the figure that remains outstanding on the Invoice: you can change this figure as appropriate.

In both cases (automatic settlement discount, and a settlement discount added using this function), the Settlement Discount Account specified in the Account Usage A/P setting will be credited with the discount amount in the resulting General Ledger Transaction.

New Fee

You should use this function when you need to pay a single bank charge for the whole Payment. Start by entering the Purchase Invoice Number in the left-hand column. Then select 'New Fee' from the Operations menu. A new row will be created, containing the phrase "Fee" and a zero amount. Change the Sent Value in this new row to the value of the bank charge. When the General Ledger Transaction is created, the Bank Fee Account specified in the Account Usage A/P setting will be credited with the value of the bank charge. The Sent Value plus the Bank Fee will be credited to the Bank Account from the Payment Mode, while the Sent Value will be debited to the Creditor Account.

Open GL Transaction

When you approve and save a Payment, a General Ledger Transaction will be created if so defined in the Sub Systems setting in the General Ledger. This function allows you to view that Transaction.

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

In multi-user systems, you can use Access Groups to control who can open Transactions from Payments. To do this, deny access to the 'Open Transactions from Operations Menu' Action or to the General Ledger altogether. Access Groups are described below on page 212.

On Account Payments

You can use On Account Payments when you issue payments to Vendors without reference to specific Invoices (usually before you have received the Invoices). You can enter these payments to the Payment register in the normal way but without specifying a Purchase Invoice Number on flip A—

DUI: Payment: Inspect

No. 210005 Pay Date 09/20/2010 Trans. Date 09/20/2010

Pay Mode CA Own Bank A/C

No.	Vendor	Text	To Bank A/C	Open Inv.Val	Sent Value	
1	1001	D.I Musical Design			100.00	A
2						B
3						C
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

☒ Ordered ☒ OK

Withdrawn 100.00

In the Contact record for each Vendor to whom you are likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify the separate control or suspense Account number in the Account Usage A/P setting, using the On Account A/C field. The specified Account should be one that acknowledges that issuing a deposit creates an asset. The General Ledger Transaction generated when you approve and save an On Account Payment will debit the Sent Value to this Account. The Credit Account will be taken from the Payment Mode as usual—

DUI: Transaction: Inspect

No. 210005 Trans. Date 09/20/2010

Text

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	12200	Prepayments (to vendors)	100.00		
2	11140	Cash		100.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 100.00 100.00

You can then connect the On Account Payment to a subsequent Purchase Invoice, to remove it from your Accounts Payable and your General Ledger. First enter and approve the Purchase Invoice as normal without reference to the On Account Payment. You must then register that the Purchase Invoice has been paid by the On Account Payment. You can do this in a Payment record as a two-step process—

DUI: Payment: Inspect

No. 210006 Pay Date 09/21/2010 Trans. Date 09/21/2010

Pay Mode CA Own Bank A/C

No.	Vendor	Text	To Bank A/C	Open Inv.Val	Sent Value	
1	210008	1001	430995, D.I Musical Design	75.00	75.00	A
2		1001	D.I Musical Design		-75.00	B
3						C
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

☒ Ordered ☒ OK

Withdrawn 0.00

In order to update your Accounts Payable correctly, you must enter the payment information twice as shown above; first as a normal row, and then with a negative sign as an On Account Payment. The example Periodic Vendor Statement below shows how the Purchase Invoice for 75.00 has been paid by the earlier On Account Payment of 100. The remainder of the On Account Payment is outstanding—

DUI: Periodic Vendor Statement

Periodic Vendor Statement

Demo USA Inc.

Detailed

Books by HansaWorld, Print date: 09/20/2010 21:43

Period 01/01/2010 : 12/31/2010

Vendors 1001

All Contact Classifications

Amounts in Currency

1001

D.I Musical Design

Trans. Date

Type

No

Debit

Credit

Balance

Fwd balance

0.00

09/20/2010

On Acc.

210005

100.00 USD

-100.00

09/21/2010

PINV

210008

75.00 USD

-25.00

09/21/2010

On Acc.

210006

-75.00 USD

50.00

09/21/2010

PAYM

210006, (210008)

75.00 USD

-25.00

Total

100.00

75.00

Net Change

25.00

Balance

-25.00

Fwd Bal

Net Change

Balance

USD

0.00

-25.00

-25.00

In the General Ledger, the Purchase Invoice is removed from the Creditor Account, and the balance of the On Account A/C is reduced by the value of the Purchase Invoice—

The screenshot shows a software window titled "DUI: Transaction: Inspect". At the top, there are buttons for "New", "Duplicate", "Cancel", "Save", and a home icon. Below these are input fields for "No." (210006) and "Trans. Date" (09/21/2010). A "Text" field is also present. The main area is a table with columns: "Account", "Description", "Base 1 Debit", "Base 1 Credit", and "Tx-".

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	21000	1001 D.I Musical Design	75.00		
2	12200	Prepayments (to vendors)		75.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

At the bottom, there are summary fields: "Difference" (0.00), "Total" (75.00), and another "Total" (75.00).

Correcting Mistakes in Payments

Even with the tightest quality control, it is probable that you will make the occasional mistake when entering Payments. Once you have approved a Payment, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure the Vendor's history remains correct.

1. In the 'Payments: Browse' window, highlight the Payment containing the error.
2. Click [Duplicate]. A new Payment record is created, an exact copy of the Payment with the error.
3. Insert a minus sign in front of the Sent Value, ensuring the Sent Value figure itself remains unchanged.
4. Click the OK check box and save the Payment.
5. Enter a new, correct, Payment.

Transactions (Journal Entries)

Introduction

You should record every accounting event as a separate Transaction in the Transaction register. Depending on the nature of an individual Transaction, you can enter it directly to the Transaction register yourself, or it can be created remotely from the Receivables and Payables modules.

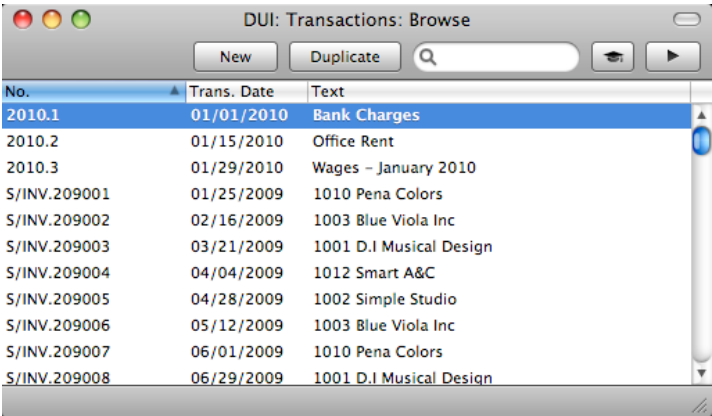
You can decide which Transactions are to be entered directly to the Transaction register and which are to be created remotely from other Ledgers (or "Sub Systems"). You should do this in the Sub Systems setting described below on page 192.

Typically, Transactions representing Sales and Purchase Invoices, Receipts and Payments will be generated remotely from the Receivables and Payables modules. You will enter other types of transactions directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

Before working with Transactions, you should also look at the following settings and registers—

Accounts	page 71
Fiscal Years	page 224
Number Series - Transactions	page 190
Tax Codes	page 193
Transaction Settings	page 195

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



The screenshot shows a window titled "DUI: Transactions: Browse". It has a table with three columns: "No.", "Trans. Date", and "Text". The table contains the following data:

No.	Trans. Date	Text
2010.1	01/01/2010	Bank Charges
2010.2	01/15/2010	Office Rent
2010.3	01/29/2010	Wages - January 2010
S/INV.209001	01/25/2009	1010 Pena Colors
S/INV.209002	02/16/2009	1003 Blue Viola Inc
S/INV.209003	03/21/2009	1001 D.I Musical Design
S/INV.209004	04/04/2009	1012 Smart A&C
S/INV.209005	04/28/2009	1002 Simple Studio
S/INV.209006	05/12/2009	1003 Blue Viola Inc
S/INV.209007	06/01/2009	1010 Pena Colors
S/INV.209008	06/29/2009	1001 D.I Musical Design

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the fiscal year: the Transactions numbered 2010.1 to 2010.3 in the illustration are examples of this. The characters representing the fiscal year are taken from the Fiscal Years setting in the System module. Transactions that have been created from a Sub System are shown with their Transaction Numbers preceded by a code

representing their Sub System. In their case, the Transaction Numbers themselves are determined in the Sub System in which they were created. For example, Transactions generated from Sales Invoices have a Transaction Number that is the same as their Invoice Number, and are shown in the browse window with a prefix of S/INV.

In the Text column you can see the short explanatory text that was entered for each Transaction. For those Transactions created from Sub Systems, the Text column usually shows details of the Customer or Vendor involved.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. The current sort column is shown with its heading colored blue. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. When you press the Return or Enter key, the first record with a match for the keyword in the current sort column will be highlighted. If you need to search for a particular Transaction Number, include the prefix in your keyword e.g. search for "2010.3" not "3" or for "S/INV.209008" not "209008". If you are using Mac OS X, you can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Entering a Transaction

To enter a Transaction, first open the Transaction register by ensuring you are in the General Ledger and then clicking the [Transactions] button in the Master Control panel.

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

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

DUI: Transaction: Inspect

No. 4 Trans. Date 09/20/2010

Text Purchase Desk

Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1 13700	Furniture and Fixtures	247.00		SS
2 61700	Freight Paid	20.00		SS
3 23300	Sales Tax Receivable	10.68		
4 11110	Checking Account		277.68	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Difference 0.00 Total 277.68 277.68

Complete the Transaction record as described below, then save it using the [Save] button and close the window by clicking the close box.

Header

No.	Paste Special	Select from another Number Series
	<p>The Transaction Number of a new Transaction is provided automatically by Books by HansaWorld. The default is the first unused number in the first valid number sequence in the Number Series - Transactions setting. You may change this number, but not to one that has already been used.</p> <p>If you have not defined any number sequences in the Number Series - Transactions setting, the Transaction Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Transaction Number of a Transaction before saving it. Books by HansaWorld will then continue the sequence from there.</p> <p>If you are using the Warn on non-sequenced Transaction Number option in the Transaction Settings setting, you will be given a warning if you enter a new Transaction whose Transaction Number is lower than the previous Transaction Number used. You will still be able to save the Transaction (assuming the new Transaction Number has not already been used, and assuming it is in a valid Number Series).</p> <p>If you are working in a multi-user environment, the Transaction Number will be assigned when you first save the Transaction.</p>	
Trans. Date	Paste Special	Choose date
	<p>The date when the Transaction took place. The last used Transaction Date is offered as a default.</p>	
Text	A short description of the Transaction.	

Footer

Difference	Any difference between the sums of Debited and Credited amounts is shown here: the two sums must be the same before you can save the Transaction. A balancing entry shows a zero difference in this field.
Total	These two fields show the sums of Debits and Credits for the Transaction.

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

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

Account	Paste Special	Account register, General Ledger/System module
	Specify here the Account used by the Transaction row.	
	You can also enter an Autotransaction Code in this field. You can use Autotransactions to automate the entry of frequently used Transactions, not only reducing labor but also ensuring the correct Accounts are used every time. Autotransactions are fully described below on page 181.	
Description	The Account Name will be entered here automatically when you specify the Account above. You can change it in a particular Transaction row if necessary.	
Base 1 Debit, Base 2 Credit		
	For each row, enter a debit or credit amount. The debits total must equal the credits total before you can save the Transaction: each Transaction must therefore have at least two rows.	
Tx-Cd	Paste Special	Tax Codes setting, General Ledger
	Default taken from	Account
	You can mark each row in a Transaction with a Tax Code. The Tax Code may be brought in automatically when you enter an Account number, or you can enter it yourself. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct Tax Code (if any), since it will affect the accuracy of the figures for Net Sales and Net Purchases in the Tax Report. This report is described below on page 290.	

Entering a Transaction - Example

As described above, there are several shortcuts that you can use to simplify your work when entering Transactions. You can bring a date into a date field using the ⌘-Enter (Mac OS X) or Ctrl-Enter (Windows) key combination. If you will be entering Transactions of the same type repeatedly (e.g. salaries), you can automate their entry using Autotransactions. Their use is fully described below on page 181.

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

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

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

We assume that you have bought some office material from the local stationery store. You have purchased two boxes of copy paper for 12.50 each, a box of pencils for 6.00, and a box of adhesive tape for 3.20. The Tax was 1.07, and the total 35.27. You paid by check from the company's current account.

The Transaction will look like this—

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	61060	Office Supplies	25.00		SS
2	61060	Office Supplies	6.00		SS
3	61060	Office Supplies	3.20		SS
4	23300	Sales Tax Receivable	1.07		
5	11110	Checking Account		35.27	
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference: 0.00 Total: 35.27 35.27

3. Click [Save] to enter the Transaction in the General Ledger.
4. The next Transaction records the purchasing of a new desk. Start by clicking [New]. The stationery Transaction is closed and replaced with an empty record ready for data entry.

The desk cost 247.00 excluding Tax. You are charged 20.00 for transport, and then Sales Tax.

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

The screenshot shows the 'DUI: Transaction: New' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a printer icon. Below these, the 'No.' is 6 and the 'Trans. Date' is 09/20/2010. The 'Text' field contains 'Purchase of Desk'. The main table has columns: Account, Description, Base 1 Debit, Base 1 Credit, and Tx-. The first three rows are filled with debit entries: 1 13700 Furniture and Fixtures (247.00), 2 61700 Freight Paid (20.00), and 3 23300 Sales Tax Receivable (10.68). Row 4 has the account 11110 Checking Account and an empty Base 1 Credit field. Rows 5 through 23 are empty. At the bottom, the 'Difference' is 277.68 and the 'Total' is 277.68.

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	13700	Furniture and Fixtures	247.00		SS
2	61700	Freight Paid	20.00		SS
3	23300	Sales Tax Receivable	10.68		
4	11110	Checking Account			
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 277.68 Total 277.68

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

Correcting Transactions

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



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

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

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

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

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

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.
3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error. Note: do not save the Transaction before selecting 'Correction Mark'.

Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1 61060	Office Supplies		25.00	SS
2 61060	Office Supplies		6.00	SS
3 61060	Office Supplies		3.20	SS
4 23300	Sales Tax Receivable		1.07	
5 11110	Checking Account	35.27		
6	Correction to Transaction 2010.5			
7 61060	Office Supplies	34.20		SS
8 23300	Sales Tax Receivable	1.37		
9 11110	Checking Account		35.57	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Difference Total

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

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

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	61060	Office Supplies	25.00		SS
2	61060	Office Supplies	6.00		SS
3	61060	Office Supplies	3.20		SS
4	23300	Sales Tax Receivable	1.07		
5	11110	Checking Account		35.27	
6	Corrected by Transaction 2010.7				
		Reg.Date 09/20/2010			
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference: 0.00 Total: 35.27 35.27

A second method that you can use to correct mistakes emulates that used in manual ledgers, where errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. The accountant will sign the correction, and create a new, corrected entry with the next unused journal number.

1. In the 'Transactions: Browse' window, find and double-click the old Transaction you want to change. Select 'Update Mark' from the Operations menu. A new line is added in the Transaction, containing your Signature and the original date of the Transaction.
2. You will now want to cancel - draw a (red) line across - the faulty row. Highlight the row by clicking the number to the left of the row. Press the Backspace key to draw the correction line across the row. Then you can enter the correct information. Save in the normal way.

DUI: Transaction: Update

No. 6 Trans. Date 09/20/2010

Text Purchase of Desk

	Account	Description	Base 1 Debit	Base 1 Credit	Tx--
1	13700	Furniture and Fixtures	247.00		SS
2	61700	Freight Paid	20.00		SS
3	23300	Sales Tax Receivable	10.68		
4	11110	Checking Account		277.68	
5	Signature SJ Old Trans. Date 09/20/2010				
6	11140	Petty Cash		277.68	
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

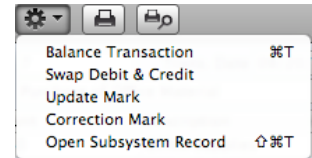
Difference 0.00 Total 277.68 277.68

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

If you discover an error in a Transaction that falls within a closed month, you cannot correct it using 'Update Mark'. This is because 'Update Mark' modifies the Transaction and attempts to save it using the original Transaction Date. This falls in a period when modifications are not permitted. Therefore, the only way you can correct such Transactions is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month. To close a month, use the Locking setting in the System module: please refer to page 228 below for full details.

Operations Menu

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



Balance Transaction

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

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

Swap Debit & Credit

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

This is useful when you wish to cancel a Transaction with an opposing correction Transaction. To do this, find the erroneous Transaction in the 'Transactions: Browse' window, highlight it and click [Duplicate]. A copy of the Transaction is opened. Select this function and save by clicking [Run]. The erroneous Transaction is now cancelled. Full details are contained in the 'Correcting Transactions' section above on page 145.

Update Mark

In the case of a Transaction that contains an error, use this command to insert a special update mark allowing you to record a signature before entering the correct posting on the Transaction. Full details are contained in the 'Correcting Transactions' section above on page 145.

Correction Mark

When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction. Full details are contained in the 'Correcting Transactions' section above on page 145.

Open Subsystem Record

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

Account Reconciliation

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

1. Click the [Account Reconciliation] button in the Master Control panel in the General Ledger. The 'Account Reconciliation' window is opened.
2. Enter a Period, using 'Paste Special' if necessary to access a list of reporting periods. The Period should be large enough to cover all likely journal postings (Transaction rows) to the Bank Account.
3. Enter the Account Number representing your bank account.
4. Click the Unreconciled check box. All unreconciled postings to the specified Account combination will be listed. The figure in the Confirmed Reconciled Balance field shows the balance previously reconciled and should equal the opening balance in the bank statement.

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

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

DUI: Account Reconciliation

Period: 01/01/2010:12/31/2010 ☐ Reconciled Bal. Date: 02/01/2010

Account: 11110 ☒ Unreconciled Confirmed Reconciled Balance: 0.00

Bank Bal: Amount: ☐ Show Reference Currently Reconciled: -2,720.00

Trans	Tr.Date	Description	Base Cur. 1	Rec
1	2010.1	01/01/2010	Bank Charges	-320.00 R
2	2010.2	01/15/2010	Office Rent	-2,400.00 R
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

☐ Overflow New Reconciled Balance: -2,720.00 Difference: -2,720.00

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

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

Account Reconciliation report, if you prefer to work from paper. This report is described below on page 270.

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

You can enter the closing balance in the bank statement in the Bank Bal field in the top left-hand corner of the window. The Difference field will show the difference between the Bank Bal and the New Reconciled Balance.

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

You can do this without closing the 'Account Reconciliation' window by selecting 'Create G/L Transaction' from the Operations menu. Enter the Transaction following the usual procedure described in the section describing the Transaction register above on page 140. When you have saved it, return to the 'Account Reconciliation' window and select 'Refresh' from the Operations menu. Any postings to the specified Account in the new Transaction will be added to the list of unreconciled postings.

7. If the value of a posting shown in the 'Account Reconciliation' list differs from that shown in the bank statement, you should use the 'Create G/L Transaction' function to enter a correcting Transaction to the Transaction register. Alternatively, place the cursor in the Account Reconciliation row containing the erroneous posting, select 'Open G/L Transaction' from the Operations menu to open and update the Transaction. Please refer to the 'Correcting Transactions' section above on page 145 for full details about correcting and updating Transactions. When you have done this, return to the 'Account Reconciliation' window, select 'Refresh' from the Operations menu and mark both the original posting and the correction as reconciled.
8. When you have checked the postings in the list agree with the bank statement and marked them with "R" in the Rec field, the figure in the New Reconciled Balance field should be the same as the closing balance in the bank statement. If you entered the closing balance in the bank statement in the Bank Bal field, the Difference field should contain zero.

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



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

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

Opening Balances

Introduction

Unless you are starting a new business and intend to use Books by HansaWorld to administer your accounts from the first day, you will need to enter some opening balances. If you are starting to use Books by HansaWorld at the beginning of the fiscal year, these opening balances will take the form of the closing balances for each Account for the end of the previous year. If you are starting to use Books by HansaWorld in the middle of the fiscal year, there will be two components to opening balance figures: the closing balances for each Account for the end of the previous year and Account balances for the current year to date.

To carry out this task, you should equip yourself with as much information as you can in the form of transaction data and reports produced by the old system, in order to make this task as easy as possible.

We recommend that you change during a current fiscal year. You should enter Account balances for the previous year and then enter individually all current year transactions registered so far. This will a) make you familiar with Books by HansaWorld, and b) automatically give you a check of the old transactions.

Before you can enter any opening balances, you should have specified the current and, if appropriate, previous fiscal years using the Fiscal Years setting (described on page 224 below) and entered the Chart of Accounts (page 71) and Tax Codes (page 193) you wish to use. If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, it will contain the sample Chart of Accounts supplied with Books by HansaWorld. If this is not suitable, you can import your own chart from a text file or enter it manually.

Once you have entered your Fiscal Year, Chart of Accounts and Tax Codes, it's a good idea to enter all the opening balances at once. Ideally, this process should be completed before you start to enter new Transactions, but it is possible to change the opening balances at any time during the fiscal year.

When entering opening balances, the level of detail is up to you. Factors influencing this decision may be the number of Transactions, the time available to enter these Transactions, whether you can import them (otherwise, you will have to enter them manually) and the level of detail required in your reports. It might be that you enter or import all Transactions individually (in the form of Invoices, Receipts, Purchase Invoices, Payments and General Ledger Transactions) or it might be that you enter a single opening balance for each Account. Full details covering the necessary data entry processes follow in the next sections.

Once you have entered your opening balances in their chosen form, print the reports you usually use and compare them with the reports from your old system. These reports should include the Trial Balance, Profit & Loss and Balance Sheet, and lists of Debtors and Creditors using the Accounts Receivable and Accounts Payable reports respectively.

Opening Balances in the General Ledger

In the General Ledger, the task of entering opening balances can have two stages—

- i. You should enter balances for each Account as they stood at the end of the previous fiscal year. Use the Transaction register for this task. This information should be available in the Trial Balance report obtained from your old system.

You can enter a single opening balance figure for each Account, or you can divide the opening balance figure into individual postings. This decision may depend on the Account itself.

- ii. If appropriate, enter the Transactions for the current year to date, again using the Transaction register.

Once you have entered all balances and Transactions, print out a Trial Balance and compare it with that obtained from your old system. Any discrepancies should be investigated immediately: any delay will make this more difficult.

The following sections assume you have already defined a Chart of Accounts and a set of Tax Codes.

To enter Account balances as they stood at the end of the previous fiscal year to the General Ledger using the Transaction register, follow these steps—

1. Select the General Ledger module using the [Module] button in the Master Control panel or the **⌘-0**/Ctrl-0 keyboard shortcut.
2. Click the [Transactions] button in the Master Control panel to open the Transaction register.
3. When the 'Transactions: Browse' window opens, click [New] on the Button Bar to open a new record.
4. Enter the information as shown in the following illustration. Full details about the fields are to be found in the description of the Transaction register above on page 140. It is recommended that you choose a Transaction Date that is at the end of the previous fiscal year and that is, in any case, prior to the date when you will be starting work with Books by HansaWorld.

DUI: Transaction: New

No. 1 Trans. Date 12/31/2009

Text Opening Balances

	Account	Description	Base 1 Debit	Base 1 Credit	Tx--
1	11110	Checking Account	5,000.00		
2	31000	Owner's/Shareholder's Equity		4,000.00	
3	999999	Temporary Balancing Account		1,000.00	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 5,000.00 5,000.00

If you are entering a single opening balance figure for each Account, use each row in the grid to enter these balances, taking the figures from the Trial Balance report produced by your old system. If you are entering opening balances as individual postings, enter each posting on a separate row. You can enter single opening balance figures for some Accounts, and individual postings for others. For example, you can enter previously unreconciled postings to your Bank Account(s) individually, so that you can reconcile them with your bank statement later. Please refer to the description of the Account Reconciliation register above on page 150 for details about reconciling postings with your bank statement.

- The Transaction screen has 300 rows, allowing you to enter opening balances for up to 300 Accounts in a single record. If you need to enter a significant number of opening balances, you may want to do so using a number of Transaction records. This may be because 300 rows is not sufficient, or it may be because you may want to save your work periodically, by clicking the [Save] button in the top right-hand corner.

When you save a Transaction, Account Balances will be updated immediately. Therefore, you will not be able to change a saved Transaction, hence the need to create a new record after saving.

A Transaction record has to balance for you to save it, so each time you need to save, you can make a balancing posting to a temporary balancing Account as shown in the illustration above.

If you discover a mistake at a later date, you will be able to correct the record using one of the correction features described above on page 145.

- Finish with [Save] when you have entered the last balance, and close the window by clicking the close box. Immediately on saving, the Transaction will update the balances of each Account.

If you are starting to use Books by HansaWorld in the middle of a fiscal year, you should now enter the Transactions for the current year so far. You should enter

these from the original documentation, not copy them from Transaction Journal reports produced from your old system. This will ensure that you do not enter any Transactions that relate to your Accounts Receivable or Payable. These will be entered later. Follow these steps—

7. Using the [Module] button in the Master Control panel, ensure you are still in the General Ledger.
8. Click the [Transactions] button in the Master Control panel to open the Transaction register.
9. When the 'Transactions: Browse' window opens, click [New] in the Button Bar to open a new record.
10. Enter the information as shown in the following illustration. Full details about the fields are to be found in the description of the Transaction register above on page 140. Ensure you use the same Transaction Date that was used when entering the Transaction to your previous system.

DUI: Transaction: New

No. 1 Trans. Date 01/01/2010

Text Purchase of Office Material

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	61060	Office Supplies	25.00		
2	61060	Office Supplies	6.00		
3	61060	Office Supplies	3.20		
4	23300	Sales Tax Receivable	1.37		
5	11110	Checking Account		35.57	
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00 Total 35.57 35.57

11. The Transaction screen does not have an OK check box, so Account Balances are updated as soon as you save the Transaction. Therefore, before saving the Transaction, make sure that no mistakes have been made. One check is that the Debit and Credit totals are the same. Once you have saved the Transaction, you will not be able to change it.
12. Click the [Save] button (or use the Shift-Enter keyboard shortcut) to save the Transaction. Alternatively, if you click the [New] button (or use the ⌘ -N/Ctrl-N keyboard shortcut), the Transaction will be saved and closed, and a new empty record will be opened, allowing you to enter another Transaction.

You can use another feature when you need to enter several Transactions quickly in one sitting and don't want to interrupt your typing by reaching for the mouse. Enter the debits in a Transaction first and then, with the cursor in the Base 1 Credit field in the final credit row, press the Return or Enter key

twice. The first pressing causes the correct credit amount to be entered for you, balancing the entry. The second saves, closes and commits the Transaction to the General Ledger and opens a new, empty, Transaction.

13. Finish with [Save] when you have entered the last Transaction, and close the window by clicking the close box.

Accounts Receivable Opening Balances

It is worth repeating that there can be two components to Accounts Receivable opening balance figures: the final Customer balances from the previous fiscal year and, if you will be starting to use Books by HansaWorld in the middle of a fiscal year, Customer balances for the current year to date.

When considering Customer balances from the previous year, you only need to take account of those that are open (i.e. unpaid). You can enter these in one of two ways—

- as a single outstanding balance for each Customer; or
- as separate outstanding Invoices per Customer.

In considering Customer balances for the current year to date, the following options are available—

- the minimum is to enter a balance for each Customer as a single figure (in fact, you will need to enter an Invoice total and a Receipt total, representing totals for the current fiscal year to date, enabling you to reconcile your bank account and to keep your Periodic Customer Statement report accurate);
- the opposite extreme is to enter all Invoices raised so far in the current fiscal year, and all Receipts;
- a compromise route to reduce the amount of work required is to enter monthly Invoice and Receipt balances for each Customer;
- a final option that you can use if you are changing to Books by HansaWorld from an older computerized system, is to import the current year's Invoices and Receipts from a text file. Please refer to your local Books by HansaWorld representative if you would like to consider this option.

In deciding which procedure to use, one factor to consider is credit control. If you need to produce statements that itemize and age previous Invoices, it will not be enough simply to enter a total balance for each Customer. Instead, you will need to enter individual Invoices and Receipts. If, however, you do not issue statements or it is acceptable for a single opening balance figure to appear on your statements, entering a single opening balance figure per Customer will be sufficient. If you do not issue Invoices or you do not give credit (i.e. if your business is wholly cash-based), you may not need to enter any Accounts Receivable opening balances at all.

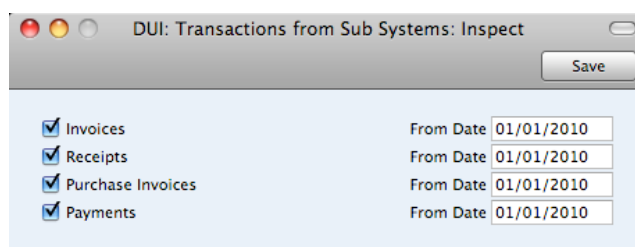
If you need to enter Accounts Receivable opening balances, you should first ensure that you have entered your Customers in the Contact register (please refer to page 34 above for full details). If you are entering individual Invoices, you should also ensure that you have entered the Items that you sell in the Item register (page 59 above). Depending on your old system, you may be able to import this information from text files. Finally, if you are entering Receipts in any form (i.e. individual Receipts, or monthly or year-to-date Receipts) make sure you have entered all relevant Payment Modes (i.e. payment methods), so that

you can post the Receipt amounts to the correct Bank or Cash Account. Payment Modes are described below on page 158.

General Ledger Settings

You should enter Accounts Receivable opening balances in the form of Invoices and Receipts. Any Invoices and Receipts from the previous fiscal year that you enter should not be posted to the General Ledger if you have already entered previous-year General Ledger opening balances as described in the previous section. The General Ledger opening balances include balances for the Accounts affected by Invoices (e.g. the Debtors Account) and so to post to those Accounts from opening balance Invoices is to post the same amounts twice. Therefore, before you can enter your Accounts Receivable opening balances, you need to ensure that Invoices and Receipts from the previous fiscal year will not update the General Ledger.

Using the [Module] button in the Master Control panel, ensure that you are in the General Ledger. Click the [Settings] button, also in the Master Control panel, or use the \mathbb{X} -S/Ctrl-S keyboard shortcut. In the subsequent list, double-click 'Sub Systems'. The following window appears—



Specify by clicking the check boxes the records ("Sub Systems") that will update the General Ledger automatically. In the illustration, for example, approving (marking as OK and saving) an Invoice dated later than 1/1/2010 will cause a General Ledger Transaction to be created, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a Tax Account. If the Invoice is dated earlier than 1/1/2010, a General Ledger Transaction will not be created and so the General Ledger will not be updated.

It is recommended that for each Sub System you enter the first day of your fiscal year. When you enter previous-year opening balances, use a date prior to the Sub System date. This will ensure that General Ledger Transactions will be created when expected and that they will not be created for opening balances. If it takes longer than expected to enter opening balances, you can continue doing so and start to create new records without needing to worry about the consequences in the General Ledger. For example, you can enter previous-year Invoices and Receipts (dated prior to the dates in the Sub System setting) at the same time as issuing new Invoices. The Sub Systems setting will ensure the General Ledger is only updated when it should be.

If you are starting to use Books by HansaWorld in the middle of a fiscal year, you should already have entered the General Ledger Transactions for the current year so far, as described in the 'Opening Balances in the General Ledger' section above on page 153. If, as was recommended, you entered these from the original documentation and did not copy them from Transaction Journal reports produced from your old system, you will not have any current year Transactions that relate to your Accounts Receivable or Payable. These will now be created automatically from the Invoices and Receipts (and Purchase Invoices and Payments) that you are about to enter, providing that they are dated later than the Sub System date (the first day of your fiscal year). If you did enter current year Transactions relating to your Accounts Receivable or Payable as part of the previous exercise, you will not want them created again when you

enter Invoices and Receipts. In this case, make the Sub System date later (a few days before the date when you will start originating transactions in Books by HansaWorld). This means you will be able to enter Invoices for the current year to date and to issue new Invoices simultaneously without needing to worry about the consequences in the General Ledger.

If you are not certain whether you have entered current year Transactions relating to your Accounts Receivable or Payable, produce a Trial Balance report for the current year and check the balances for your Sales, Purchase, Debtor and Creditor Accounts. If these are zero, you have not entered these Transactions. If they are the same as those on the Trial Balance produced from your old system, you have entered these Transactions already. Please refer to the 'Printing Reports' section below on page 162, for instructions about printing a Trial Balance report.

Once the Sub Systems setting is to your satisfaction, save and close the window by clicking [Save] in the Button Bar.



Note that if you have entered previous-year opening balances in the General Ledger, you should not post any Accounts Receivable or Payable opening balances to your General Ledger. To do so will duplicate the work you have already done and will immediately render your accounts inaccurate.

Accounts Receivable Settings

Before entering the first opening balance, there is a single setting in the Receivables module that you need to check if you will be entering Receipts for the fiscal year to date.

Use the [Module] button in the Master Control panel to enter the Receivables module and click the [Settings] button, also in the Master Control panel. In the subsequent list window, double-click on 'Payment Modes'.

	Code	Account	Bank A/C No.	Bank	Comment
1	CA	11140			Cash
2	CQ	11110			Cheque
3	CC	11110			Credit Card
4	BT	11110			Bank Transfer
5					
6					
7					
8					
9					
10					
11					

Payment Modes represent the different methods that your Customers will use to pay your Invoices and you will use to pay your Vendors. Typical examples are

cash, check, direct debit and credit card. If necessary, each Payment Mode can debit a different Account, to represent payments into different bank accounts, into petty cash or by credit card.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will have imported the sample Chart of Accounts supplied with Books by HansaWorld to your database. You will also have imported some basic Payment Modes. If you have modified the Chart of Accounts supplied, or you have created your own, ensure that the Account Numbers shown in the second column now refer to the correct Account (remember, you can use 'Paste Special' if necessary).

To create a new Payment Mode, simply click in the first blank row and enter a unique Code. Then enter the other details as appropriate, referring to page 199 below if necessary to complete the entry. Click [Save] when you have finished. Then, close the 'Settings' list using the close box.

Opening Balances

The process described below applies to the entering of opening balances both from the previous fiscal year and for the current year to date.

You are now ready to enter the first Invoice. Follow the steps described below. If you are entering a single opening balance figure per Customer, either for the previous fiscal year or for the current year to date, you will need to do this by entering it in an Invoice. If so, omit step 7 in the following procedure. Do this—

1. If you are not already in the Receivables module, move into it using the [Module] button in the Master Control panel.
2. Click the [Invoices] button in the Master Control panel or use the ⌘-1 (Mac OS X) or Ctrl-1 (Windows) keyboard shortcut to open the Invoice register.
3. When the 'Invoices: Browse' window opens, click [New] in the Button Bar to open a new record.

DUI: Invoice: New

No. 210001 Name

Customer

Terms Items Address

Inv. Date 01/01/2010 Our Ref. Steve Johnson Official Ser. No.

Pay. Terms Attn.

Due Date Service Del. Date

Trans. Date 01/01/2010

Item	Qty	Description	Unit Price	%	Sum	Tx Cd
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

☐ OK Tax Sub-Total

TAX2 TOTAL

4. When the 'Invoice: New' window opens, the Invoice and Transaction Date fields will both contain the current date taken from the system clock.

If you are entering a single opening balance figure for each Customer, you might like to use a separate numbering sequence for opening balances (use the Number Series - Invoices setting in the Receivables module to set up numbering sequences). If you are entering individual Invoices, you will need to use the Invoice Number and Date of the original Invoice. In multi-user systems, an Invoice Number will be allocated when you save the Invoice for the first time, but you can enter the Invoice Number yourself before saving to be sure that it is correct. When entering individual Invoices for the current year to date, it is recommended that you enter these Invoices in number order from a single client computer to ensure each Invoice retains the number with which it was originally issued.

5. Place the insertion point in the Customer field and activate the 'Paste Special' feature using the **⌘-Enter** (Mac OS X) or **Ctrl-Enter** (Windows) keyboard shortcut. The 'Paste Customer' window appears, showing a list of the Customers recorded in the Contact register. Select a Customer by clicking on its row and pressing the Return key twice. The first pressing causes the Customer Number to be transferred to the field in the Invoice, and the second will move all information about the Customer (Name, Address etc.) to the Invoice.
6. Use the Tab or Return key to move the insertion point to the Date field. In the case of Customer balances from the end of the previous fiscal year, ensure that this is set to a date that is earlier than the cut-off date you specified in the Sub Systems setting.
7. If you are entering individual Invoices, move the insertion point to the Item field and press **⌘-Enter** or **Ctrl-Enter** again. Select the correct Item from the list and press Return twice. The insertion point is moved to the Qty field. Enter the number of items sold, and press Tab or Return. Check that the Unit Price is correct and repeat for each item on the Invoice.
8. If you are entering single opening balances, do not enter an Item Number as described in step 7 and instead move the insertion point to the Qty field and enter a quantity of 1. Press Tab or Return and enter the text "Opening Balance" in the Description field. Enter an amount (excluding Tax) in the Unit Price field.
9. Until you are familiar with the Invoice screen, it is a good idea to check that every field is correct. Clicking the named tabs marked 'Terms', 'Items' and 'Address' causes different information about the Invoice to be shown. Pay particular attention to the Tax Code field: its default is taken from the Item record or, if not specified there, from the Account Usage A/R setting. It will be the latter in the case of single opening balances, as then you are not referring to the Item register.
10. At the bottom of the Invoice the total is shown, together with the Sales Tax amount and the total payable amount.
11. Click [Save] to save the Invoice.

The window title changes to 'Invoice: Inspect'. You can now correct any mistakes before you click the OK check box in the bottom left-hand corner. With the OK box checked, clicking the [Save] button once again approves the Invoice and commits it to your Accounts Receivable. After this you may not change the individual fields. You must approve Invoices before you can

allocate Receipts to them and for them to appear in the Accounts Receivable report and the Periodic Customer Statement.

12. Finish with [New] if you wish to enter another Invoice. Or, if you are entering all Invoices for the current fiscal year, click [Duplicate]. This will create a new Invoice which will be a copy of the one just saved. This will save you having to enter Customer details, etc, again if they are the same.
13. Finish with [Save] when you have entered the last Invoice, and close the window by clicking the close box.

Entering Receipts

As with entering Invoices, you can get a lot of help with entering your Receipts using the shortcuts built in to Books by HansaWorld. Perhaps the most useful tool is the 'Paste Special' command. You can use 'Paste Special' whenever you enter data in a field that refers to another register or setting.

There is no need to enter any Receipts from the previous fiscal year, because you should only have entered outstanding Invoices from that year. You should only follow the steps described below for Receipts from the current year to date (i.e. only if you are starting to use Books by HansaWorld in the middle of a fiscal year).

1. Open the 'Receipts: Browse' window by ensuring you are in the Receivables module and clicking the [Receipts] button in the Master Control panel.
2. When the 'Receipts: Browse' window opens, click [New] or use the ⌘ -N (Mac OS X) or Ctrl-N (Windows) keyboard shortcut to open a new record.
3. The 'Receipt: New' window is shown. You can use a single window to enter all your Receipts from the earlier part of the year, providing that they use the same Payment Mode (i.e. post to the same Bank or Cash Account).

DUI: Receipt: New

No. 211001 Trans. Date 01/04/2010
 Payment Mode CA Comment Cash

	Inv. No.	Customer	Pay. Date	Text	Open Inv. Val	Received Val
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

☐ OK Deposited

4. Enter the data in the top of the window. Select a Payment Mode using 'Paste Special' to open a list of the Payment Modes you created earlier. Make sure the Transaction Date is correct.
5. For each Receipt, enter the Invoice Number in the first column (or use 'Paste Special' to choose from a list of unpaid Invoices) and press the Return key.
6. If you have an Invoice that is part-paid, alter the Received Value field to show the amount paid.
7. When you have entered every Receipt, you should check what you have entered. If you find any errors you can change them as needed. When you are satisfied, click the OK check box in the lower left-hand corner.
8. When you click [New] or [Save], the Receipt is approved and after this may not be deleted or changed.

Accounts Payable Opening Balances

When entering Accounts Payable opening balances, you should follow the same basic decisions and procedures described in the Accounts Receivable section above on page 156, using the Purchase Invoice and Payment registers. Before entering opening balances, use the Sub Systems setting in the General Ledger to make sure that your previous year Accounts Payable opening balances will not be posted to the General Ledger, as described in the Accounts Receivable section above.

Importing Opening Balances


If you are changing to Books by HansaWorld from another computer program, it is likely that you will want to import opening balances for all three ledgers from text files created by your old system. If you wish to do this, please follow the import instructions described in the 'Imports' section below on page 325 to import your text file. For details about the composition of the text files, please refer to your Books by HansaWorld representative. Ensure that they contain opening balances as they were at the beginning of the fiscal year and all subsequent transactions as described in the previous sections.

Printing Reports

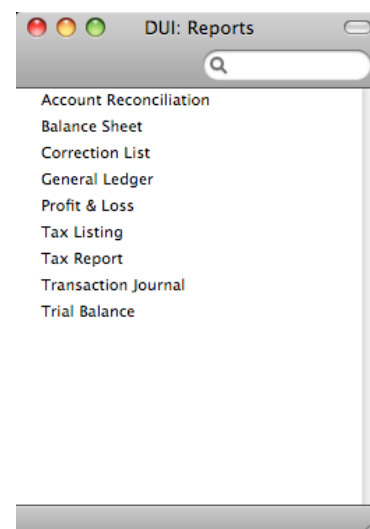
You can produce many different reports from Books by HansaWorld. Detailed descriptions of each report can be found below, beginning on page 266. You should, however, always print a Transaction Journal for the Transactions entered during one work session. The same goes for the Invoice Journal in the Receivables module.

Having completed the process of entering your opening balances, you should now print a Trial Balance and compare it with a Trial Balance produced from your old system.

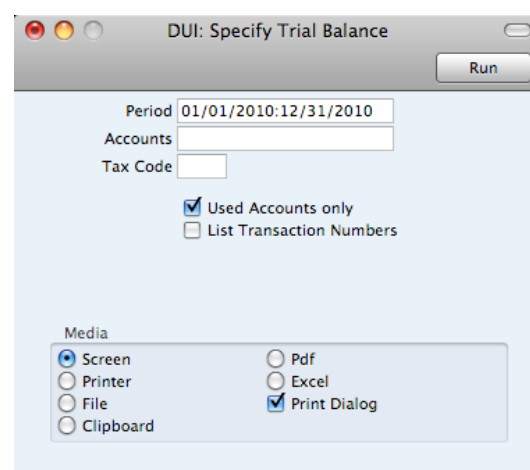
To print a Trial Balance, follow these steps—

1. Ensure you are in the General Ledger module using the [Module] button in the Master Control panel and click the [Reports] button in the Master Control panel. You can also use the -R (Mac OS X) or Ctrl-R (Windows) keyboard shortcut.

2. The 'Reports' list opens, showing the reports that you can produce from the General Ledger—



3. Choose 'Trial Balance' by double-clicking. If you are using Mac OS X, you can also type the first few characters of the name of the report ("trial" for example) and then press the Enter or Return key. If you are using Windows, you can press the "T" key repeatedly until 'Trial Balance' is highlighted and then press the Return or Enter key. The 'Specify Trial Balance' window appears.



4. To report on your opening balances, you should enter in the Period field a period from the beginning of the current fiscal year to the current date. Separate the start and end dates of this period using a colon (:), as shown in the illustration. You can leave all the other fields blank, ensuring that all Accounts etc will be included in the report.
5. Use the Media options at the bottom of the window to choose a print destination (for example, 'Printer' or 'Screen'), and click the [Run] button to produce the report.
6. If you printed to screen and now wish to print on a printer, simply click the Printer icon in the Button Bar of the report window.

Companies

If your business is one where there are separate departments or subsidiary companies that keep separate accounts, their data can be stored in a single Books by HansaWorld database, in separate partitions known as “Companies”. If you set up more than one Company in Books by HansaWorld, each will be completely separate: there will be no common information, although you can copy from one to another using the export and import functions and by dragging and dropping. Separate account balances will be maintained, and each Company within a database can be backed up separately or together (backing up together is recommended).

You should only use this feature to differentiate between different departments if you intend to account for each of them separately. If you keep a single set of accounts covering your whole organization, you only need have a single Company in your database.

On launching Books by HansaWorld for the first time, your first task will be to create a Company, as described in the ‘Starting Books by HansaWorld - New Database’ section above on page 12.

The number of Companies that you can create is restricted by the Configuration setting (in the System module). In a new database, this number will always be one. If you need more than one Company, it is advisable to change this limit and then to enter as many Companies as you need straight away, so that you only need apply for an Enabler Key once. The Enabler Key is dependent upon the number of Companies entered, so you will need to apply for a new one if you add a new Company later. Remember that each Company will maintain completely separate accounts, so there is no need to create separate Companies for departments that are part of the same accounting whole.

Entering Companies

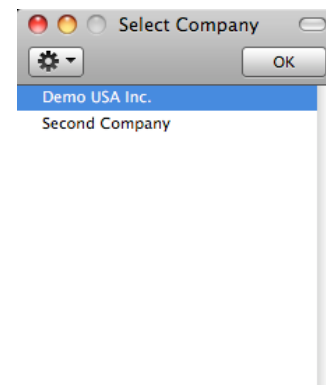
If you have been working with a Books by HansaWorld database for some time and need to change or add to the information in the Company register, ensure you are in the System module and click the [Companies] button in the ‘Registers’ section of the Master Control panel.

You can add new Companies at any time, but remember that doing so will mean that you will need to go through the registration procedure to apply for a new Enabler Key. Before adding a new Company, remember to update the Number of Companies in the Configuration setting. Full details can be found in the ‘Adding a Second Company’ section above on page 18.

For security reasons, Books by HansaWorld will shut down after any changes or additions have been made in the Companies setting. It will restart automatically to allow you to continue working.

Working with Companies

If you have set up more than one Company, you will need to inform Books by HansaWorld which one you would like to work with each time you start work. Whenever you launch Books by HansaWorld, the 'Select Company' list window will appear automatically—



Highlight the Company you wish to work with and press the Enter key (or double-click on the Company in the list).

If you need to change Companies in the middle of a work session, there is no need to quit Books by HansaWorld and restart. Instead, click the [Companies] button in the 'Company' section of the Master Control panel, or use the ⌘ -O (alpha O) (Macintosh) or Ctrl-O (Windows) keyboard shortcut. The 'Select Company' list will appear, where you can choose a new Company to work with.

Connecting to a Single-user Database

If you have a single-user database, it can be possible for you to connect to it from outside the office e.g. from a home computer or from a compatible mobile phone. Follow these steps—

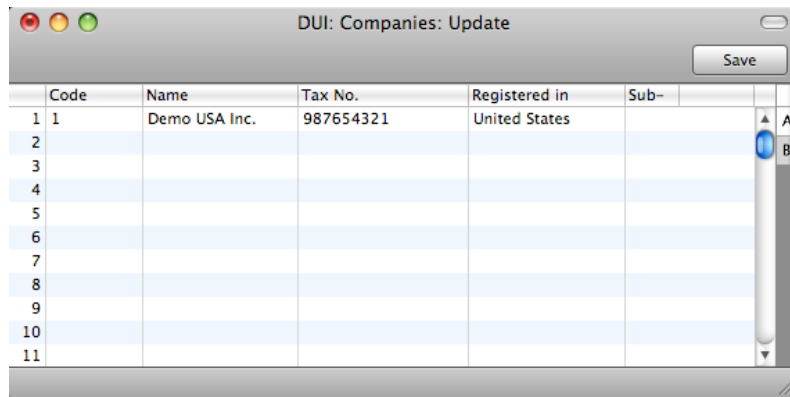
1. Enter your Tax No. in the Company Info setting in the System module. This setting is described above on page 219 below.
2. Ensure you have registered your database as described above on page 20.
3. Change to the User Settings module and, in the Local Machine setting, make sure that you have turned off the No Server Mode when Idle option.

Turning this option off means that your Books by HansaWorld database will go into Server Mode if you have not been using it for ten minutes (it will change to the Server module, and the 'Idle Server Status' window will appear).

On returning to work, you can leave Server Mode by pressing any key on your keyboard or the [Stop Server Mode] button in the 'Idle Server Status' window.

While your Books by HansaWorld database is in Server Mode, you can connect to it while away from the machine, subject to the computer's firewall allowing incoming connections to Books by HansaWorld and to you being able to access the machine's IP address from outside the office. Depending on the operating system, you may be asked to allow incoming connections when you launch the application or when it goes into Server Mode for the first time.

4. Outside the office, launch Books by HansaWorld on your home computer or compatible mobile phone. When the 'Welcome' window appears, click the [New Installation] button and follow the steps to create a new database. Full details are in the 'Starting Books by HansaWorld - New Database' section above on page 12.
5. After logging in, click the [Companies] button in the 'Company' section of the Master Control panel. When the 'Select Company' window opens, choose 'Open Company Register' from the Operations menu. The 'Companies: Inspect' window is opened.
6. Go to flip B and enter your Tax No. and your country of registration. In the latter case, you can use 'Paste Special'.



7. Click the [Save] button. The 'Companies' window will be closed, and Books by HansaWorld will shut down.
8. The program will restart automatically. The 'Select Company' window will appear. Double-click the company name: you will be connected to your Books by HansaWorld database and the 'Login' window will appear. Log in as normal.

Persons

The Person register holds information about Persons, i.e. users, employees, sales persons etc. You can use it as part of your Books by HansaWorld security system: each Person can be given their own password. Once you have entered at least one record to the register, the password dialog box will appear each time you start Books by HansaWorld, requiring you to enter your Signature (i.e. log-in ID) and password.

Licenses to use Books by HansaWorld fall into two categories: Named Users and Concurrent Users. You should record these licenses in the Configuration setting in the System module, as follows—

The screenshot shows a window titled "DUI: Configuration: Inspect" with a "Save" button in the top right corner. The window contains several input fields and checkboxes for configuration:

- No. of Users:** 10
- No. of Companies:** 1
- KPIs:** 0
- Concurrent Users:** 5
- Extra Mailboxes:** 1
- Small Devices:** (empty)
- Conferences:** 0
- Server Hardware:** Apple Macintosh
- Server OS:** Mac OS
- Control String:** ABAAALAA-AB4-AAAAAA-AW-AAAAJA-AFAAABBA-AAA-AAAAAAAAAA
- Control Code:** 27089230
- Key Valid Until:** (empty)
- Enabler Key:** (empty)
- Value Packs:**
 - ☐ Inventory Handling
 - ☐ Point of Sales
 - ☐ Job Costing
- Extra Features:**
 - ☐ Pricing
 - ☐ Cash Book
 - ☐ Fixed Assets
 - ☐ Expenses
 - ☐ CRM
 - ☐ Task Manager
 - ☐ SIP Server Connection
 - ☐ Internal email and conferences
 - ☐ External Email
 - ☐ Business Alerts
 - ☐ KPIs
 - ☐ Wide Area Network
 - ☒ Server
 - ☒ General Ledger
 - ☒ Receivables and Payables

At the bottom, there is a text line: "Call +1 646 459 0704 for help".

No. of Users The total number of licenses (Named + Concurrent)

Concurrent Users The number of Concurrent licenses. The number of Named licenses is therefore No. of Users - Concurrent Users.

Extra Mailboxes The number of Concurrent licenses that have Mailboxes. All Named licenses have Mailboxes, so Named licenses should not be included in this field.

The difference between Named and Concurrent Users is as follows—

Named Users Named Users are useful in cases where you need to limit access to Books by HansaWorld to certain specific employees in an organization.

For example, if you have purchased three Named Users, you can register a maximum of three Named Users in the Person register. These three Named Users must have Mailboxes. All three will be able to log in to Books by HansaWorld at once. The purchase of three Named Users acts as a limit on both the number of Named Users you can enter in the Person register and on the number of Named Users who can log in at the same time.

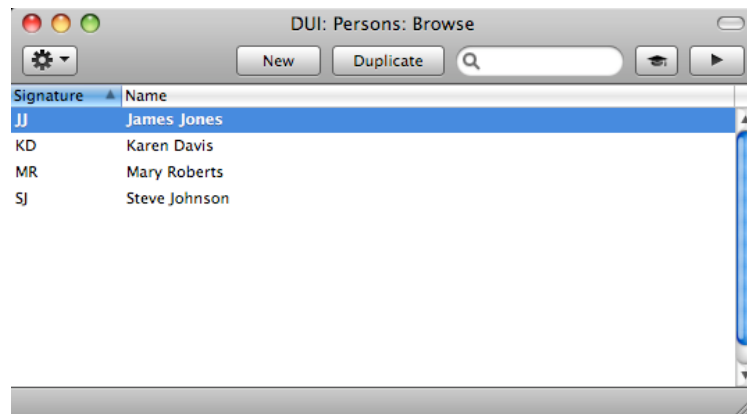
Concurrent Users Concurrent Users are useful in cases where many employees in an organization will need access to Books by HansaWorld, but not all at the same time.

For example, if you have purchased three Concurrent Users, you can register any number of Concurrent Users in the Person register. These Concurrent Users should not have Mailboxes, unless you have purchased Extra Mailboxes for them. Any three will be able to log in to Books by HansaWorld at once. The purchase of three Concurrent Users does not act as a limit on the number of Concurrent Users you can enter in the Person register, only on the number of Concurrent Users who can log in at the same time.

If you need Person records for employees who will not use Books by HansaWorld (perhaps to record sales by employees that will not use Books by HansaWorld themselves), they should be Concurrent Users (even if you have not purchased any Concurrent licenses).

Entering a Person Record

To open the Person register, ensure you are in the System module, then click the [Persons] button in the Master Control panel. The 'Persons: Browse' window is opened, showing Persons that have already been entered.



From here, you can create Person records using two methods—

1. Choose 'Create New User' from the Operations menu. This method will create a Named User with Mailbox and connected record in the Contact register. For more details, please refer to page 172 below.
2. Click the [New] button in the Button Bar or use the ⌘-N/Ctrl-N keyboard shortcut. Alternatively, highlight a Person similar to the one you want to enter and click [Duplicate] on the Button Bar. You will be able to choose whether the new record will be a Named or Concurrent User. If it will be a Named User, you will need to create their Mailbox and, if necessary, their connected record in the Contact register yourself.

If you use the [New] or [Duplicate] buttons as described for the second method above, the 'Person: New' window will be opened, empty if you clicked [New] or containing a duplicate of the highlighted Person.

DUI: Person: Inspect

Signature SJ Access Group ADMIN

Name Steve Johnson

Job Descr

Our Reference Steve Johnson

Email Address johnson@demo.com

Personal ID

Phone

Contact Code Start Access Level Full Access

User Type

☒ Named ☐ Closed

☐ Concurrent

☐ Business Communicator (named)

Signature The Signature is the Person's log-in ID. It is also used to identify the Person elsewhere in Books by HansaWorld (e.g. in the Salesman field in an Invoice).

If you have more than one Company in your database, records in the Persons setting (as with all registers and settings) are specific to the Company in which they are entered. If an employee will have access to more than one Company, you should enter Person records for that employee in each Company with the same Signature. This will allow that employee to see their Personal Desktop in each Company. You should not use the same Signature for different Persons in different Companies. If there are two or more Persons in different Companies with the same Signatures, they will not be able to have their own Personal Desktop. (Using the Personal Desktop requires the employee to be a Named User or a Concurrent User with a Mailbox.)

Access Group **Paste Special** Access Groups setting, System module

Enter an Access Group, perhaps representing the department in which the Person works. By allocating an Access Group, you can restrict the Person's access to certain modules or parts of modules. Please refer to the section describing Access Groups below on page 212 for full details.

After specifying an Access Group, use the Start Access Level field below to choose whether the User will start from No Access or from Full Access.

Name The name of the Person.

Job Description A short job description or title.

Our Reference Use the Our Ref field to assign a short (up to 20 characters) reference text for the employee. This text will appear in the Our Ref field in all Invoices entered by the Person.

Email Address The employee's email address. If you will be using the External Email Value Pack, this will be used as the return address in all email sent by the Person.

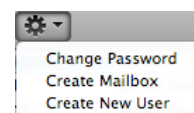
Personal ID	In countries where personal identity cards are carried, enter the Person's ID number from their card here.	
Phone	<p>Enter the Person's mobile phone number including international code and preceded by + or 00 (preferably + as it is the standard method of signifying international numbers and will not change).</p> <p>If the Person will send Text (SMS) messages from the 'Business Communicator' window, the originating phone number will be chosen as follows—</p> <ol style="list-style-type: none"> 1. The Mobile Number in their record in the Contact register will be used. This is the record quoted in the Contact Code field immediately below; 2. If there is no connected record in the Contact register, or this record does not have a Mobile Number, it will be taken from this Phone 1 field. <p>Please refer to page 57 above for details about sending Text (SMS) messages.</p>	
Contact Code	Paste Special	Contact register
	Use this field to connect the Person to a record in the Contact register. This record can contain additional information about the Person, such as Skype Name.	
Start Access Level	Paste Special	Choices of possible entries
	<p>There are two ways of configuring an Access Group—</p> <ol style="list-style-type: none"> i. You can exclude members of the Access Group from everywhere in your Books by HansaWorld database except those areas that you list in the Access Group record. This is known as "Starting from No Access". ii. You can allow members of the Access Group to go everywhere in your Books by HansaWorld database except to those areas that you list in the Access Group record. This is known as "Starting from Full Access". <p>Use 'Paste Special' from this field to specify whether the Person should start from No Access or Full Access.</p>	
User Type	<p>Use these options to specify whether this Person is to be treated as a Named or Concurrent User when they log in to your Books by HansaWorld system. Named and Concurrent Users are described towards the beginning of this section.</p> <p>You must also create a Mailbox for each Named User. If a Named User without a Mailbox logs in to your system, other users will not be able to log in and the Named User in question will automatically be logged out after one minute.</p> <p>Creating a Mailbox for a Concurrent User is optional: if a Concurrent User needs a Mailbox, you can create it using the 'Create Mailbox' function on the Operations menu of the 'Persons: Browse' window. You must purchase Mailboxes for Concurrent Users separately and record the quantity purchased in the Extra Mailboxes field in the Configuration setting.</p>	

Closed

Check this box if the Person is no longer to be used. Closed Persons will appear in the 'Persons: Browse' window but not in the Persons 'Paste Special' list. A closed Person cannot log in to your Books by HansaWorld database, but can be re-opened at any time.

When the Person record is complete, save it using the [Save] button and close the window by clicking the close box. Remember to give the Person a password and, in the case of a Named User, to create a Mailbox for them, using the functions on the Operations menu described immediately below.

Operations Menu

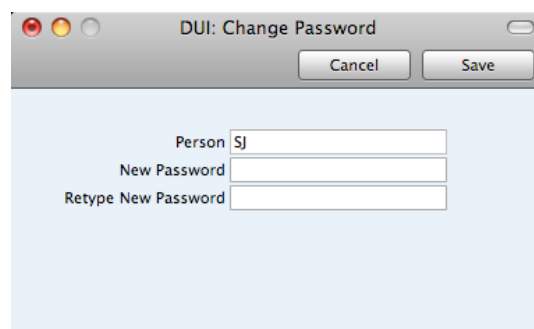


The Operations menu for Persons is shown above. It is available for the 'Persons: Browse' window: highlight a Person in the list before selecting the function.

Change Password

Once you have recorded a user or employee in the Person register, they will be able to log in to and use your Books by HansaWorld database. For security reasons, therefore, it is recommended that all Persons have their own passwords and that these are changed from time to time.

You can assign Passwords to Persons as you add them to the Person register. If you do not do this, each Person will be asked to set a password the first time they log in. To set a password for a Person as you add them to the Person register (or to change a password at any other time, for example if a Person leaves the company), highlight their name in the 'Persons: Browse' window and select 'Change Password' from the Operations menu. The following window will be opened—



Type in the new password twice to ensure that it is correct. Click [Save] to close the window and save, or click [Cancel] if you do not want to save changes. The password is case-sensitive.

Each Person can also change their own password, even if they do not have access to the System module. After logging in, the Person should open the Master Control panel (or bring it to the front) and select 'Change Password' from the Operations menu. Then, they should follow the instructions above.

Create Mailbox

If you enter a record in the Person register for a Named User, you must then create a Mailbox for them. If you do not do so and the Named User logs in to your Books by HansaWorld system, this will prevent other users from logging in.

To create a Mailbox for a Person, first click on the Person in the 'Persons: Browse' window and then select 'Create Mailbox' from the Operations menu.

The Mailbox is opened in a new window entitled 'Mailbox/Conference: New'. This means that it has not yet been saved. Save the Mailbox by clicking the [Save] button in the Button Bar. Alternatively, if you no longer require the Mailbox, click [Cancel].

Creating a Mailbox for a user is necessary if they want to use the Personal Desktop. Please refer to page 31 for more details about the Personal Desktop.

Create New User

This function is available from the 'Persons: Browse' window. It allows you to create a Named User with Mailbox and connected record in the Contact register in one step. This saves you the work of creating the Mailbox and Contact record separately.

When you choose 'Create New User' from the Operations menu, the 'Create New User' window appears—

DUI: Create New User

Choose a name for the user, and fill in the contact information:
(If you leave the password blank it forces the new user to select one upon login)

User Name Password Confirm Password
 Full Name

Optional information:

Phone
 Mobile Phone
 Email Address
 Skype Name
 SIP User Name

You must enter a User Name and Full Name to create a new user and you should enter a password, but the other information is optional. The User Name is the same as the Signature (the log-in ID).

When you click the [Save] or [Save and New] buttons, a new user will be created. In the case of [Save], the 'Create New User' window will be closed, returning you to the 'Persons: Browse' window. In the case of [Save and New], a new 'Create New User' window will be opened, allowing you to begin creating another user.

When you click [Save] or [Save and New], behind the scenes the process of creating a new User Account includes the following—

- a new record for the user will be created in the Person register (as a Named User);
- a new Mailbox will be created for that user, allowing them to use the Personal Desktop; and
- a new record for the user will be created in the Contact register, containing the information that you entered in the optional section of the 'Create New User' window.

The Person record, Mailbox and Contact record will be correctly linked together, so the user will be able to log in and begin work immediately. But before the user logs in for the first time, you may want to give them an Access Group, to restrict the access they have to your Books by HansaWorld system.

Settings

Introduction

Settings allow you to tailor the operation of Books by HansaWorld to your requirements, and to supply information to be used throughout the program. Many settings take the form of preferences: examples include Account Usage A/R and Account Usage A/P, which you can use to inform Books by HansaWorld which Account is to be used in a particular situation (e.g. which Accounts are to be used as your Debtor and Creditor Accounts). Other settings require a number of records to be entered: this information tends to be used in 'look-up' tables (i.e. 'Paste Special' windows) from the main registers.

To edit or add to a setting, click the [Settings] button in the Master Control panel. You can also use the ⌘-S (Mac OS X) or Ctrl-S (Windows) keyboard shortcut. The 'Settings' list window opens: its contents will vary according to the module selected.

Choose an entry in the list by double-clicking it, or by selecting it and pressing the Enter key. Each setting is described in detail below.

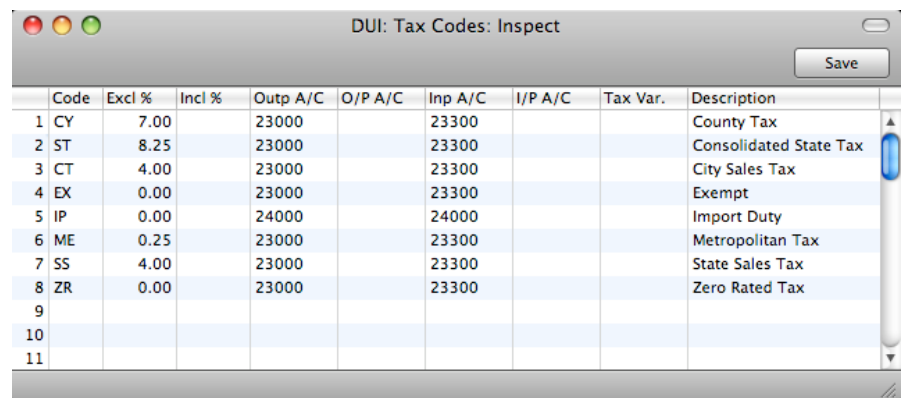
Types of Setting

The settings in Books by HansaWorld can be divided into three groups—

1. Settings of the first type take the form of a single screen where you can set preferences to determine exactly how Books by HansaWorld is to operate in a certain situation. Examples of such settings include Account Usage A/R and A/P, Company Info and Locking.

When you open one of these settings from the 'Settings' list, you can change any of the fields as required. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

- Settings of the second type contain a number of records that are displayed in a grid. Each row in the grid represents a separate record. Examples of this type of setting include Payment Modes and Tax Codes.



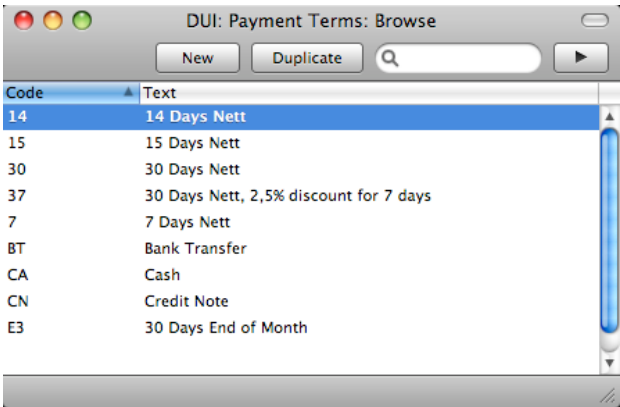
	Code	Excl %	Incl %	Outp A/C	O/P A/C	Inp A/C	I/P A/C	Tax Var.	Description
1	CY	7.00		23000		23300			County Tax
2	ST	8.25		23000		23300			Consolidated State Tax
3	CT	4.00		23000		23300			City Sales Tax
4	EX	0.00		23000		23300			Exempt
5	IP	0.00		24000		24000			Import Duty
6	ME	0.25		23000		23300			Metropolitan Tax
7	SS	4.00		23000		23300			State Sales Tax
8	ZR	0.00		23000		23300			Zero Rated Tax
9									
10									
11									

When you open one of these settings from the 'Settings' list, you can change any of the fields in the existing records as required. To add new records to the list, click in any field in the first blank row and enter appropriate text. To remove a record, click on the row number on the left of the row containing the record and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return. To save changes to all records in the grid and close the window, click the [Save] button. To close the window without saving changes, click the close box.

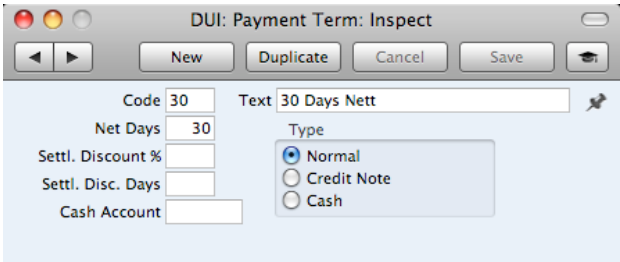
When working in one of the main registers, you may need to refer to a particular record in a setting of this type: the 'Paste Special' look-up function is provided to make this task as easy as possible. For example, when entering a Payment or Receipt, you can use 'Paste Special' to choose the relevant Payment Mode. To help you choose the correct record using 'Paste Special', it is recommended that you keep the rows in the alphabetical order of the Codes. An exception is the Fiscal Years setting which should never be re-arranged (rows should not be inserted or removed, you can only add new ones).

- Settings of the final type also contain a number of records, but behave in a similar manner to the main registers. Therefore, their contents are displayed in browse windows, from where you can double-click records for editing. Use the [New] or [Duplicate] buttons to create new records. Again, when working in one of the main registers, you may need to refer to a particular record in a setting of this type using the 'Paste Special' look-up function. Examples of this type of setting are Autotransactions and Payment Terms.

When you open one of these settings from the 'Settings' list, the browse window is displayed, listing the records already entered.



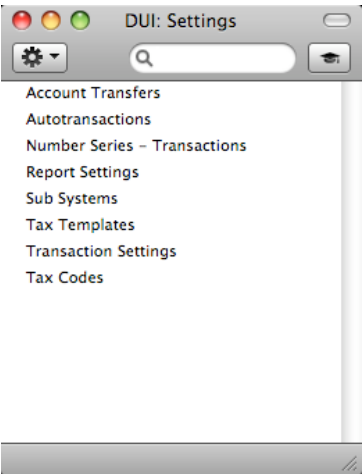
You can sort and search in these browse windows in the normal way. Double-click an item in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. Alternatively, highlight a record similar to the one you want to enter and click [Duplicate] on the Button Bar. A record window is then opened, allowing you to change the existing record or enter the new one.



To save changes, click the [Save] button. To close the window without saving changes, click the close box. You can also close the browse window using the close box.

Settings in the General Ledger

The General Ledger contains the following settings—



Account Transfers

This setting together with the 'Account Balance Transfer' Maintenance function allows you to transfer balances from one Account to another, or to transfer the balances of a range of Accounts to a single Account.

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

The Account Transfers setting

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

	From A/C Range	To A/C	Neg. To A/C	Simulation Type
1	41000:46000	48000		Active
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Code	Enter a unique Code by which the Account Transfer record will be identified.
Create	These options are not used in Books by HansaWorld. Ensure the Transaction option is always selected.
No. Series	You can specify that the Transactions created by the 'Account Balance Transfer' Maintenance function will be numbered using a particular number sequence in the Number Series - Transactions setting. To do this, enter the

first number of the number sequence here. If you leave this field empty, the Number Series will be chosen in the usual manner. If you enter a number that does not fall into a recognized or currently valid number sequence, the Maintenance function will not create a Transaction. This will occur most commonly when Number Series are tied to a period such as a calendar year and that period ends.



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

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

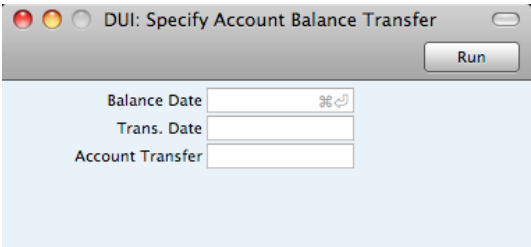
Use the grid to define the set of rules used when moving Account balances. Use as many rows as necessary if you need to transfer balances from different ranges of Accounts. If you need to transfer several balances, it is usually recommended that you do so in the same record and that you do not enter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

From A/C Range	Paste Special	Account register, General Ledger/System module
	Range Reporting	Alpha
To A/C		Specify here the Account whose balance is to be transferred. If you want to move balances out of a number of Accounts, enter the first and last Account Numbers in the range, separated by a colon (as shown in the illustration).
	Paste Special	Account register, General Ledger/System module
Neg. To A/C		Specify here the Account that is to receive the balances from the Account(s) specified above.
		In the example illustration, the Accounts in the range from 41000 to 46000 will have their balances moved to Account 48000. If the original balance is a positive figure, it will be credited to the original Account and debited to this Account. If the original balance is negative and the Neg. To A/C field (below) is blank, it will be debited to the original Account and credited to this Account.
Simulation Type	Paste Special	Account register, General Ledger/System module
		If necessary, you can specify here a separate Account to be credited with balances from the Account(s) specified in the first column if those balances are negative.
	Paste Special	Choices of possible entries
		This field is not used in Books by HansaWorld.

The 'Account Balance Transfer' Maintenance function

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

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



Balance Date

Paste Special

Choose date

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

If you have not used the function before, the date of the first Transaction will be used as the start date. This may be too early if you have Transactions for several years in your database. In this case, it is recommended that you obtain the correct start date by following these steps—

- 1. In the Account Transfer record, choose to create a Simulation (this option is otherwise not used in Books).
- 2. Run the Account Balance Transfer function to create a temporary Simulation using the day before your chosen start date as the Balance Date.
- 3. Return to the Account Transfer record and change it so that it will create Transactions.
- 4. Run the function once again to create the required Transaction, this time entering the appropriate Balance Date.

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

Trans Date

Paste Special

Choose date

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

Account Transfer

Paste Special

Account Transfers setting,
General Ledger

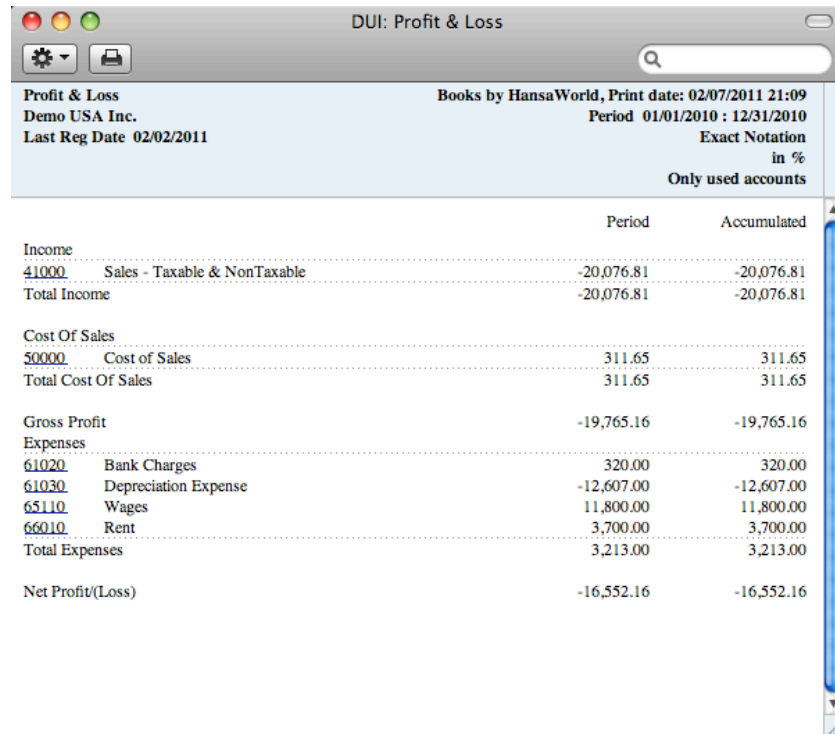
Enter the Code of a record in the Account Transfers setting. This will specify the Accounts from which balances are to be transferred and the Accounts that are to receive those balances.

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

Example

The example record in the Account Transfers setting shown at the beginning of this section will create a Transaction transferring balances from Accounts 41000:46000 to Account 48000.

The Profit & Loss report (or the General Ledger report if you want more detail) shows the balances that will be transferred—



	Period	Accumulated
Income		
<u>41000</u> Sales - Taxable & NonTaxable	-20,076.81	-20,076.81
Total Income	-20,076.81	-20,076.81
Cost Of Sales		
<u>50000</u> Cost of Sales	311.65	311.65
Total Cost Of Sales	311.65	311.65
Gross Profit	-19,765.16	-19,765.16
Expenses		
<u>61020</u> Bank Charges	320.00	320.00
<u>61030</u> Depreciation Expense	-12,607.00	-12,607.00
<u>65110</u> Wages	11,800.00	11,800.00
<u>66010</u> Rent	3,700.00	3,700.00
Total Expenses	3,213.00	3,213.00
Net Profit/(Loss)	-16,552.16	-16,552.16

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

The screenshot shows a window titled "DUI: Transaction: Inspect". At the top, there are buttons for "New", "Duplicate", "Cancel", "Save", and a close button. Below these are input fields for "No." (563) and "Trans. Date" (12/31/2010). A "Text" field contains "Amalgamate Sales". The main area is a table with columns: "Account", "Description", "Base 1 Debit", "Base 1 Credit", and "Tx-". The table contains two lines of data:

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	41000	Sales - Taxable & NonTaxable	20,076.81		
2	48000	Miscellaneous Income		20,076.81	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

At the bottom, there are summary fields: "Difference" (0.00), "Total" (20,076.81), and another "Total" (20,076.81).

Autotransactions

Autotransactions are accounting templates that you can use to simplify the entering of General Ledger Transactions and Purchase Invoices.

When a certain type of Transaction occurs repeatedly, you can create a template in which you can store the recurring data, e.g. a particular combination of debit and credit Accounts. Whenever you need to enter a Transaction of this type, you can use the automatic function. This will create a ready-made Transaction, except for the data that is unique for each particular entry. Examples might include rent payments, salary payments and recurring journals. Autotransactions can thus save labor and ensure that you use the correct Accounts every time.

Creating a new Autotransaction

Ensure you are in the General Ledger and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the ⌘ -S or Ctrl-S keyboard shortcut. Then, double-click 'Autotransactions' in the 'Settings' list. A list of existing Autotransactions appears. Click [New] in the Button Bar to enter a new record. Alternatively, highlight an Autotransaction in the list that is similar to the one you want to create and click the [Duplicate] button. When the Autotransaction is complete, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

DUI: Autotransaction: New

Code Name

	Account	Description	Debit	Credit	Tx-
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Code The unique code that identifies each Autotransaction record. The code can consist of up to six alphanumeric characters. You should use Codes that do not duplicate Account Numbers.

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

Name Assign a descriptive name to the Autotransaction, to be shown in the 'Autotransactions: Browse' window.

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

When you need to use an Autotransaction in a Transaction, you will do so by entering the Autotransaction Code in the Account field in a Transaction row. When you press Tab or Return, the Autotransaction will be applied to the Transaction. Usually, the result of the first row of the Autotransaction will appear in the Transaction row where you entered the Autotransaction Code. The exception is when the Account field in the first Autotransaction row contains !. In this case, the result of the first row of the Autotransaction will appear in the Transaction row above the one where you entered the Autotransaction Code, overwriting what was previously there. The results of the other rows of the Autotransaction will appear in new Transaction rows underneath. Each Autotransaction row will therefore generate a corresponding Transaction row. There is an example below on page 184.

Account	Paste Special	Account register, General Ledger/System module
		You can make three types of entry in this field, as follows—
	An Account Number	<p>You can enter an Account Number, using 'Paste Special' if necessary to choose the correct one.</p> <p>This Account Number will be copied to the corresponding Transaction row.</p>
	The hash sign (#)	# in this field will cause the Account to be copied from the preceding row of the Transaction when you use the template.
	The exclamation mark (!)	! in this field will cause the amount in the previous line of the Transaction to be overwritten by the result of the Autotransaction row. See the example below on page 184 for a detailed description of how this works.
Description		By default, the Description in the corresponding Transaction row will be taken from the relevant Account record as usual. If you need this default to be overwritten, enter the new Description here. You can also enter a # sign to copy the Description from the preceding row of the Transaction.
Debit, Credit		<p>You can either enter a fixed amount here (e.g. a salary or a rent), or a formula for a calculation. You can enter a percentage as a number followed by a % sign (e.g. 30%). The Autotransaction will then apply the specified percentage to the amount on the preceding line of the Transaction. If you enter a number followed by two % signs (e.g. 30%%), the result of the percentage calculation will be rounded to the nearest whole number.</p> <p>If you enter the amount or percentage in the Debit field, the calculated amount will be entered on the same side of the Transaction as the original amount. If you enter it in the Credit field, the calculated amount will be entered on the opposite side.</p> <p>You can balance all the preceding lines of the Transaction by entering an equal sign (=) in the Debit or Credit field.</p>
Tx	Paste Special	Tax Codes setting, General Ledger
		By default, the Tax Code in the corresponding Transaction row will be taken from the relevant Account record as usual. If you need this default to be overwritten, or if there is no default in the relevant Account record, enter the new Tax Code here. You can also enter a # sign to copy the Tax Code from the preceding line of the Transaction, if the A/C is ! or #.

Example - Autotransactions in Transactions

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

The screenshot shows a window titled "DUI: Autotransaction: Inspect" with a toolbar containing "New", "Duplicate", "Cancel", "Save", and a "Help" icon. Below the toolbar, there are input fields for "Code" (set to "DIST") and "Name" (set to "Distribution of Overheads across Departments"). The main area is a table with columns: "Account", "Description", "Debit", "Credit", and "Tx-".

Account	Description	Debit	Credit	Tx-
1 !	#	10.00%		#
2 61061		20.00%		
3 61062		30.00%		
4 61063		40.00%		
5 23300		4.00%		
6 11140			=	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when you use the Autotransaction in a Transaction, the debit or credit amount in the previous row of the Transaction is to be overwritten by a figure determined by the application of the Autotransaction (in this case, by a percentage of the original figure). That figure will be on the same side (debit or credit) as the original, as the percentage is in the Debit field of the Autotransaction. In other words, the original figure will be reduced by 90%. The # sign in the Description and Tax Code fields signifies that the original Description and Tax Code will be retained.

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Transaction. This figure will be posted to Account 61061. The Description and Tax Code fields are empty, meaning that the defaults (in the Account record for 61061) will be used. The third and fourth lines of the Autotransaction will have a similar effect, creating new lines in the Transaction with different percentages of the original figure, posting to Accounts 61062 and 61063 respectively.

The fifth line calculates Tax from the original figure at the standard rate of 4.00% and places it in a new row in the Transaction, posting to the Sales Tax Receivable Account on the same side (debit or credit) as the original figure.

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

side (debit or credit) to the original figure, since the equal sign is in the Credit field.

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

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

DUI: Transaction: New

No. 8 Trans. Date 09/21/2010

Text Office Stationery September 2010

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	61060	Office Supplies	1,000.00		SS
2	DIST				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 1,000.00 Total 1,000.00

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

DUI: Transaction: New

No. 8 Trans. Date 09/21/2010

Text Office Stationery September 2010

Account	Description	Base 1 Debit	Base 1 Credit	Tx--
1 61060	Office Supplies	100.00		SS
2 61061	Office Supplies Dept B	200.00		SS
3 61062	Office Supplies Dept C	300.00		SS
4 61063	Office Supplies Dept D	400.00		SS
5 23300	Sales Tax Receivable	40.00		
6 11140	Petty Cash		1,040.00	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Difference 0.00 Total 1,040.00 1,040.00

If you know that when you use a particular Account in a Transaction, it will always be in combination with the same Autotransaction, enter that Autotransaction in the Auto.Trans. field in the Account record—

DUI: Account: Inspect

Account 61060

Name Office Supplies

Auto.Trans. DIST

Tax Code SS

Account Type

- ☐ Asset
- ☐ Liability
- ☐ Equity
- ☐ Income
- ☒ Expense

Normal Amount

- ☒ Debit
- ☒ Credit
- ☐ Closed

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

DUI: Transaction: New

No. 9 Trans. Date 09/22/2010

Text

	Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1	61060	Office Supplies			SS
2	DIST				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference Total

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

Example - Autotransactions in Purchase Invoices

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

You can also use Autotransactions in Purchase Invoices. For example, it may be that you will enter many overhead costs in Accounts Payable from your Vendors' Purchase Invoices. You can enter Autotransaction Codes to the Account field of a Purchase Invoice row in the same way as illustrated above for Transactions, so in our example Purchase Invoices can also be distributed across departments. However, the Autotransaction that you use in this situation should be single-sided: it should not have the final balancing line posting to the Bank Account. When you post the Purchase Invoice to the General Ledger, a balancing posting to a Creditor Account will be made automatically as normal. Payment will reach the Bank Account when you pay the Purchase Invoice. In addition, any Autotransaction used in Purchase Invoices will not need to calculate Tax because that will be handled by the Tax Code.

An example single-sided Autotransaction is shown below—

Account	Description	Debit	Credit	Tx-
1 !	#	10.00%		#
2 61061		20.00%		
3 61062		30.00%		
4 61063		40.00%		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when you use the Autotransaction in a Purchase Invoice, the Amount in the previous row of the Purchase Invoice is to be overwritten by a figure determined by the application of the Autotransaction (in this case, by a percentage of the original figure). In effect, that figure will be on the same side (debit or credit) as the original, as the percentage is in the Debit field of the Autotransaction. In other words, the original figure will be reduced by 90%. If the percentage had been entered to the Credit field of the Autotransaction, the original figure would be reduced by 90% and made negative, thus in effect changing sides. The Description and Tax Code will be retained.

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Purchase Invoice. This figure will be posted to Account 61061. The Description and Tax Code fields are empty, meaning that the defaults (in the Account record for 61061) will be used. The third and fourth lines of the Autotransaction will have a similar effect, creating new lines in the Purchase Invoice with different percentages of the original figure, posting to Accounts 61062 and 61063 respectively.

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

DUI: Purchase Invoice: New

No. 210011 Invoice Date 09/21/2010 Trans. Date 09/21/2010
 Vendor 1018 Name George's Stationery Emporium
 TOTAL 1,175.00 Tax
 Vend. Inv. No. Bank A/C
 Pay. Terms 30 Credit of Inv.
 Due Date 10/21/2010 Reference

Tax Zone

- ☒ Local
- ☐ Domestic
- ☐ Domestic (Post Tax)
- ☐ Export
- ☐ Export (Post Tax)

Account	Description	Amount	Tx Cd
1 61060	Office Supplies	1,129.81	SS
2 DIST			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

OK Calculated Tax 45.19

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

DUI: Purchase Invoice: New

No. 210011 Invoice Date 09/21/2010 Trans. Date 09/21/2010
 Vendor 1018 Name George's Stationery Emporium
 TOTAL 1,175.00 Tax
 Vend. Inv. No. Bank A/C
 Pay. Terms 30 Credit of Inv.
 Due Date 10/21/2010 Reference

Tax Zone

- ☒ Local
- ☐ Domestic
- ☐ Domestic (Post Tax)
- ☐ Export
- ☐ Export (Post Tax)

Account	Description	Amount	Tx Cd
1 61060	Office Supplies	112.98	SS
2 61061	Office Supplies Dept B	225.96	SS
3 61062	Office Supplies Dept C	338.94	SS
4 61063	Office Supplies Dept D	451.92	SS
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

OK Calculated Tax 45.19

Deleting an Autotransaction

1. Open the 'Settings' list and double-click 'Autotransactions'.
The 'Autotransactions: Browse' window opens.
2. Find the Autotransaction you are interested in. If necessary, click in the Search field in the top right-hand corner of the window, enter the Code of the Autotransaction you want to find and press Return.
3. Press the Enter key or double-click the row. The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.
4. Select 'Delete' from the Records menu. The Autotransaction is permanently deleted. The previous Autotransaction in the list is shown.
5. Click the close box.



You cannot undo the deletion of an Autotransaction.

Number Series - Transactions

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

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you leave the setting empty, Transaction Numbers will start at 1 and continue consecutively. Otherwise, when you enter a Transaction, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the General Ledger and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the \mathbb{A} -S or Ctrl-S keyboard shortcut. Then, double-click 'Number Series - Transactions' in the 'Settings' list. The following window appears—

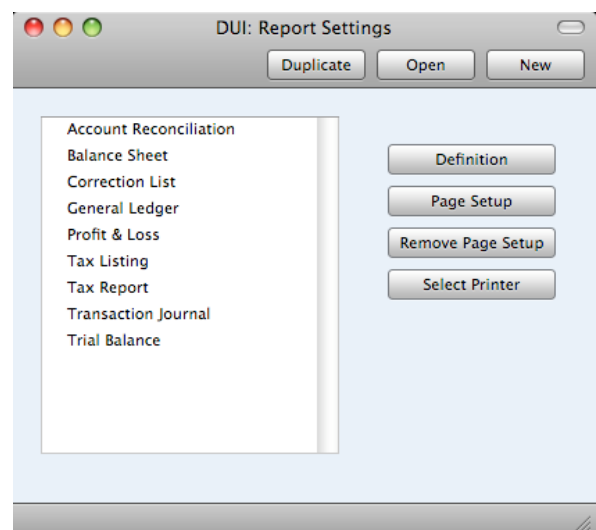
	From No.	To No.	From Date	To Date	Comment
1	1	1000	01/01/2010	12/31/2010	2010
2	1001	2000	01/01/2011	12/31/2011	2011
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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

Report Settings

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

To change a report definition, ensure you are in the General Ledger and click the [Settings] button in the Master Control panel. Then, double-click 'Report Settings' in the subsequent list. Highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions windows are described in the sections covering the particular reports later in this manual (pages 272, 287 and 290 respectively).



You can only use the [Definition] button with the three reports named above. You can use the remaining three buttons with every report, in every module. If you change to another module using the [Module] button in the Master Control panel in the usual way, the list of reports on the left-hand side of the 'Report Settings' window will change appropriately. Highlight a report in the list and then click a button, as described below.

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

Page Setup, Remove Page Setup

The [Page Setup] button allows you to set the page size, number of copies and other printer options for the highlighted report. Windows users can also use this function to choose the printer on which the report is to be printed.

You can also specify the Page Setup of a report by highlighting it in the 'Reports' list and selecting 'Page Setup' from the File menu.

These settings will be used whenever the report is printed. Click the [Remove Page Setup] button to revert to standard.

Select Printer

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

Sub Systems

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

Use this setting to specify when you want this automatic generation of Transactions to be activated, and from which Sub Systems. To work with this setting, ensure you are in the General Ledger and click the [Settings] button in the Master Control panel to open the 'Settings' list. Double-click 'Sub Systems' in this list to open the following window—

Sub System	From Date
<input checked="" type="checkbox"/> Invoices	01/01/2010
<input checked="" type="checkbox"/> Receipts	01/01/2010
<input checked="" type="checkbox"/> Purchase Invoices	01/01/2010
<input checked="" type="checkbox"/> Payments	01/01/2010

Tick the Sub Systems from which you want General Ledger Transactions to be generated automatically. Whenever you approve a record (i.e. mark the record as OK and save it) in a Sub System register that you have selected here, a General Ledger Transaction will be generated automatically. Make sure you have specified the Accounts that will be used in these Transactions in the Account Usage A/R setting in the Receivables module and the Account Usage A/P in the Payables module, as well as other settings such as Payment Modes and Tax Codes.

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

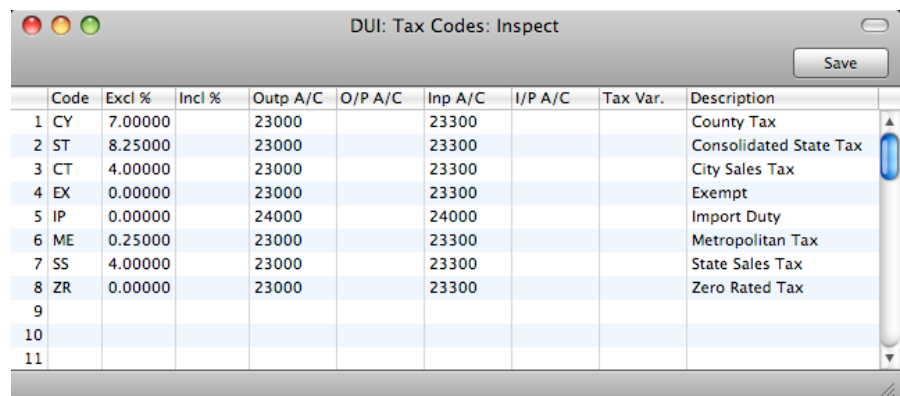
It is therefore recommended that you switch on the check boxes according to your requirements and that, for each Sub System, you enter a From Date that is later than the Transaction Date used in all your opening balance transactions. This will ensure that the opening balances will not be posted to the General Ledger, and there will also be no danger that you will forget to switch the check boxes on when you need to enter new Sub Systems transactions. Please refer to the 'Opening Balances' section above on page 152 for more information about entering opening balances.

Tax Codes

In order to comply with Tax regulations in various countries, you may need to charge or pay Tax at different rates, depending on the Item in question. To address these issues, you should use the Tax Codes setting to define as many Tax Codes as you need, with different accounting specifications.

After defining your Tax Codes, you can then assign them to Customers, Vendors, Items and also to individual Sales and Purchase Accounts. Tax Codes ensure Books by HansaWorld will use the correct Tax percentages, post Tax to the correct General Ledger Accounts and provide Tax statistics.

To work with Tax Codes, ensure you are in the General Ledger and click the [Settings] button in the Master Control panel to open the 'Settings' list. Double-click 'Tax Codes' in this list to open the following window—



The screenshot shows a window titled "DUI: Tax Codes: Inspect" with a "Save" button in the top right corner. The window contains a table with the following data:

	Code	Excl %	Incl %	Outp A/C	O/P A/C	Inp A/C	I/P A/C	Tax Var.	Description
1	CY	7.00000		23000		23300			County Tax
2	ST	8.25000		23000		23300			Consolidated State Tax
3	CT	4.00000		23000		23300			City Sales Tax
4	EX	0.00000		23000		23300			Exempt
5	IP	0.00000		24000		24000			Import Duty
6	ME	0.25000		23000		23300			Metropolitan Tax
7	SS	4.00000		23000		23300			State Sales Tax
8	ZR	0.00000		23000		23300			Zero Rated Tax
9									
10									
11									

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

Code	You should assign a unique Code to each Tax Code record, with a maximum of two characters.		
Excl %	Specify the percentage to be applied to a figure that excludes Tax in order to calculate the Tax amount. You must specify an Input or Output Account if the percentage is zero, as shown in the illustration above.		
Incl %	Specify the percentage to be applied to a figure that includes Tax in order to calculate the Tax amount.		
Outp A/C	Paste Special	Account register, General Ledger/System module Specify here the Tax Outputs Account to be credited whenever you use the Tax Code in a sales transaction.	
O/P A/C	Paste Special	Account register, General Ledger/System module You only need use this field if you are using the Post Receipt Tax option in the Account Usage A/R setting. If you are using the Post Receipt Tax option, your output Tax liability is calculated from your Receipts, not from your Invoices. In this case, the Outp A/C will be treated as a preliminary Tax Output Account, to be credited whenever you approve an Invoice. When the Invoice is paid, the Transaction from the Receipt will include an extra Tax	

element, in which the Tax is moved from the Outp A/C to the O/P A/C. This therefore becomes the final Tax Output Account. The Post Receipt Tax option also posts Tax from On Account Receipts (Receipts with no Invoice Number).

In all cases, if a particular Tax Code does not have an O/P Account, the Tax (C/A) Account from the Account Usage A/R setting will be used instead.

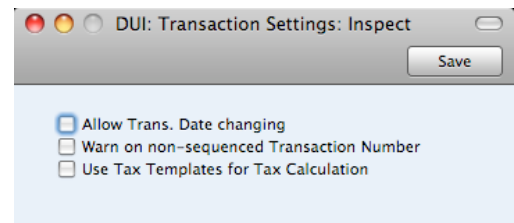
If you are using this feature, don't forget to alter the definition of the Tax Report so that it uses this Account and not the Outp Account.

Inp A/C	<div data-bbox="595 512 1224 582"> Paste Special Account register, General Ledger/System module </div> <p>Specify here the Tax Inputs Account to be debited whenever the Tax Code is used in a purchase transaction.</p>
I/P A/C	<div data-bbox="595 672 1224 741"> Paste Special Account register, General Ledger/System module </div> <p>You only need use this field if you are using the Post Payment Tax option in the Account Usage A/P setting.</p> <p>If you are using the Post Payment Tax option, the value of the input Tax that you can reclaim is calculated from your Payments, not from your Purchase Invoices. In this case, the Inp A/C will be treated as a preliminary Tax Input Account, to be debited whenever you approve a Purchase Invoice. When you pay the Purchase Invoice, the Transaction from the Payment will include an extra Tax element, in which the Tax is moved from the Inp A/C to the I/P A/C. This therefore becomes the final Tax Input Account. The Post Payment Tax option also posts Tax from On Account Payments (Payments with no Invoice Number).</p> <p>In all cases, if a particular Tax Code does not have an I/P Account, the Prepayment Tax Account from the Account Usage A/P setting will be used instead.</p> <p>If you are using this feature, don't forget to alter the definition of the Tax Report so that it uses this Account and not the Inp Account.</p>
Description	<p>The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct Tax Code is always chosen.</p>

To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Transaction Settings

This setting contains the following options—



Allow Trans. Date changing

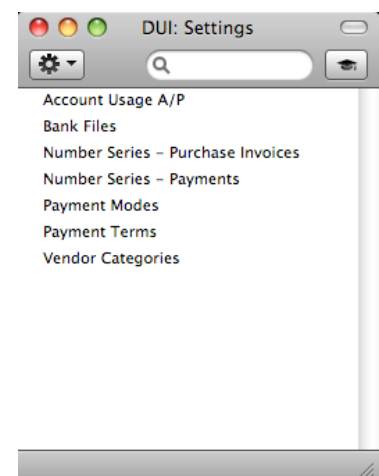
Invoices and Receipts contain separate fields for registration date and transaction date. In some countries, these dates can be different, while in other countries they have to be the same. For example, in an Invoice, in some countries, the Invoice Date can be different to the Transaction Date. This can mean there will be a difference between your Accounts Receivable and your General Ledger. Use this option if you would like to allow different registration and transaction dates.

Warn on non-sequenced Transaction Number

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

Settings in the Payables module

The Payables module contains the following settings—



Account Usage A/P

You should use the Account Usage A/P setting to choose the Accounts and Tax Codes that will be used as defaults in your Accounts Payable transactions (i.e. Purchase Invoices and Payments). These defaults will be used in the absence of Accounts or Tax Codes being specified elsewhere (for example, in the Items or Vendors used in the transactions). The Accounts that you use here must exist in

the Account register, otherwise Books by HansaWorld will not be able to create transactions.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will find that most of the fields in the Account Usage A/P setting already contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that you replace these suggested values with the correct Accounts.

To open this setting, first ensure you are in the Payables module and then click the [Settings] button in the Master Control panel. Then double-click 'Account Usage A/P' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Creditors	Paste Special	Account register, General Ledger/System module
		When you approve a Purchase Invoice (i.e. post it to the General Ledger), its value including Tax will be credited to a Creditor Account. When you approve a Payment, its value will be debited to the same Account. This Account therefore shows how much your company owes at a particular time.
		Specify here the Account that you wish to be used as your main default Creditor Account. This Account will be overridden if you have specified a separate Creditor Account for a Vendor or its Vendor Category.
Bank Fee	Paste Special	Account register, General Ledger/System module
		Specify here the Account that you want to be debited by any bank charges you may incur when issuing Payments.
Cash	Paste Special	Account register, General Ledger/System module
		The Account entered here will be credited instead of the Creditor Account whenever you approve a cash purchase (a "Cash Note"). Please refer to the section below on page 201 describing the Payment Terms setting for details about Cash Notes.
		This Cash Account will be overridden if you have specified a separate Cash Account for the Payment Term used in a Cash Note.

Settl. Discount	Paste Special	Account register, General Ledger/System module
<p>In the event of a Purchase Invoice attracting a settlement discount when you pay it on time, the Account specified here will be credited with the discount amount in the General Ledger Transaction resulting from the Payment. You can define settlement discounts using the Payment Terms setting (described below on page 201).</p>		
Settl. Discount Tax	Paste Special	Account register, General Ledger/System module
<p>As described immediately above, if you enter a Payment with a settlement discount, that discount will be credited to the Settlement Discount Account.</p> <p>In some countries, the entire settlement discount should not be credited to the Settlement Discount Account. Instead, the settlement discount less tax should be credited to that Account, and the tax element should be credited to this Settlement Discount Tax Account. If you need to divide the settlement discount in this way, specify a Settlement Discount Tax Account here. The tax element will be calculated using the following formula—</p> $\frac{\text{Settlement Discount} * \text{Purchase Invoice Tax Total}}{\text{Purchase Invoice Total (including Tax)}}$ <p>Please refer to your financial adviser for more advice on this subject.</p>		
On Account A/C	Paste Special	Account register, General Ledger/System module
<p>You can issue a Payment to a particular Vendor without reference to a specific Invoice (an “On Account” Payment). You may want to use a special Account for such Payments. Specify that Account here, and switch on the On Account check box on the ‘Terms’ card of the Contact record for the Vendor in question. When you enter and approve an On Account Payment, its value will be debited to this Account. Usually this Account should be one that acknowledges that issuing a deposit creates an asset. On Account Payments are described above on page 135.</p>		
Prepayment Tax	Paste Special	Account register, General Ledger/System module
<p>The Post Payment Tax option described below allows you to account for Tax based on Payments. When you approve a Payment, Tax will be moved from a temporary Tax Input Account to the final one. Usually, the final Input Account will be the I/P Account specified in the Tax Codes setting. If a particular Tax Code does not have an I/P Account, the Tax Value will be debited to this Account instead.</p>		

Local Tax Code, Domestic Tax Code, Export Tax Code**Paste Special**

Tax Codes setting, General Ledger

The Tax Code will determine the Input Tax Account that will be debited when you post a Purchase Invoice to the General Ledger and the rate at which Tax will be charged.

The default Tax Code offered in each Purchase Invoice row will be chosen as follows—

1. The Purch. Tax Code for the Vendor will be used.
2. It will be taken from the Account record.
3. This Tax Code in the Account Usage A/P setting will be used.

In the last case, the appropriate Tax Code for the Zone of the Vendor will be used.

You can change this default in a particular Purchase Invoice row if necessary.

Post Payment Tax This option allows you to post Tax from Payments and On Account Payments. An On Account Payment is a Payment with no Purchase Invoice Number. If you need to use this option, you should enter I/P Accounts for all your Tax Codes (in the Tax Codes setting in the General Ledger), or at least a Prepayment Tax Account in the field above. Please refer to the description of flip B of the 'Payment: New' window above on page 127 for details.

Bank Files

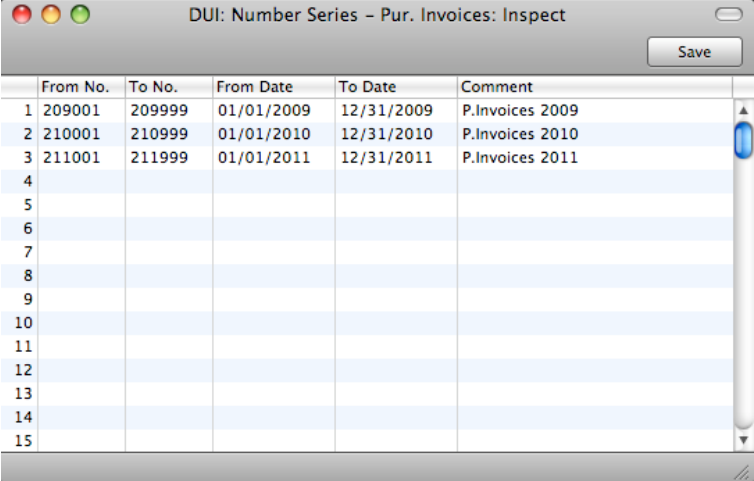
In many countries it is common practice to pay Vendors by electronic credit transfer. This setting is used in those countries to define the format of the export files to be sent to banks instructing them of the payments to be made. Please refer to your local Books by HansaWorld representatives for full details.

Number Series - Purchase Invoices

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

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you leave the setting empty, Purchase Invoice Numbers will start at 1 and continue consecutively. Otherwise, when you enter a Purchase Invoice, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the Payables module and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the ⌘ -S or Ctrl-S keyboard shortcut. Then, double-click 'Number Series - Purchase Invoices' in the 'Settings' list. The following window appears—



	From No.	To No.	From Date	To Date	Comment
1	209001	209999	01/01/2009	12/31/2009	P.Invoices 2009
2	210001	210999	01/01/2010	12/31/2010	P.Invoices 2010
3	211001	211999	01/01/2011	12/31/2011	P.Invoices 2011
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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

Number Series - Payments

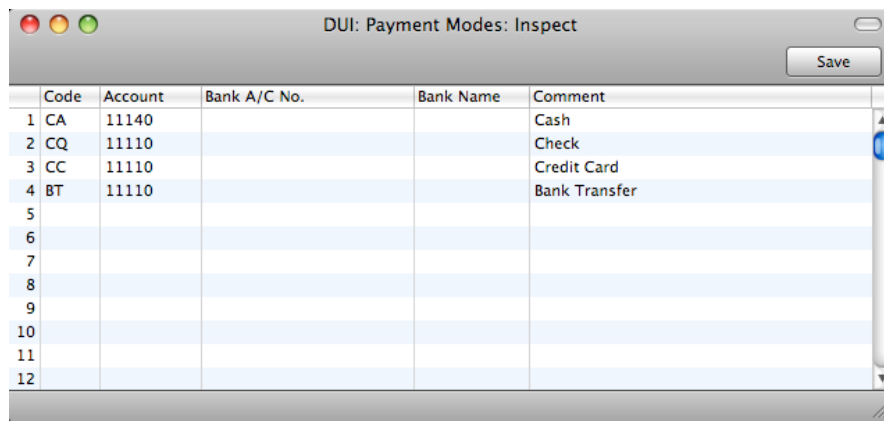
Use this setting to define the Number Series for Payments in a similar manner to that described for Purchase Invoices immediately above.

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers (and by which you will pay your Vendors). Typical examples are cash, check, direct debit and credit card. For many businesses, the difference between such payment methods in terms of the way they are accounted for is minimal, but where appropriate, Books by HansaWorld does allow each Payment Mode to debit a different Account and to be paid into a different bank account.

The Payment Modes setting is in both the Payables and Receivables modules. To open this setting, ensure you in either of these modules and then click the [Settings] button in the Master Control panel. Double-click 'Payment Modes' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You can enter as many Payment Modes as you need, using the grid on the 'Payment Modes' screen. To add a Payment Mode, click in the Code field of the first blank row and enter appropriate text. To remove a Payment Mode, click on the row number on the left of the row and press the Backspace key.



	Code	Account	Bank A/C No.	Bank Name	Comment
1	CA	11140			Cash
2	CQ	11110			Check
3	CC	11110			Credit Card
4	BT	11110			Bank Transfer
5					
6					
7					
8					
9					
10					
11					
12					

Code Enter a unique code by which the Payment Mode is to be identified from elsewhere in Books by HansaWorld.

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

Specify here the cash, bank or other Account to be debited by any Receipt and credited by any Payment using the Payment Mode.

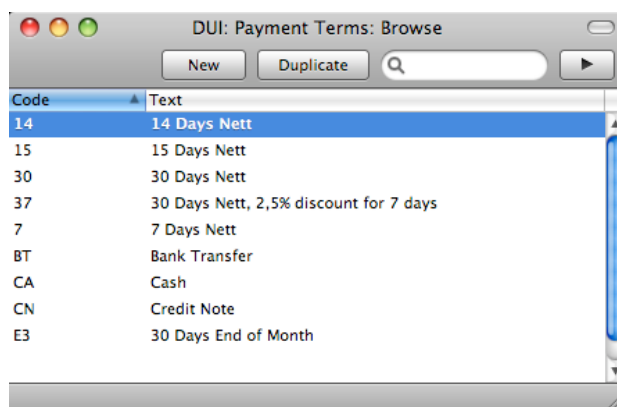
Bank A/C No Specify here the bank account number used for this Payment Mode. On the purchase side, this will be copied to the Own Bank A/C field in Payments.

Comment The name of the Payment Mode. This will be shown in the 'Paste Special' list, so it should be descriptive enough to make the selection of the correct Payment Mode easy for all users.

Payment Terms

You can assign various terms for payment to your Invoices and Purchase Invoices. Payment Terms control the calculation of Invoice Due Dates, and you can also use them to establish systems of settlement discounts.

The Payment Terms setting is in both the Payables and Receivables modules. To open this setting, ensure you in either of these modules and then click the [Settings] button in the Master Control panel. Double-click 'Payment Terms' in the 'Settings' list. The 'Payment Terms: Browse' window is opened, showing the Payment Terms that you have previously entered.



Code	Text
14	14 Days Nett
15	15 Days Nett
30	30 Days Nett
37	30 Days Nett, 2,5% discount for 7 days
7	7 Days Nett
BT	Bank Transfer
CA	Cash
CN	Credit Note
E3	30 Days End of Month

Double-click a Payment Term in the list to edit it, or add a new term by clicking the [New] button in the Button Bar. When the record is complete, save it by

clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Code	Enter the unique code by which the Payment Term record is to be identified from elsewhere in Books by HansaWorld. The Code can consist of one or two characters, and you can use both numbers and letters.	
Text	Enter the name for the Payment Term, to be shown in the 'Payment Terms: Browse' window and the 'Paste Special' list.	
Net Days	The credit period in days. When you use the Payment Term in an Invoice or a Purchase Invoice, the value entered here will be added to the Invoice Date to calculate the Due Date of the Invoice.	
Settl. Discount %	If the Type is "Normal", enter the rate of discount for the settlement discount, if any.	
Settl. Disc. Days	Specify here the maximum number of days allowed for a settlement discount term. For example, if the setting is 10 days, the Customer will be given the assigned discount if you receive payment within 10 days.	
Cash Account	Paste Special	Account register, General Ledger/System module
	If the Type (below) is "Cash", enter the Account to be debited by cash sales and credited by cash purchases. You must specify a Cash Account if the Type is "Cash". Cash Notes are described below in the section describing the "Cash" Type.	
Type	The Payment Term can belong to one of three Types, as follows—	
Normal	A normal payment. The Due Date in an Invoice will be calculated by adding value in the Net Days field to the Invoice Date.	
Credit Note	This type is used for Credit Notes, to make sure that Accounts Receivable and Accounts Payable are updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes. Credit Notes on the sales side are described above on page 90, and those on the purchase side on page 119.	
Cash	Use this Type for cash payments. The number of days is not relevant. Invoices with this Payment Term are known as "Cash Notes".	

On the sales side, when you approve a Cash Note, a General Ledger Transaction will be created which debits the Cash Account specified above and credits the appropriate Sales Account for each Item on the Invoice. Therefore, no posting to a Debtor Account is made as the Cash Note is immediately treated as paid. There is no need to enter a Receipt.

Cash Notes behave in a similar fashion on the purchase side. In this case, the Cash Account above is credited. There is no need to enter a Payment.

Vendor Categories

You can group Vendors of a similar type together using Vendor Categories. All Vendors of the same Category can be given the same default Creditor Account, saving you the work of having to specify this for all Vendors individually.

If you specify a Creditor Account both for a Vendor Category and for a Vendor that belongs to that Category, the Creditor Account entered for the Vendor will take precedence. If you do not specify a Creditor Account for a Category or a Vendor, the Creditor Account specified in the Account Usage A/P setting will be used.

To work with Vendor Categories, ensure you are in the Payables module and click the [Settings] button in the Master Control panel. Double-click 'Vendor Categories' in the resulting list. The 'Vendor Categories: Browse' window is displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.

DUI: Vendor Category: Inspect

◀▶

New

Duplicate

Cancel

Save

Code

M-V

Description

Main Vendor

Creditor Acc.

Code

Specify a unique code, by which the Vendor Category can be identified from the Contact screen and elsewhere in Books by HansaWorld.

Description

Enter text describing the Vendor Category here.

The Description will be shown in the 'Paste Special' list that you will use when assigning Vendor Categories to Vendors and elsewhere, so it should be descriptive enough to make the selection of the correct Vendor Category easy for all users.

Creditor Acc.

Paste Special

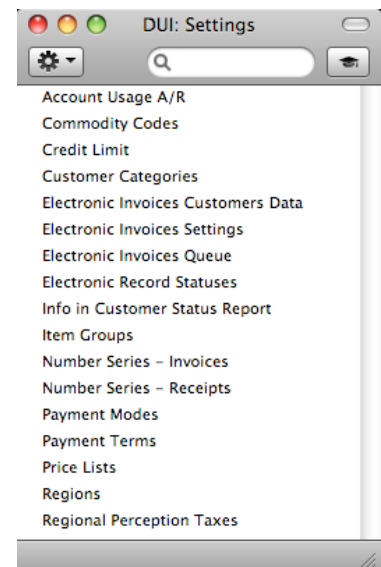
Account register, General Ledger/System module

Specify here the Creditor Account that you wish to be credited when you receive Purchase Invoices from Vendors that belong to this Category.

If you specify a Creditor Account both in a Vendor Category and in a Vendor that belongs to that Category, the Account entered in the Vendor will take precedence. If you do not specify a Creditor Account in a Category or a Vendor, the Creditor Account specified in the Account Usage A/P setting will be used.

Settings in the Receivables module

The Receivables module contains the following settings—



Account Usage A/R

You should use the Account Usage A/R setting to choose the Accounts and Tax Codes that will be used as defaults in your Accounts Receivable transactions (i.e. Invoices and Receipts). These defaults will be used in the absence of Accounts or Tax Codes being specified elsewhere (for example, in the Items or Customers used in the transactions). The Accounts that you use here must exist in the Account register, otherwise Books by HansaWorld will not be able to create transactions.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will find that most of the fields in the Account Usage A/R setting already contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that you replace these suggested values with the correct Accounts.



The Accounts that you use in this setting must also exist in the Chart of Accounts. Otherwise, Books by HansaWorld will not be able to create Transactions. You must either add the Accounts to the Chart of Accounts (i.e. to the Account register in the General Ledger and System module), or use Accounts that already exist in the Chart of Accounts.

To open this setting, first ensure you are in the Receivables module and then click the [Settings] button in the Master Control panel. Then double-click 'Account Usage A/R' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Debtors	Paste Special	Account register, General Ledger/System module
----------------	----------------------	--

When you approve an Invoice (i.e. post it to the General Ledger), its value including Tax will be debited to a Debtor Account. When you approve a Receipt, its value will be credited to the same Account. This Account therefore shows how much your company is owed at a particular time.

Specify here the Account that you wish to be used as your main default Debtor Account. This Account will be overridden if you have specified a separate Debtor Account in the Customer Category to which a Customer belongs.

Cash**Paste Special**

Account register, General
Ledger/System module

The Account entered here will be debited instead of the Debtor Account whenever you approve a cash sale (a "Cash Note"). Please refer to the section below on page 201 describing the Payment Terms setting for details about Cash Notes.

This Cash Account will be overridden if you have specified a separate Cash Account for the Payment Term used in a Cash Note.

Tax (C/A)**Paste Special**

Account register, General
Ledger/System module

This Account is used for two purposes.

First, the Post Receipt Tax option described below allows you to account for Tax based on Receipts. When you approve a Receipt, Tax will be moved from a temporary Tax Output Account to the final one. Usually, the final Output Account will be the O/P Account specified in the Tax Codes setting. If a particular Tax Code does not have an O/P Account, the Tax Value will be credited to this Account instead.

Second, this Account is used if you need to reduce Tax when you give a settlement discount. Please refer to the description of the Settl. Discount Tax Account below for details.

Round Off**Paste Special**

Account register, General
Ledger/System module

The total and Tax amounts of each Invoice will be rounded up or down according to rules set in the Round Off setting. Whenever you approve an Invoice, any amount lost or gained by this rounding process will be posted to the Account specified here.

This Account can only be defined in the Account Usage A/R setting and is therefore used in Transactions generated from Purchase Invoices as well.

Settl. Discount**Paste Special**

Account register, General
Ledger/System module

In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be debited with the discount amount in the General Ledger Transaction resulting from the Receipt. You can define settlement discounts using the Payment Terms setting (described below on page 201).

Settl. Discount Tax Paste SpecialAccount register, General
Ledger/System module

This Account will be used when you enter a Receipt with a settlement discount.

For example, you have a Payment Term with a 10% early settlement discount and you enter an Invoice worth 100 + 17.50 Tax. When you enter the Receipt, the settlement discount will be calculated to be 11.75. This 11.75 discount can be accounted for in the General Ledger in one of three ways, as follows—

1. If the Settlement Discount Tax Account field is empty, 11.75 will be debited to the Settlement Discount Account (described immediately above).
2. If there is a Settlement Discount Tax Account, but the Tax (C/A) Account is empty, 10.00 will be debited to the Settlement Discount Account and 1.75 will be debited to the Settlement Discount Tax Account.
3. If you have specified both a Settlement Discount Tax Account and a Tax (C/A) Account, 11.75 will be debited to the Settlement Discount Account, 1.75 will be debited to the Settlement Discount Tax Account and 1.75 will be credited to the Tax (C/A) Account.

The Tax figure of 1.75 in this example will be calculated as follows—

$$\frac{\text{Settlement Discount} * \text{Invoice Tax Total}}{\text{Invoice Total (including Tax)}}$$

The use of this Account and the Tax (C/A) Account depends on local Tax legislation.

Bank Fee**Paste Special**Account register, General
Ledger/System module

Specify here the Account that you want to be credited by any bank charges that you may incur when banking Receipts.

Local Sales A/C, Dom. Sales A/C, Export Sales A/C**Paste Special**Account register, General
Ledger/System module

A Sales Account will be credited whenever you sell an Item, allowing you to record the levels of sales of different types of Items in the General Ledger. For each Item that you sell, the default Sales Account will be chosen in this order—

1. If the Customer has a Price List and there is a record in the Price register for the Item/Price List combination, the Sales Account will be taken from that Price record.
2. It will be taken from the Item record itself.
3. This Sales Account in the Account Usage A/R setting will be used.

In the cases of points 2 and 3, the choice of Sales Account will depend on the Tax Zone of the Customer (specified on the 'Account' card of the Contact record for the Customer).

If you leave the Domestic and Export Sales Accounts empty, the Local Sales Account will be used for all sales, irrespective of Zone.

Write Off**Paste Special**

Account register, General
Ledger/System module

The Account specified here will be debited by bad debts written off by the 'New Write-off' Operations menu function on the Receipt screen.

Base Currency Round Off**Paste Special**

Account register, General
Ledger/System module

This Account is not used in Books by HansaWorld, but you must specify a valid Account before you can save the Account Usage A/R setting.

On Account A/C**Paste Special**

Account register, General
Ledger/System module

If you receive On Account Receipts from Customers without reference to specific Invoices (usually before you have raised those Invoices), you may want to use a special Account for such Receipts. Specify that Account here, and switch on the On Account check box on the 'Terms' card of the Contact records for the Customers in question. When you enter and approve an On Account Receipt, its value will be credited to this Account. On Account Receipts are described above on page 104.

Local Tax Code, Dom. Tax Code, Export Tax Code**Paste Special**

Tax Codes setting, General
Ledger

The Tax Code will determine the Output Tax Account to be credited whenever you sell an Item and the rate at which Tax will be charged. For each Item that you sell, the default Tax Code will be chosen in this order—

1. The Sales Tax Code for the Customer will be used.
2. It will be taken from the Item record itself.
3. This Tax Code in the Account Usage A/R setting will be used.

In the cases of points 2 and 3, the correct Tax Code for the Zone of the Customer will be used. You will be able to override the choice of Tax Code in an individual Invoice row if necessary.

Note that, for Customers in the "Domestic" and "Export" Zones, Tax will not be charged on any Invoices raised, irrespective of the Tax Code specified here. If you want to charge Tax to such Customers, place them in the Domestic (Post Tax) and "Export (Post Tax)" Zones.

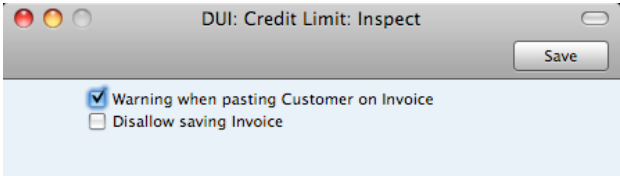
Post Receipt Tax

This option allows you to account for Tax based on Receipts (rather than Invoices) and On Account Receipts. An On Account Receipt is a Receipt with no Invoice Number. If you need to use this option, you should enter

O/P Accounts for all your Tax Codes (in the Tax Codes setting in the General Ledger), or at least a Tax (C/A) Account in the field above. Please refer to the description of flip B of the 'Receipt: New' window above on page 99 for details.

Base Price Use these options to specify whether the sales Prices in the Item records are to include Tax. Tax rates are defined in the Tax Codes setting in the General Ledger.

Credit Limit



This setting allows you to control the actions when the credit limit of a Customer has been (or is about to be) exceeded.

If you choose the first option, a warning will appear when you enter an Invoice and try to use a Customer that has already exceeded their Credit Limit (set using the Sales Credit Limit field on the 'Terms' card of the Contact record for the Customer). If you choose the second option, you will not be able to save an Invoice if it will take the Customer over their Credit Limit.

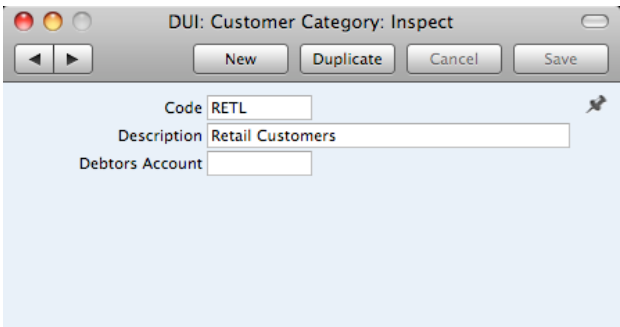
Credit limit checking will not take place for a Customer that has not been given a Credit Limit. If you want to allow a Customer no credit at all, set their Credit Limit to 0.01.

To open this setting, click [Settings] in the Master Control panel, then double-click 'Credit Limit' in the 'Settings' list. Check the boxes as appropriate and then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Customer Categories

You can group Customers of a similar type together using Customer Categories. This can help with reporting: several reports allow you to list Customers belonging to a particular Category.

To work with Customer Categories, use the [Module] button in the Master Control panel to enter the Receivables module and then click the [Settings] button, also in the Master Control panel. Double-click 'Customer Categories' in the resulting list. Then click [New] to open a new record, or double-click an existing record to modify it. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.



Code	Specify a unique code, by which the Customer Category can be identified from the Contact screen and elsewhere in Books by HansaWorld.	
Description	<p>Enter text describing the Customer Category here.</p> <p>The Description will be shown in the 'Paste Special' list that you will use when assigning Customer Categories to Customers and elsewhere, so it should be descriptive enough to make the selection of the correct Customer Category easy for all users.</p>	
Debtors Account	Paste Special	Account register, General Ledger/System module
	<p>If you specify a Debtor Account here, it will be debited whenever you issue an Invoice to a Customer that belongs to this Category.</p> <p>You can only specify a Debtor Account at the Customer Category level, not at the individual Customer level. If you do not specify a Debtor Account in a Category, the Debtor Account specified in the Account Usage A/R setting in the Receivables module will be used.</p>	

Info on Customer Status Report

The Customer Status report shows the current account status of a particular Customer.

You can produce the Customer Status report using the following methods—

- Open the Contact record for a Customer and choose 'Customer Status' from the Operations menu;
- Highlight one or more Customers in the 'Contacts: Browse' window and choose 'Customer Status' from the Operations menu; and
- Activate 'Paste Special' from the Customer Number field in a record such as an Order or Invoice, highlight one or more Customers in the list and choose 'Customer Status' from the Operations menu.

By default, the report it will first show the Customer Number, Name and telephone number. It will then list the five most recently paid Invoices and all open (unpaid) Invoices.

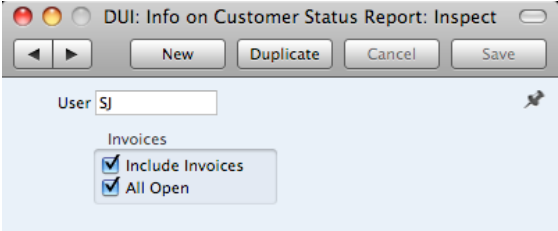
However, if you create a record for yourself in the Info on Customer Status Report setting, you can choose to have more information shown in the report. As you can save a separate record in this setting for each Person, you can control how much of this additional information will be shown to different users. You can effectively give each user a different report definition, allowing each user to customize the report to their particular requirements.

Simply creating a record for yourself in the Info on Customer Status Report setting will add the Customer's address, Credit Limit and turnover for the first period in the Reporting Periods setting to the top of the report. The remainder of the report will then follow the specification in your Info on Customer Status Report record.

The Info on Customer Status Report setting is in the Receivables module. To work with this setting, use the [Module] button in the Master Control panel to enter the Receivables module and then click the [Settings] button, also in the Master Control panel. Double-click 'Info on Customer Status Report' in the

'Settings' list. To create a new record, click the [New] button in the Button Bar, or highlight a record in the list that is similar to the one that you are about to create and click [Duplicate]. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

The following window opens—

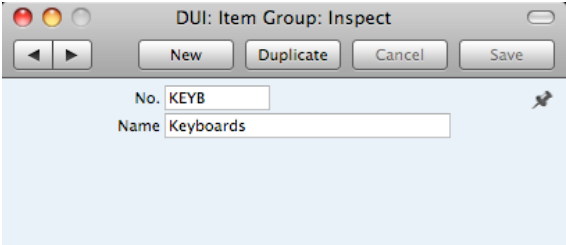


User	Paste Special	Person register, System module
	Enter the user's Signature in the User field, using 'Paste Special' if necessary. You will only be able to enter one record for a particular Person.	
	When the user specified here produces a Customer Status report, the information included in the report will be determined by the instructions in the Info on Customer Status Report record as described below.	
Include Invoices	Check this box if Invoices are to be listed in Customer Status Reports produced by the Person entered in the User field above. You should also check the All Open box.	
All Open	Check this box if open (unpaid) Invoices are to be listed.	

Item Groups

It can be practical to organize Items of similar kinds into Item Groups. This option gives you more flexibility in reporting.

To work with Item Groups, first use the [Module] button in the Master Control panel to enter the Receivables module and then click the [Settings] button, also in the Master Control panel. Double-click 'Item Groups' in the 'Settings' list. To create a new record, click the [New] button in the Button Bar, or highlight a record in the list that is similar to the one that you are about to create and click [Duplicate]. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.



No.	Enter the code or number identifying this Item Group. You can use any combination of letters and numbers. There is a maximum of five characters.
Name	Enter the name or description of the Item Group.

The Name will be shown in the 'Paste Special' list that you will use when assigning Item Groups to Items and elsewhere, so it should be descriptive enough to make the selection of the correct Item Group easy for all users.

Number Series - Invoices

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

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you leave the setting empty, Invoice Numbers will start at 1 and continue consecutively. Otherwise, when you enter an Invoice, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the Receivables module and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the \mathbb{X} -S or Ctrl-S keyboard shortcut. Then, double-click 'Number Series - Invoices' in the 'Settings' list. The following window appears—

	From No.	To No.	From Date	To Date	Comment
1	209001	209999	01/01/2009	12/31/2009	Invoices 2009
2	210001	210999	01/01/2010	12/31/2010	Invoices 2010
3	211001	211999	01/01/2011	12/31/2011	Invoices 2011
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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

Number Series - Receipts

Use this setting to define the Number Series for Receipts in a similar manner to that described for Invoices immediately above.

Payment Modes

This setting is also available in the Payables module: please refer to page 199 above for details.

Payment Terms

This setting is also available in the Payables module: please refer to page 200 above for details.

Price Lists

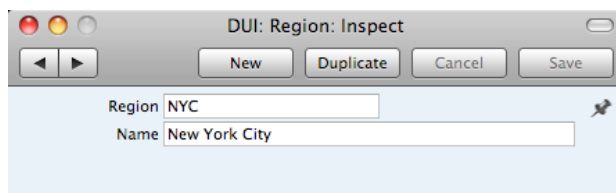
Please refer to page 65 above for details.

Regions

Use the Regions setting to store specific areas inside your country e.g. counties, states or provinces.

Once you have entered the Regions in this setting, you can specify a Region in each Contact record ('Contact' card). The correct Region will then be used in Invoices.

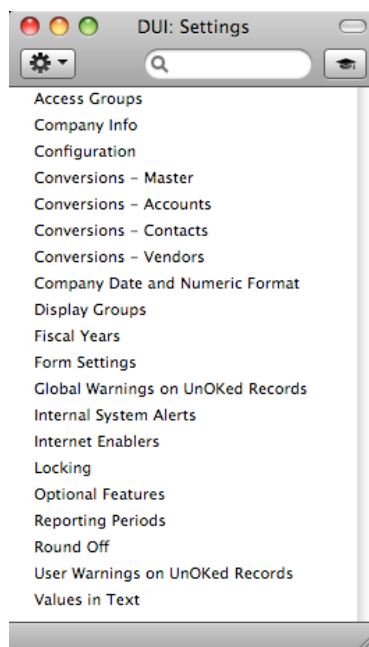
To open the Regions setting, ensure you are in the Receivables module and click the [Settings] button in the Master Control panel. Double-click 'Regions' in the resulting list. The 'Regions: Browse' window is displayed, showing all Regions previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.



Enter a Region Code and Name, and then save the record by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close the record without saving changes, click the close box.

Settings in the System module

The System module contains the following settings—



Access Groups

In a multi-user system, you should use Access Groups to control the access that each user has to your Books by HansaWorld system. For example, you may

want to grant a particular user access to Accounts Receivable and Payable while preventing them from entering the General Ledger. After configuring your Access Groups as described below, whenever you enter a record to the Person register (described below on page 167) for each user, you should allocate that Person to the relevant Access Group. You can do this in one of two ways—

- i. You can exclude a Person from everywhere in your Books by HansaWorld database except those areas that you list in that Person's Access Group. This is known as "Starting from No Access".
- ii. You can allow a Person to go everywhere in your Books by HansaWorld database except to those areas that you list in that Person's Access Group. This is known as "Starting from Full Access".

Bear this choice in mind while configuring your Access Groups as described below.

You can only control a Person's access by assigning them to an Access Group. Persons that do not belong to an Access Group will have full access to your Books by HansaWorld database.

To work with Access Groups, first use the [Module] button in the Master Control panel to enter the System module and then click the [Settings] button, also in the Master Control panel. Double-click 'Access Groups' in the resulting list to open the 'Access Groups: Browse' window. This is a list of the Access Groups that are already in the system.

To create a new Access Group, click the [New] button above the list, or highlight an Access Group in the list and click the [Duplicate] button. To edit an existing record, double-click one of the items in the list. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

Type	Item	Level
1 Module	Receivables	Full
2 Register	Invoices	Full
3 Register	Receipts	Full
4 Setting	Number Series - Invoices	Full
5 Setting	Payment Terms	Read/New
6 Register	Items	Read
7 Register	Contacts	Read
8 Module	General Ledger	Full
9 Register	Transactions	Read
10 Report		Full
11 Report	Balance Sheet	None
12 Report	Profit & Loss	None
13 Report	Trial Balance	None
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

The example illustration above shows an Access Group that will be assigned to Persons who "Start from No Access".

Members of this Access Group will only have access to two modules - the Receivables module (row 1 in the Access Group) and the General Ledger (row 8). This means only that members of the Access Group will be allowed into those modules: access is not granted to anything in those modules. The first row gives access to the Receivables module, so this will be the active module when members log in to your Books by HansaWorld database.

Rows 2, 3 and 4 give Full access to the Invoice and Receipt registers and the Number Series - Invoices setting.

Row 5 gives Read/New access is granted to the Payment Terms setting. This allows members of the Access Group to create new Payment Term records but not to modify existing ones. You also need to give some level of access to Payment Terms if you want members to be able to choose a Payment Term using 'Paste Special' when entering Invoices.

Rows 6 and 7 give Read access to the Contact and Item registers. Again, this is to allow members of the Access Group to be able to choose Customers and Items using 'Paste Special' when entering Invoices.

Row 9 gives Read access to the Transaction register. As well as allowing members of the Access Group to open the Transaction register and look at individual Transaction records, this also allows them to use the 'Open GL Transaction' Operations menu function from Invoices and Receipts.

In row 10, the Item field is empty. This row therefore gives Full access to all reports in both the Receivables module and the General Ledger.

Having granted Full access to all reports, the final lines take away that access for the Balance Sheet, Profit & Loss and Trial Balance reports.

The Access Group record contains the following fields—

Code	Use this field to assign a unique identifier to each Access Group. You can use up to five alpha-numeric characters.	
Text	Enter a description of the Access Group, to be shown in the 'Access Groups: Browse' and 'Paste Special' windows.	
Access Groups	Paste Special	Access Groups setting, System module

You can use this field if you are creating an Access Group that will include access rights that you have already included in another Access Group. Specify that Access Group here. You can enter several Access Groups, separated by commas.

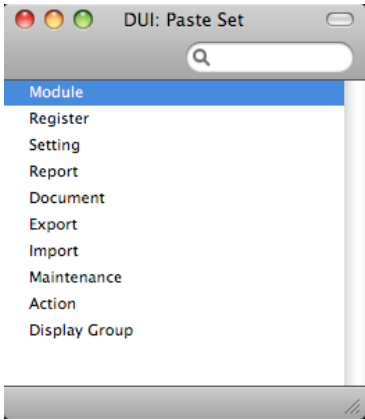
For example, you might already have one Access Group giving access to the Receivables module and one giving access to the Payables module. If you now need to create a third Access Group giving access to both modules, you can enter the two previous Access Groups here, saving you the need of listing the registers, settings and so on in the grid once again. It also reduces the maintenance burden: if you make a change in the Access Group giving access to the Receivables module, you won't need to make the same change in the Access Group giving access to both modules.

The access rights in the Access Group that you specify in this field will have priority over those that you specify in the grid below. For example, if you deny access to the Number Series - Invoices setting in the grid below, and you enter an

Access Group in this field in which you have given full access to the same setting, then users will have full access to the setting. If you list several Access Groups in this field with varying levels of access to that setting, then access will be given as specified in the last-named Access Group. For example, if you enter Access Groups A, B and C, then C will have priority over A and B and over the grid below.

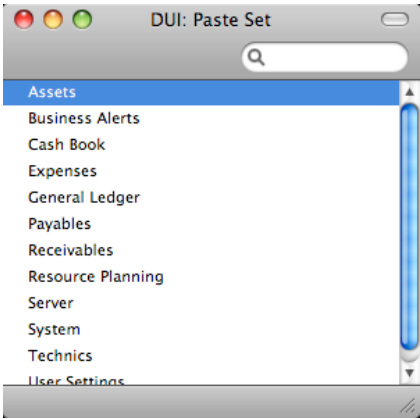
Use the grid area to determine the areas of your Books by HansaWorld database to which members of the Access Group will be given access, and the level of that access. You can allow or disallow access to any module or any component of a module (such as a particular register or setting).

Type	Paste Special	Choices of possible entries
The first step is use the Type field to specify the area of your database to which you are controlling access (for example, module, register, setting, report, document, etc.). Use 'Paste Special' to open a list of the Types available—		



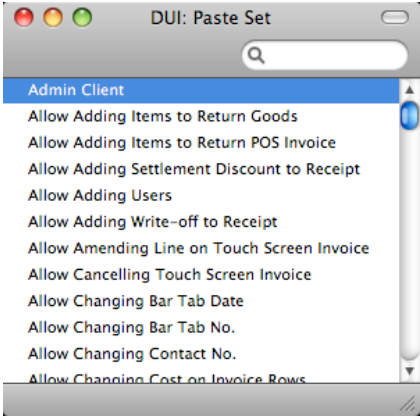
Item	Paste Special	Choices of possible entries
Having specified the Type, use the Item field to name the specific component whose access you are controlling. Again, use 'Paste Special' to open a list of the components available. The 'Paste Special' list will vary, depending on the Type.		

For example, if you entered "Module" in the Type field, the 'Paste Special' list from the Item field will contain a list of modules—



The list will show every module in Books by HansaWorld, including those that are provided by the various Value Packs and Extra Features that you may not be using. Make sure you only select modules that are included in your particular installation of Books by HansaWorld.

If you enter “Action” in the Type field, the ‘Paste Special’ list from the Item field will contain a list of functions to which you can restrict access if necessary. These include the checking of the OK box in transactions of all kinds, the Operations menu functions and some miscellaneous features such as deleting records.

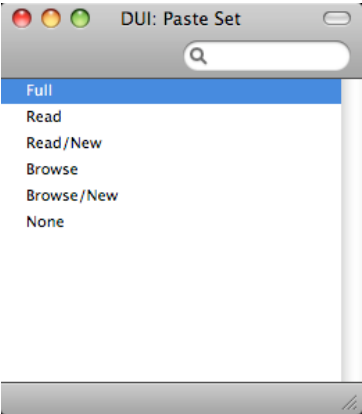


Note that, as indicated by their names, some of these Actions will Allow access, while others will Disallow access. Make sure you make an appropriate entry in the Level field to the right.

If you enter “Reports” in the Type field, ‘Paste Special’ from the Item field will list all reports, and so on.

You can leave the Item field empty if you want to apply the Level to all sub-components of the specified Type. For example, if the Type is “Reports”, the Item is empty and the Level is “None”, members of the Access Group will have no access to any report. You can then list individual reports on subsequent rows with a Level of “Full” to give access only to those reports listed.

Level	Paste Special	Choices of possible entries
		Use the Level field to specify the level of access that you are allowing to the Item. A further ‘Paste Special’ list displays the available options—



You can use the following two options with any Type—

Full	Allows full access to the Item.
None	Denies all access to the Item.

If the Type is “Document”, this Level will allow Users to print from browse and record windows, but any further access will be denied. For example, a User with no access to the Invoice document will be able to open an Invoice record and print it. They will not be able to choose which Invoices are to be printed from the ‘Documents’ list window, and they will not be able to change the Form used when Invoices are printed.

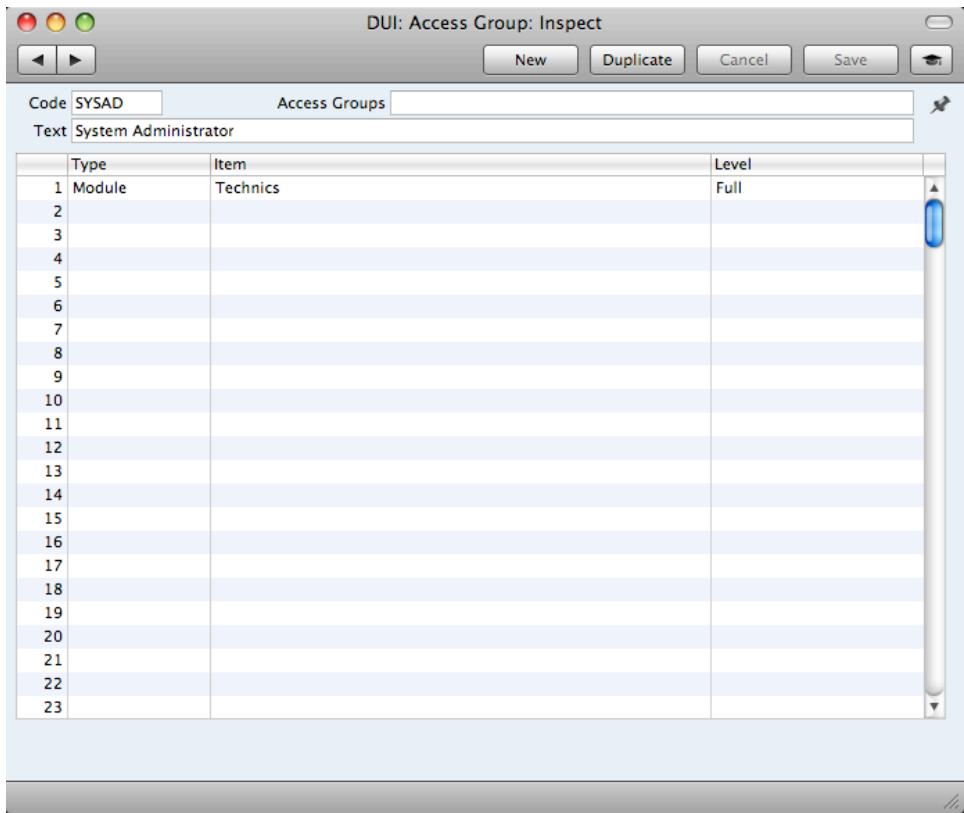
You can only use the remaining options when the Type is “Register” or “Setting”, with one exception noted in the text—

Browse	Allows users to open the register or setting and to see the records it contains in a list. Users will be able to search the list. Users will not be able to open, modify or create individual records.
Browse/New	Allows users to open the register or setting and to see the records it contains in a list. Users will be able to search the list. Users will not be able to open or modify individual records, but they will be able to create new ones (although not by duplicating existing ones).
Read	<p>Allows users to open the register or setting and to see the records it contains in a list. Users will be able to search the list. Users will be able to open individual records but not to modify them or to create new ones.</p> <p>You can also use this Level when the Type is “Report”, in which case users will be able to print the report to screen but not to a printer or to a text file.</p>
Read/New	Allows users to open the register or setting and to see the records it contains in a list. Users will be able to search the list. Users will be able to open individual records but not to modify them. They will be able to create new records (including by duplicating existing ones).

If you want to allow ‘Paste Special’ access to a register or setting to which access is otherwise denied, you should grant Browse or Read access to that register or setting. For example, if a user only has access to the Invoice register, you should grant them Browse or Read access to the Contact and Item registers if you want them to be able to choose Customers and Items using ‘Paste Special’ when they enter new Invoices.

System Administrator

In multi-user systems it is recommended that at least one member of staff acts as a system administrator, able to use the Technics module on a client machine when other users are logged in. To implement this, create an Access Group that explicitly grants full access to the Technics module—

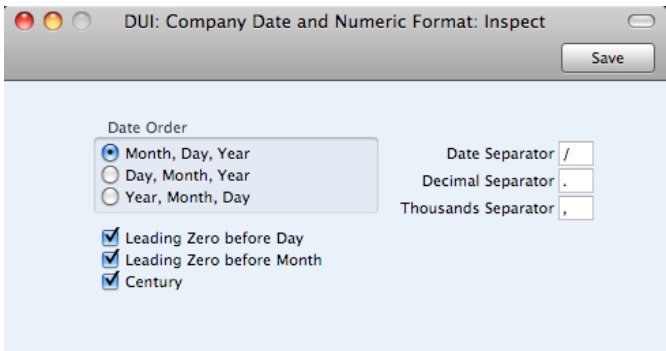


If you do not have an Access Group that grants access to the Technics module, you will not be able to carry out certain tasks (e.g. backing up) on a client machine. You will only be able to do them on the server machine when no other users are logged in. This may not be convenient if the server is in another building or is otherwise inaccessible.

The Technics module is unusual in that you must include it in an Access Group to gain access to it, even if you assign the Access Group to Person records that Start from Full Access. If the Technics module is not listed in an Access Group, access will not be given.

Company Date and Numeric Format

Use this setting to ensure your Books by HansaWorld installation displays, prints and exports dates and numbers using your preferred formats.



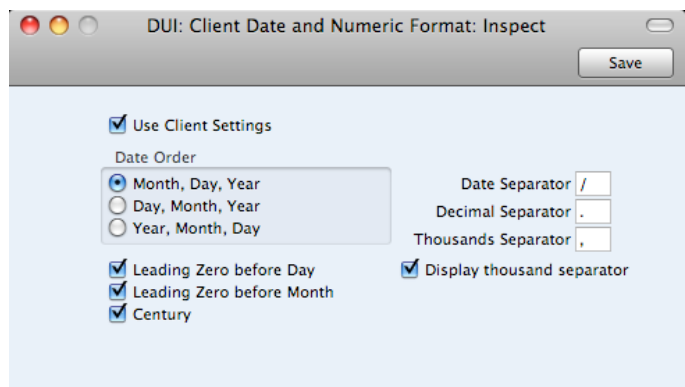
Internally, all dates are stored with four-digit years (e.g. "2011"). If you switch on the Century check box, Books by HansaWorld will display the century digits in all dates. However, you do not have to type the extra two century digits: they will be added automatically. If you enter "100411" in a date field, it will be changed to "10-04-2011" when you leave the field, assuming "-" is the Date Separator.

To open this setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click 'Company Date and Numeric Format' in the 'Settings' list. Choose the date and number format options that you need. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

In a single-user system, whenever you make a change in this setting, its effect will be immediate and universal.

In a multi-user system, you can change the Company Date and Numeric Format setting from a client machine, but the changes will not take effect until you restart the server.

You can set different date and numeric formats on a particular client machine, using the Client Date and Numeric Format setting in the User Settings module while working on that machine. These formats will be used on that machine irrespective of the Person logging in. Be sure to tick the Use Client Settings box before saving, to activate the setting.



You will need to quit and restart on that client machine only (not the server) for the changes to take effect.

If a particular client machine has its own date and number formats, they will be used on screen and in reports. However, numbers and dates will be printed in documents using the formats chosen in the Company Date and Numeric Formats setting, to retain corporate identity.

Company Info

Use this setting to record your company's name and address, and other particulars such as phone and fax numbers, and the bank and bank account number. This information will be printed as appropriate on all documents. If you have more than one Company, you should record this information separately in the Company Info setting in each Company.

To open the Company Info setting, first use the [Module] button in the Master Control panel to enter the System module and then click the [Settings] button, also in the Master Control panel. Double-click 'Company Info'. The 'Company Info: Inspect' window is opened.

DUI: Company Info: Inspect

Company Demo USA Inc.

Address Reg

Address 111 43rd Street

New York

NY

10010

Telephone + 1 646-444-5555 Fax + 1 646-444-5556

Save

When you create a new database, the first Company will be created automatically for you. As part of this process, you will be asked to provide a name and address for this Company in the 'Create a New Company' window. This information will be copied to the Company Info setting as shown above. If you add more Companies, you should give each one a Name in the Company Info setting. If you change this Company Name in the Company Info setting in any Company, this will cause Books by HansaWorld to go into restricted mode. To regain full use of Books by HansaWorld, you will need to apply for a new Enabler Key.

Apart from the Company Name, Address etc, you should enter the following information in this setting, on the 'Reg' card—

DUI: Company Info: Inspect

Company Demo USA Inc.

Address Reg

Reg. No. 123456789 Bank 1 Citybank

Tax No. 987654321 Bank 2 323354465

Email WWW Address www.hansaworld.com

Bank Customer ID Edit Font

Commercial Reg.No. Report Font

Home Community Tax Law Default

Character Set English Report Font Size 0

Save

Reg. No. Enter your company registration number here. This information can then be printed on any appropriate documentation. It is also required for registering your copy of Books by HansaWorld and receiving Enabler Keys.

Tax No. Enter your Sales Tax Certificate Number here. This information can then be printed on any appropriate documentation. It is also required for registering your copy of Books by HansaWorld and receiving Enabler Keys.

Bank 1, Bank 2 You should enter your company's main bank account number(s) here. This information can then be printed on any appropriate documentation.

Bank Customer ID This is an ID number used for electronic communication with certain banks and other credit institutions in some

countries. Please contact your local Books by HansaWorld representative for details.

Edit Font, Report Font, Report Font Size

Paste Special

Fonts in your system

These fields allow you to select different fonts for use on screen and in reports respectively. If you leave these fields empty, Books by HansaWorld's default fonts will be used. These fonts are selected for maximum readability, and you should only change them if you have good reasons to do so. In non-English versions of Books by HansaWorld, use these fields to select fonts with special character sets.

Commercial Reg. No.

The Intrastat system is used to collect statistics on the physical trade in goods (i.e. the actual movement of goods) between the various member countries of the European Union (EU). If your business is situated in an EU country and its trade with companies in other EU countries is greater than the threshold value, it will be necessary to send an Intrastat report periodically to the relevant authorities. You can do this by printing a document or exporting a text file. In both cases, the report should include your company name and address (from the 'Address' card above), your Tax Number (above) and a company or branch identifier (entered in this field). You should have a separate identifier for each branch if you will be submitting Intrastat returns from different branches using the same Tax Number.

This field is also used in Portugal. Enter the commercial registration number of your company. This information is required for SAF-T reporting.

Home Community This field is used in Portugal. Enter the region or district in which your company is located. This information is required for SAF-T reporting.

Tax Law

Paste Special

Choices of possible entries

Use this field to ensure the behavior of Books by HansaWorld conforms to the local accounting conventions in your country. If your country is not listed in the 'Paste Special' list, choose the "Default" option.

Character Set

Paste Special

Choices of possible entries

This field is used to control sorting in Books by HansaWorld. In countries where the alphabet differs to that of the UK/US, sorting by ASCII codes produces a list that is not in the correct alphabetical order: use this field to overcome this problem.

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

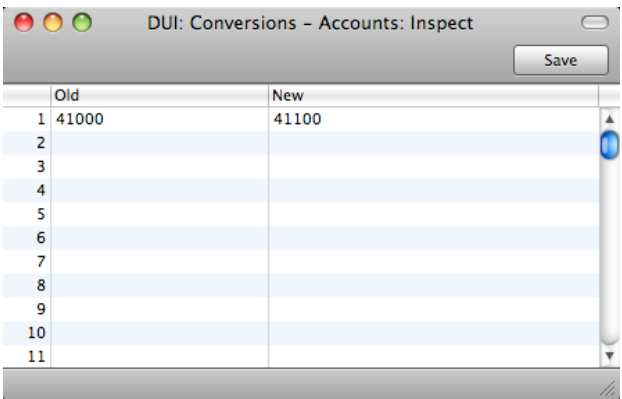
Configuration

Use this setting to register the Value Packs and Extra Features you have purchased, how many Companies there are in your Books by HansaWorld database and how many users will have access to the system. Once you have done this, you will be able to obtain an Enabler Key. The setting is fully described in the sections entitled 'Adding a Second Company' and 'Registration' on pages 18 and 20 respectively in the first chapter of this manual.

Conversions - Master, Conversions - Accounts

These settings allow you to change the Account Number of an Account, and/or to merge two or more Accounts into one. For example, you might have been using Account 41000 for sales of a particular product, but for some reason you now want to use Account 41100 instead. Using these settings, you can change Account 41000 wherever it appears in the database to Account 41100 (e.g. in the Account register itself, in General Ledger Transactions and in settings such as Account Usage A/R). All previous entries to the old Account will appear under the new Account in all reports. Follow these steps—

1. Use the [Module] button in the Master Control panel or the ⌘ -0 (zero)/Ctrl-0 keyboard shortcut to ensure you are in the System module, and click the [Settings] button, also in the Master Control panel (or use the ⌘ -S/Ctrl-S keyboard shortcut). Double-click 'Conversions - Accounts' in the resulting list. Enter the old and new Account Numbers one by one in the window as shown in the illustration. Finish by saving the setting by clicking [Save].

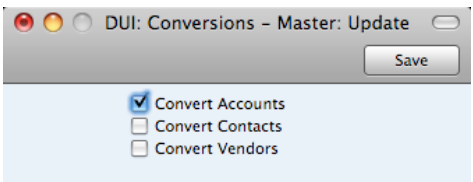


As well as using the Conversions - Accounts setting to change Account Numbers as illustrated above, you can also use it to add a prefix or suffix to existing Account Numbers, as follows—

Old	New	Result
+	A	"A" will be placed in front of all Account Numbers
-	A	"A" will be placed at the end of all Account Numbers

The prefix or suffix will be added to all Account Numbers in the database.

2. From the 'Settings' list, select 'Conversions - Master' and enter a check mark in the Convert Accounts check box. Save the setting by clicking [Save].



3. Make a text back-up of your database and quit Books by HansaWorld.
4. If you are using Mac OS X, locate the "Books.hdf" file, as described below. Hold down the Ctrl key on your keyboard and click on this file. When the menu appears, choose 'Show Package Contents'. A window will open, listing the contents of the "Books.hdf" file. Move the "HANSA.HDB" file out of the package. The "Books.hdf" file will be stored in one of two places, as follows—
 - If you have placed the Books by HansaWorld application in your 'Applications' folder as is recommended, the "Books.hdf" file will be stored in Home/Library/Application Support/HansaWorld.
 - If you have placed the Books by HansaWorld application somewhere else (i.e. not in the 'Applications' folder or in a sub-folder in 'Applications'), the "Books.hdf" file will be stored in the folder containing the application.

If you are using Windows, remove the Books by HansaWorld database file (named "HANSA.HDB") out of the directory containing your Books by HansaWorld application. Ensure, however, that the "DBDef.txt" and "Default.txt" files are present.

5. Launch Books by HansaWorld again. Because there is now no "HANSA.HDB" file, the 'Welcome' window will appear. Click the [Import backup] button.
6. Locate and import the back-up file that you created in step 3
7. The routine will renumber the Account records in the Account register as required. In the example, Account 41000 will be given the new number of 41100. If Account 41100 already existed, the old Account (41000) would be deleted. Check the Account register to make sure that this has happened.
8. Produce a General Ledger report for one of the new Accounts and check that all the Transactions have been converted as you expected.
9. You must now inspect and change all *report definitions* in the General Ledger where the old Account Number has been used. Refer to the description of the Report Settings setting above on page 191 for details.
10. Return to the Conversions - Master setting in the System module and turn off the option to Convert Accounts.
11. Return to the Conversions - Accounts setting and delete everything line by line.

During the import of the back-up file, all references to the old Account numbers will be replaced in all transactions (including Accounts Receivable and Accounts Payable transactions) and in all settings (including Account Usage A/R and Payment Modes).

If you have more than one Company in your database, you must follow steps 1 and 2 above in the Company in which the conversion is to take place, and repeat those steps in any other Company where the conversion is also to take place. Check that the Conversions - Accounts setting is empty and that nothing is ticked in the Conversions - Master setting in all other Companies. If you want a different conversion to take place in another Company, enter old and new Account numbers in the Conversions - Accounts setting in that Company as necessary, and turn on the option to Convert Accounts in the Conversions - Master setting in that Company as well.

Conversions - Master, Conversions - Contacts

You can use the Conversions - Master and Conversions - Contacts settings in much the same manner as described in the 'Conversions - Master, Conversions - Accounts' section immediately above to change the Contact Number of a Contact record or to add prefixes or suffixes to all Contact Numbers. For example, you can change Contact Number "001" to "002", and in all transactions such as Invoices and Purchase Invoices, "001" will be changed to "002" as well.

To do this, follow the numbered steps described in the previous section, using the Conversions - Contacts setting in place of the Conversions - Accounts setting and checking the Convert Contacts box instead of the Convert Accounts box in the Conversions - Master setting in step 2.

Conversions - Master, Conversions - Vendors

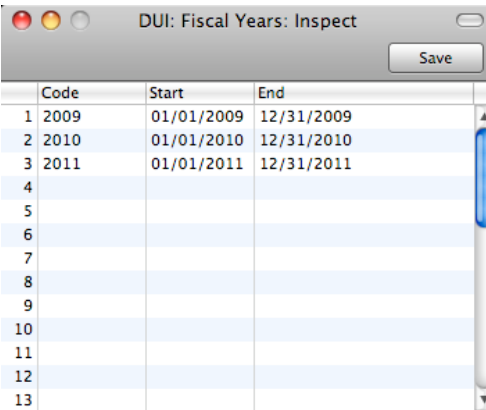
You only need to use this setting if you are updating to Books by HansaWorld from version 4.0 or earlier of its predecessor FirstOffice. Please refer to your local Books by HansaWorld representatives for full details.

Fiscal Years

Books by HansaWorld has a multi-year database: it can contain accounting transactions from more than one Fiscal Year. You must define a Fiscal Year using this setting before you can post transactions to it. Each year must have a Code, and can be between 6 and 18 months in duration.

To open this setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click 'Fiscal Years' in the 'Settings' list. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

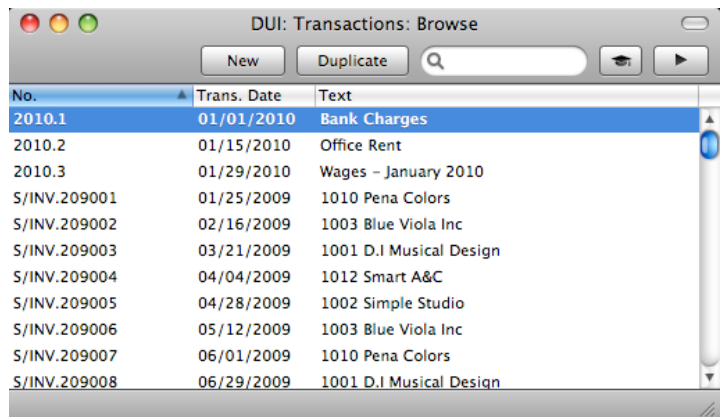
You should always list your Fiscal Years in chronological order as shown in the illustration below. You should not attempt to insert a new Fiscal Year at the top of the list, and you should not remove past Fiscal Years. You should not make any changes to a Fiscal Year once a transaction has been posted.



The screenshot shows a window titled "DUI: Fiscal Years: Inspect" with a "Save" button in the top right corner. Below the title bar is a table with three columns: "Code", "Start", and "End". The table contains three rows of data for the years 2009, 2010, and 2011, followed by empty rows for years 4 through 13. A vertical scrollbar is visible on the right side of the table.

	Code	Start	End
1	2009	01/01/2009	12/31/2009
2	2010	01/01/2010	12/31/2010
3	2011	01/01/2011	12/31/2011
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

The Code will be used as a prefix for the Transaction Numbers of the Transactions that you enter directly to the Transaction register in the General Ledger. For example, referring to the illustration below, Transaction 1 dated during 2010 appears as “2010.1” in the ‘Transactions: Browse’ window—



No.	Trans. Date	Text
2010.1	01/01/2010	Bank Charges
2010.2	01/15/2010	Office Rent
2010.3	01/29/2010	Wages - January 2010
S/INV.209001	01/25/2009	1010 Pena Colors
S/INV.209002	02/16/2009	1003 Blue Viola Inc
S/INV.209003	03/21/2009	1001 D.I Musical Design
S/INV.209004	04/04/2009	1012 Smart A&C
S/INV.209005	04/28/2009	1002 Simple Studio
S/INV.209006	05/12/2009	1003 Blue Viola Inc
S/INV.209007	06/01/2009	1010 Pena Colors
S/INV.209008	06/29/2009	1001 D.I Musical Design

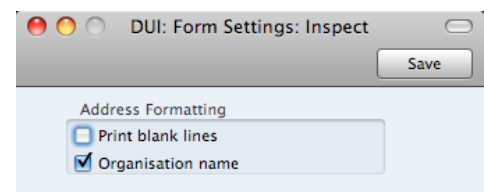
If you need to produce a report in the General Ledger in which you want to report on a range of Transactions, you should include the Fiscal Year prefix in the range. For example and referring to the illustration above, reporting on the range “2010:1:2010.3” would result in a list of the Transactions from January 2010.

As you cannot post a transaction whose date does not fall in a Fiscal Year as defined in this setting, it is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years.

Form Settings

Use this setting to control how addresses are printed in documents (in the “Address” and “Own Address” fields).

To open this setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click ‘Form Settings’ in the ‘Settings’ list. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



DUI: Form Settings: Inspect

Save

Address Formatting

☐ Print blank lines

☒ Organisation name

Print Blank Lines By default, blank lines in addresses are not printed in documents. Use this option if you want the blank lines to be printed.

Organization Name

Use this option if you want the Customer Name to be printed as the first line of the address.

Global Warnings on UnOKed Records

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

When you enter a Sub System record such as an Invoice, you can save it as many times as necessary before approving it. This can be useful if, for example, you want to check that the record is correct before committing it to the General Ledger.

On the other hand, there may be situations where you need Sub System records to be approved immediately. In this situation, you can use the Global Warnings on UnOKed Records setting in the System module to help ensure this takes place.

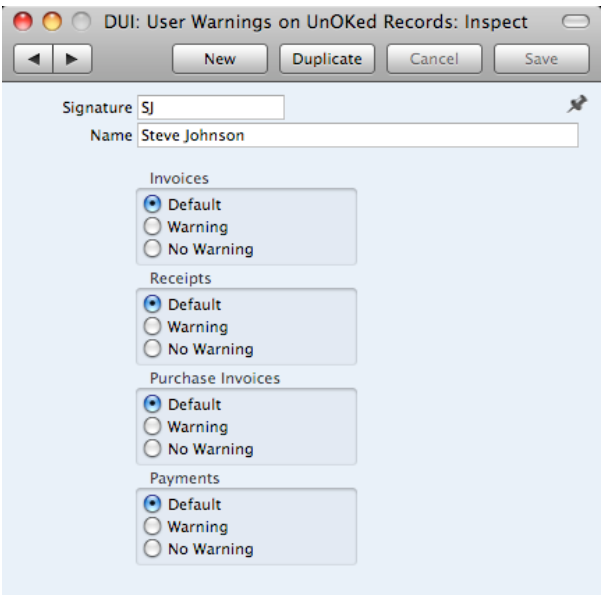
In a multi-user system, the options that you choose in this setting will apply to every client machine. In a multi-user system, the options that you choose in this setting will apply to every user, but you can set different options for a particular user. To choose options for a particular user, use the User Warnings on UnOKed Records setting in the System module and enter separate records for each user. The user will be given warnings irrespective of the client machine they are using.

To open the Global Warnings on UnOKed Records setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click 'Global Warnings on UnOKed Records' in the 'Settings' list. Tick the options as necessary and then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



To set warning options for a particular user, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click 'User Warnings on UnOKed Records' in the 'Settings' list. To create a new record, click the [New] button in the Button Bar, or highlight a record in the list that is similar to the one that you are about to create and click [Duplicate]. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

The following window opens—



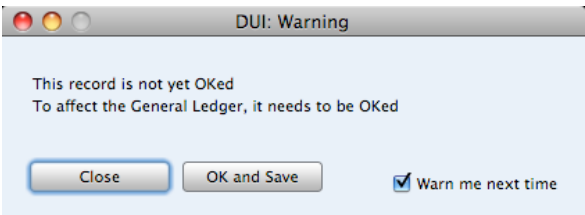
Signature	Paste Special	Person register, System module
		Specify the user, using 'Paste Special' if necessary. You will only be able to enter one record for a particular Person.
Name		The Person's Name will be brought in when you enter their Signature in the field above.

Click the options as follows—

Default	When the user saves a record that had not been marked as OK, a warning will be or will not be given, depending on how you have configured the Global Warnings on UnOKed Records setting.
Warning	When the user saves a record that had not been marked as OK, a warning will be given.
No Warning	When the user saves a record that had not been marked as OK, a warning will not be given.

If a particular user does not have access to the System module, they can create or change their own record in the User Warnings on UnOKed Records setting by changing to the User Settings module and opening the Warnings on UnOKed Records setting. The user will be shown their own record from the User Warnings setting. Any changes that the user makes will update this record. If the user does not have a record in the User Warnings setting, one will be created when they close the window and choose to save changes. The user will not be able to change any other user's records from the User Settings module.

If you specify that a warning will be issued whenever you try to save a record that you have not marked as OK, the record will be saved, and then the following warning will appear—



Click the buttons as follows—

- Close** The warning will be closed, and the record will be left unapproved.
- OK and Save** The warning will be closed, and the record will be approved (marked as OK, saved again, and the appropriate General Ledger Transaction created).
- Warn me next time** Uncheck this option if you want to prevent the warning appearing in the future when you save unapproved records in the same register. This will update your record in the User Warnings on UnOKed Records setting i.e. it will not affect any other users.

Internet Enablers

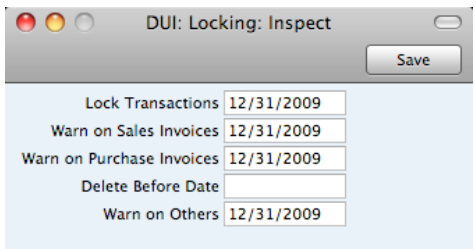
Please refer to the section entitled ‘Registration’ on page 20 for full details about this setting.

Locking

This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. You will do this by specifying a cut-off date: no transactions whose Transaction Date is on or before this cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically.

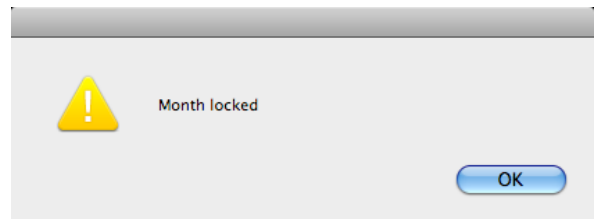
You are not forced to close months or periods, but this setting allows you to do so if necessary. It is recommended that you do so: after you have printed the final reports for a particular month (e.g. Balance Sheet, Profit & Loss), you should prevent the posting of further transactions to that month to ensure the reports remain accurate. This is especially true at the end of a fiscal year, after you have brought the profit/loss figure forward to the new year.

To open the Locking setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The ‘Settings’ list opens: double-click ‘Locking’. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



- Lock Transactions** If you enter a date in this field, you will not be able to enter any Transaction whose Transaction Date is on or before this date. This applies only to Transactions entered directly to the Transaction register in the General Ledger.
- If you discover that a Transaction that falls within a closed month contains an error, you can only correct it using the ‘Correction Mark’ function. Please refer to the ‘Correcting Transactions’ section above on page 145 for full details.

If you try to save a Transaction whose Transaction Date is on or before the Lock Transactions date, the following warning will appear—

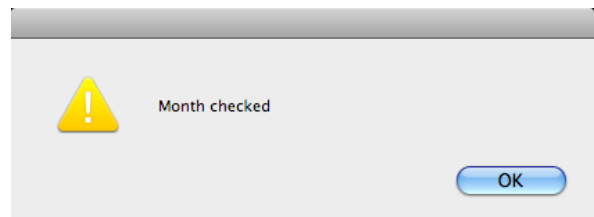


After locking the Transaction register at a certain date, you will not be able to enter any Transaction with an earlier date, and you will not be able to change or correct an existing Transaction from before that date.

Warn on Sales Invoices

If you enter a date in this field, a warning will be displayed when you enter an Invoice whose Transaction Date is on or before this date. You will still be able to save the Invoice.

If you try to enter an Invoice whose Transaction Date is on or before the Warn on Sales Invoice date, the following warning will appear—



Warn on Purchase Invoices

If you enter a date in this field, a warning will be displayed when you enter a Purchase Invoice whose Transaction Date is on or before this date. You will be able to save the Invoice.

Delete Before Date Under normal circumstances, you cannot delete General Ledger Transactions or approved records in the Sub System registers. However, there can be situations where you need to delete such records, perhaps because disk space is at a premium and you have already committed the previous year's accounts to an archive file.

To allow the deletion of such transactions, you must enter a Delete Before Date in this field. You will only be able to delete General Ledger Transactions and records in the Sub System registers whose Transaction Dates are on or before this Delete Before Date. To delete records, open them and select 'Delete' from the Record menu.

Warn on Others If you enter a date in this field, a warning will be displayed when you enter a Payment or Receipt whose Transaction Date is on or before this date. You will still be able to save the record.

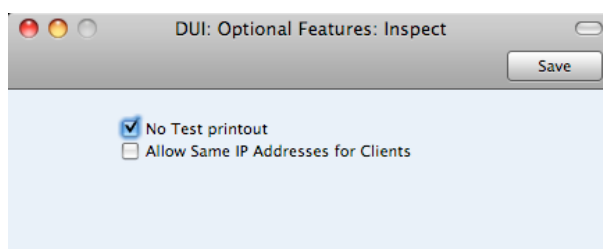
Once you have entered a date in any of the fields in this setting, you will usually only be able to change that date to a later one. You will not be able to change it to an earlier date. When a period or month is locked, you should print and file all management reports (e.g. Balance Sheet, Profit & Loss report, etc), and so it will not be appropriate to re-open the period to post new transactions. However, in some exceptional circumstances, it may be appropriate to change a locking date to an earlier one. If you want to do this, you must belong to an Access Group where Full access has been granted to the 'Allow Changing of Locking' Action. Access Groups are described above on page 212.

Optional Features

The Optional Features setting contains some miscellaneous options controlling the behavior of various aspects of your Books by HansaWorld database.

The Optional Features setting is unusual in that it affects the entire database. So, if you have more than one Company, choosing an option in this setting in one Company will affect every other Company as well.

To open the Optional Features setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The 'Settings' list opens: double-click 'Optional Features'. Click [Save] to save any changes and close, or the close box to close without saving changes.



No Test printout Some documents have a watermark feature. This feature has two elements—

1. When you print an unapproved record (one that has not been marked as OK), the text "Test Printout" will be printed diagonally across the page as a watermark. This is to avoid this print-out being confused with the final version, which you will print after approving the record and saving.
2. When you print a record that you have already printed, the text "Copy" will be printed diagonally across the page as a watermark.

Use this option if you want to turn off the watermark feature.

The following documents have the watermark feature—

Cash Note	both "Test Printout" and "Copy"
Credit Note	both "Test Printout" and "Copy"
Invoice	both "Test Printout" and "Copy"
Payment Forms	"Test Printout" only
Receipt Forms	"Test Printout" only

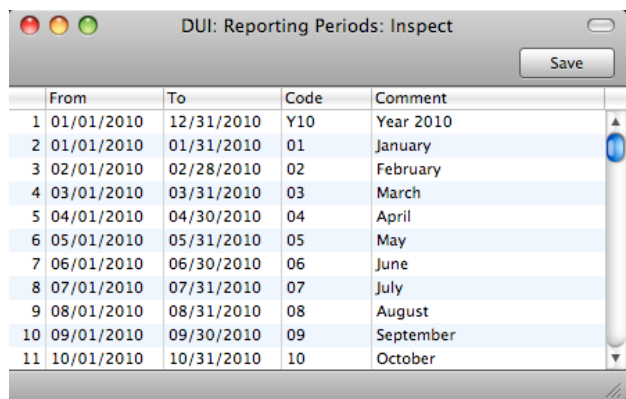
Allow Same IP Addresses for Clients

Use this option if you want to log on to your Books by HansaWorld server more than once from the same IP address. This can sometimes be useful for testing. If you change this option, it will not take effect until you restart the server. The option has no effect in a single-user installation.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when you produce reports. Using 'Paste Special' from the Period field of a report specification window will bring up a list of the Reporting Periods entered using this setting. For example, if you often produce monthly reports you should define each month as a separate period in this setting.

To open the Reporting Periods setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The 'Settings' list opens: double-click 'Reporting Periods'. When the 'Reporting Periods: Inspect' window opens, you can enter a new Reporting Period simply by clicking in the first blank line and entering details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.



The screenshot shows a window titled 'DUI: Reporting Periods: Inspect' with a 'Save' button in the top right corner. The window contains a table with the following data:

	From	To	Code	Comment
1	01/01/2010	12/31/2010	Y10	Year 2010
2	01/01/2010	01/31/2010	01	January
3	02/01/2010	02/28/2010	02	February
4	03/01/2010	03/31/2010	03	March
5	04/01/2010	04/30/2010	04	April
6	05/01/2010	05/31/2010	05	May
7	06/01/2010	06/30/2010	06	June
8	07/01/2010	07/31/2010	07	July
9	08/01/2010	08/31/2010	08	August
10	09/01/2010	09/30/2010	09	September
11	10/01/2010	10/31/2010	10	October

It is a good idea to assign a Code that is easy to remember to each Reporting Period. You can use Codes as a quick way to choose a Reporting Period. For example, using the Reporting Periods illustrated above, type "1" in the Period field of a report specification window when you want the report to cover January in the current year. When the current year comes to an end, you should update your Reporting Periods so that they remain current. For example, this will ensure that typing "1" in a report specification window will now produce a report for January in the new year.

The Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful Period is always offered as a default. You can simply change the dates and, if necessary, the Code in the first row, but if you want to delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

Round Off

The Round Off setting controls the way figures are rounded off.

Rounding is used throughout the system. When you enter a Sub System record such as an Invoice, the rounding process will be visible immediately. When you then approve that record (mark it as OK and save, causing a General Ledger Transaction to be created automatically), any amounts lost or gained will be posted to the Round Off Account specified in the Account Usage A/R setting. This Account will be used in Transactions generated from both Sales Invoices and Purchase Invoices.

To open the Round Off setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The 'Settings' list opens: double-click 'Round Off'. When the 'Round Off: Inspect' window opens, enter your requirements for the rounding process as necessary. Click [Save] to save and close, or the close box to close without saving changes.

Each section contains the same set of options that control how the rounding process will operate—

Decimals	The number of decimal places. Example values are—
2	Rounds to two decimal places.
1	Rounds to one decimal place.
0	Rounds to the nearest whole number.
-1	Rounds to the nearest 10.
-2	Rounds to the nearest 100.

The maximum number of decimal places is seven. However, some non-calculated fields can only contain a maximum of three decimal places. For example, the Quantity and Unit Price fields in an Invoice can only contain up to three decimal places, and therefore the maximum number of decimal places in the calculated Sum field is six.

Step	Use these options to specify the rounding increment, as follows—
no step	A rounding increment of 1 will be used. For example, if you are rounding to two decimal places, values after rounding will follow the sequence 0.00, 0.01, 0.02, 0.03 and so on. 0.023 will be rounded to 0.02 using this option.
5	A rounding increment of 5 will be used. For example, if you are rounding to two decimal places, values after rounding will follow the sequence 0.00, 0.05, 0.10, 0.15 and so on. 0.023 will be rounded to 0.00 using this option.
2.5	A rounding increment of 2.5 will be used. For example, if you are rounding to two decimal places, values after rounding will follow the sequence 0.00, 0.025, 0.05, 0.075 and so on. 0.023 will be rounded to 0.025 using this option. Note that this option will sometimes result in one extra decimal place than specified being used.
Mode	Choose an option to specify how 0.5 will be rounded. The options are:
half up	0.5 will be rounded up to 1.0 when rounding to zero decimal places.
half down	0.5 will be rounded down to 0.0 when rounding to zero decimal places.
to even	0.5 will be rounded to the nearest even whole number. For example, when rounding to zero decimal places, 1.5 will be rounded to 2, 2.5 will be rounded to 2, 3.5 will be rounded to 4.
to odd	0.5 will be rounded to the nearest odd whole number. For example, when rounding to zero decimal places, 1.5 will be rounded to 1, 2.5 will be rounded to 3, 3.5 will be rounded to 3.
truncate	Rounding will be carried out by removing decimals. For example, 1.999 will be rounded to 1.99 (two decimal places), to 1.9 (one decimal place) or to 1 (zero decimal places).
Direction	The Direction is only used if the Mode is “half up” or “half down”. It specifies what “up” and “down” mean for negative numbers.
up is always positive	-1.5 will be rounded up to -1, +1.5 will be rounded up to 2.
up is away from zero	-1.5 will be rounded up to -2, +1.5 will be rounded up to 2. This option will ensure a negative record will completely cancel a positive one.

The 'Round Off: Inspect' window contains the following sections—

Default

The Default section has the following effects—

- It controls the number of decimals that will be displayed in Price fields and in fields with calculated values (e.g. Sum). For example, if the Default number of decimals is 4, four decimals will always be displayed. So, a value of 1 will be displayed as 1.0000, and 1.25 will be displayed as 1.2500.
- It sets the maximum number of decimals that can be used anywhere in this setting. For example, if the Default number of decimals is 4, the Row Sum will be rounded to four decimal places, even if you specified in the relevant section of this setting that it should be rounded to six.
- The Quantity field in all matrices will not follow the number of decimal places specified here. This field can support up to three decimal places. For example, if you enter "1", "1" will be displayed in the field, if you enter "1.123", "1.123" will be displayed in the field, and so on. If you enter "1.1234", then it will be rounded to three decimal places following the Default rules for Step, Mode and Direction.
- The Unit Price field in all matrices can also support up to three decimal places, and will always display a minimum of two. For example, if you enter "1", "1.00" will be displayed in the field, if you enter "1.123", "1.123" will be displayed in the field, and so on. If you enter "1.1234", then it will be rounded to three decimal places following the Default rules for Step, Mode and Direction. If the Default number of decimals is greater than three, then the appropriate number of trailing zeros will be added to the figures. For example, if the Default number of decimals is five and you enter "1.12", "1.12000" will be displayed.

Default for Currency

This section controls the rounding of the Tax (i.e. the Tax total) and Subtotal fields below all matrices. The number of decimals should not be more than the Default number of decimals specified above.

Total

This section controls the rounding of the TOTAL field below all matrices. The number of decimals should not be more than the Default number of decimals specified above.

Tax

This section controls the rounding of the Tax calculation in each matrix row. The number of decimals should not be more than the Default number of decimals specified above.

User Warnings on UnOKed Records

Please refer to the description of the Global Warnings on UnOKed Records setting above on page 226 for details about this setting.

Values in Text

There will be occasions when you need to print amounts in words, rather than figures, for example when printing checks. The Values in Text setting is where you should inform Books by HansaWorld of the words and rules to be used.

Double-click 'Values in Text' in the 'Settings' list in the System module to open the 'Values in Text: Browse' window. This contains a list of the records already entered to this setting. If you do not have the Inventory Handling Value Pack, you only need a single Value in Text record (the Inventory Handling Value Pack adds a Languages feature to Books by HansaWorld, in which case you can enter separate Values in Text records for each Language). Double-click on a line to open the edit window, or click the [New] button to create a new record.

When the record is complete, click the [Save] button in the Button Bar to save it, or use the close box to close it without saving changes.

Header

DUI: Values in Text: Inspect

New

Duplicate

Cancel

Save

Language

Comment

English

1

2

Language

If you do not have the Inventory Handling Value Pack, leave this field empty. If you have this Value Pack, use 'Paste Special' to choose a Language for the Values in Text record you are entering.

Card 1

1

2

Billions 1	billion	2-4	billion	5-9	billion	Tens	
Millions 1	million	2-4	million	5-9	million	Tens	
Thousands 1	thousand	2-4	thousand	5-9	thousand	Tens	
Hundreds 1	hundred	2	hundred	3	hundred	Hund. 1(Single)	
Hundreds 4	hundred	5	hundred	6	hundred		
Hundreds 7	hundred	8	hundred	9	hundred		

Complete the fields as shown in the illustration. Note how Hundreds are treated differently in that there is a separate field for each one and in each case you should type in the word for the number of Hundreds as well as the word "Hundred" itself. The Hund .1 (Single) field is used for one hundred when it's not followed by any tens or units (e.g. 100.00, 2100.00, 100.10), while the Hundreds 1 field is used at other times (e.g. 110.00, 101.00 and 2110.00).

Card 2

DUI: Values in Text: Inspect

New

Duplicate

Cancel

Save

Language

Comment

English

1

2

	Text up to a	
1	one	
2	two	
3	three	
4	four	
5	five	
6	six	
7	seven	
8	eight	
9	nine	
10	ten	
11	eleven	
12	twelve	
13	thirteen	
14	fourteen	
15	fifteen	
16	sixteen	
17	seventeen	
18	eighteen	
19	nineteen	
20	twenty	
21	twenty one	
22	twenty two	

Hundreds and Tens Conjunction

and

Decimals Conjunction

and

Trailing Text

Zero

zero

Print Currency

☒ After the Value

☐ Before the Value

The Minor Currency In

☒ Numbers

☐ Text

☐ Cut Decimals

Text up to a Hundred

Use this grid to enter words for each number between one and 99.

In Languages that do not have genders, use the left-hand column only, as shown in the illustration. In Languages where each number has separate masculine and feminine forms to agree with Currency names of different genders, enter the masculine form in the left-hand column and the feminine form in the right-hand column.

Hundreds and Tens Conjunction

Enter here the word that is to appear between the hundreds and the tens in any amount. In English, the word “and” is used (for example, one hundred and twenty).

Decimals Conjunction

Enter here the word that is to appear between the Major and Minor Currency amounts (for example five dollars and forty cents, where “and” is the Decimals Conjunction).

Trailing Text

Enter here any text that is to appear after the amount. For example, some users might require the word “only” to appear after the amount on their checks.

Zero

Enter here the word to be used for zero.

Print Currency

These options are only used if you have the Inventory Handling Value Pack.

Use these options to specify whether the word for the Currency appears before the amount or after it. In the latter

case, it will appear before the Minor Currency amount. For example, \$5.40 can be written as dollars five forty cents or as five dollars forty cents. The word for the Currency itself ("dollars" in the example) will be taken from the Currency register, also in the System module.

The Minor Currency In

The Minor Currency is the one hundredth part of the Currency (for example, cents, pence or öre). Use this option to specify whether the amount is to appear in words or figures. Note that the word for the Minor Currency is not entered here but in the Currency register, also in the System module (only available if you have the Inventory Handling Value Pack).

Cut Decimals

Check this box if you do not want Minor Currency amounts to be printed. For example, if you check this box, an amount of \$5.40 will be printed as five dollars. Unlike the other fields and check boxes described above, this option affects amounts both in words and in figures. You should only use it with Currencies where there are no Minor Currency values e.g. in Byelorussia.

Including Amounts in Words in Documents

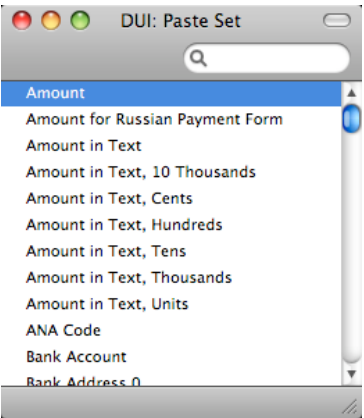
When you need to include amounts in words as defined in this setting in a document, follow these steps—

1. In the System module, open the Form register by clicking the [Forms] button in the Master Control panel.
2. A list of Forms is opened. Find the one that is to feature the amount in words and double-click, or click [New] in the Button Bar to create a new one.
3. You can include fields that will print amounts in words in Forms of many types. To check, change or set the type of a Form, select 'Properties' from the Operations menu. The following window appears—

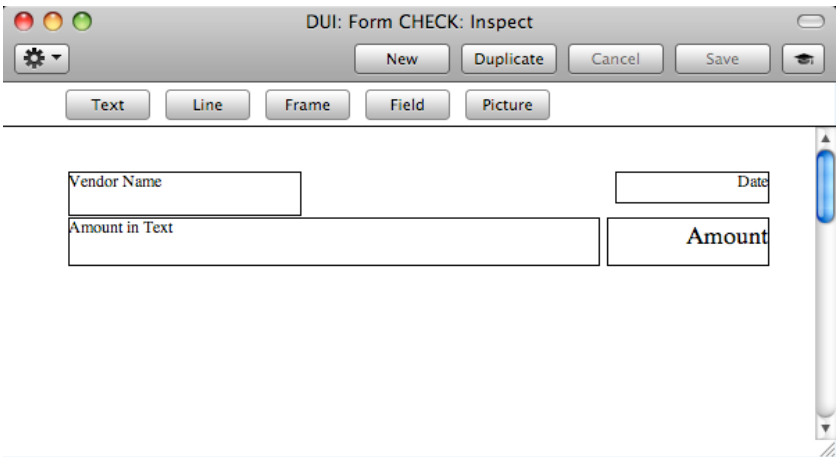
With the insertion point in the Document Type field, use 'Paste Special' to bring up a list of Document Types. It is a good idea to give each Form a Document Type because when the time comes to include fields in the Form, the 'Paste Special' list of fields will only show those fields that can be used in Forms of that type. Click [OK] to save the Form's Properties.

4. To include a field in your Form that will show an amount in words, click the [Field] button and then draw a box where the amount in words is to appear. In the dialog box that opens when you release the mouse button, place the

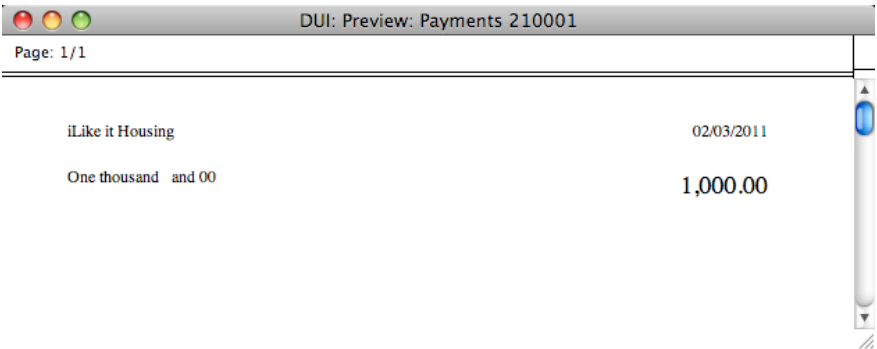
cursor in the Fieldname field and use 'Paste Special' to bring up a list of fields—



Depending on the Document Type, the name of the field containing the amount in words will be "Amount in Text" (as in the illustration) or "To Pay in Text". Double-click one of these as appropriate. Design the rest of the Form (full details are to be found in the section describing the Form register below on page 245) and save it. An example (intended for printing on pre-printed stationery) is shown below—



When printed, it will look like this—



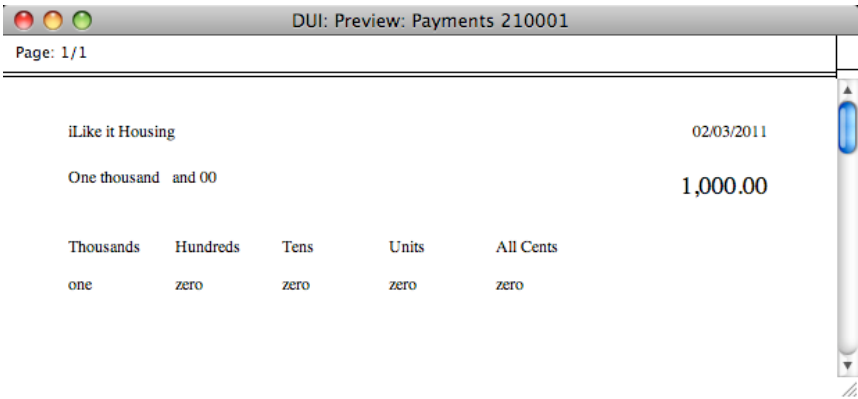
If you have the Inventory Handling Value Pack, the name of the Currency (e.g. "Dollars") will be included in the Amount in Text field (so that, in the example illustrated, "One thousand dollars and 00 cents" would be printed. Again, if you have this Value Pack, depending on the document being printed, the Values in Text record used will be determined by the Language of the Customer or that

specified in the Company Info setting. In cases where the Customer Language is blank, the Language in the Company Info setting will be used.

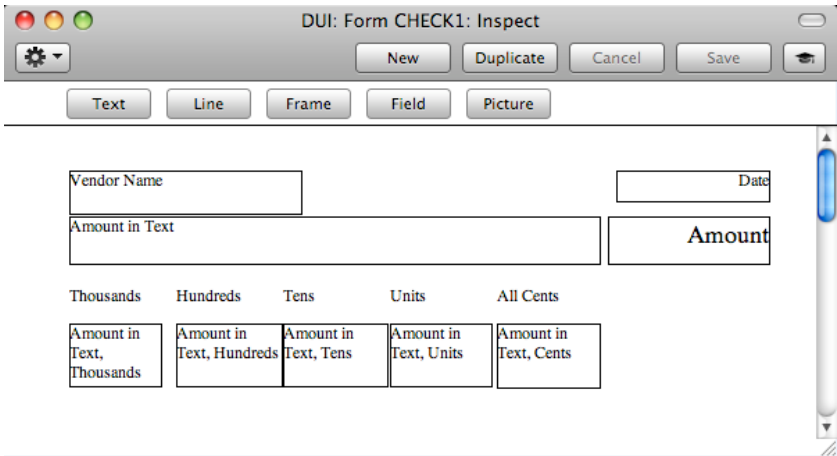
If a record in the Values in Text setting exists and nothing is printed where an amount in words is expected, the probable cause is that the Customer Language is blank, and the Language on the 'Fonts' card of the Company Info setting is blank as well.

Including Amounts in Words in Checks

When printing checks in some countries, the amount in words is broken down so that the word for each digit is printed separately, sometimes in its own box. An example is shown in the illustration below—



This is the Form that was used to print this check—



The following fields have been included in the Form design, allowing words for each digit to be printed separately—

Amount in Text, Cents

Both figures after the decimal point are printed in words. This is always printed in words, even if it was specified on card 2 of the relevant Value in Text record that the Minor Currency is to be printed as a number.

Amount in Text, Units

The first figure before the decimal point is printed in words (the units).

Amount in Text, Tens

The second figure before the decimal point is printed in words (the tens).

Amount in Text, Hundreds

The third figure before the decimal point is printed in words (the hundreds).

Amount in Text, Thousands

The fourth figure before the decimal point is printed in words (the thousands).

Amount in Text, 10 Thousands

The fifth figure before the decimal point is printed in words.

Settings in the Technics module

If you are unable to change to the Technics module in a single-user system because 'Technics' is not included in the list of modules when you click the [Module] button, this will probably be because you have not granted yourself access to the Server module in the Configuration setting.

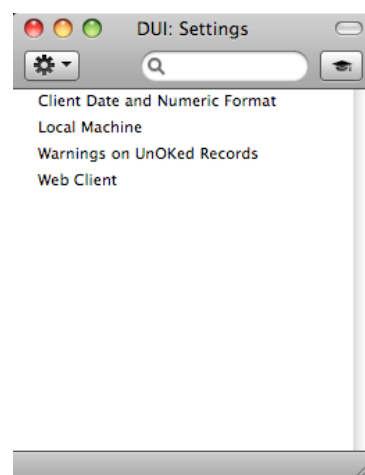
Timed Operations

This setting allows you to set a time when your Books by HansaWorld database will be backed up automatically, on a daily basis. Please refer to the 'Automatic Timed Back-ups' section below on page 330 for details.

Settings in the User Settings module

The User Settings module allows you to control the behavior of particular client machines in a multi-user system. The options that you choose in this module will only affect the machine you are working on at the time.

The User Settings module contains the following settings—



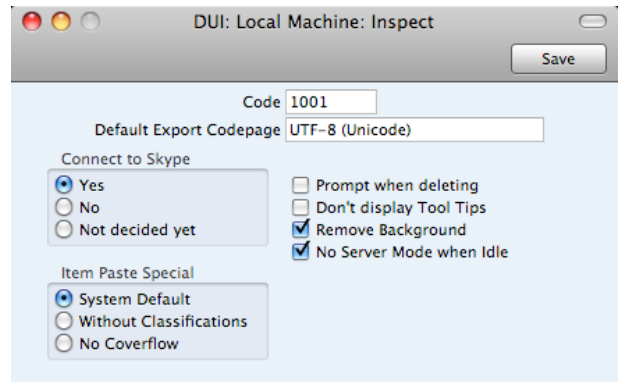
Client Date and Numeric Format

Please refer to the description of the Company Date and Numeric Format setting in the System module above on page 218 for details about this setting.

Local Machine

This setting contains a few options that you can use to control the behavior of Books by HansaWorld.

To open this setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



Code

Use this field if you need to assign a Local Machine Code to the machine you are working on. This is only needed if you are using the Point of Sales Value Pack.

Default Export Codepage

Paste Special

Choices of possible options

By default, text files exported from a Books by HansaWorld database will contain Unicode characters. However, if you want these text files to use a different character set, change the Default Export Codepage here, using the 'Paste Special' function to choose from a list of options. This can be useful if you want to check or edit a text file using a program that cannot read Unicode. This feature does not apply to every Export function in Books by HansaWorld.

Connect to Skype If you would like to call Contacts using Skype from the 'Business Communicator' window, choose one of these options and restart Books by HansaWorld. Please refer to the 'Making Contact - The 'Business Communicator' Window' section above on page 52.

Prompt when deleting

When you delete records using the 'Delete' command, you are usually not asked if you are sure you want to go ahead with the deletion. If you would like such a warning to appear, switch on this option.

Don't display Tool Tips

Check this box if you do not want Tool Tips to appear when you move the mouse onto a field, check box or radio button. Quit Books by HansaWorld and restart for the change to take effect.

Remove Background

This option removes the background of the Books by HansaWorld application, allowing you to see your desktop and/or windows from the other applications that you may have running. Quit Books by HansaWorld and restart for the change to take effect.

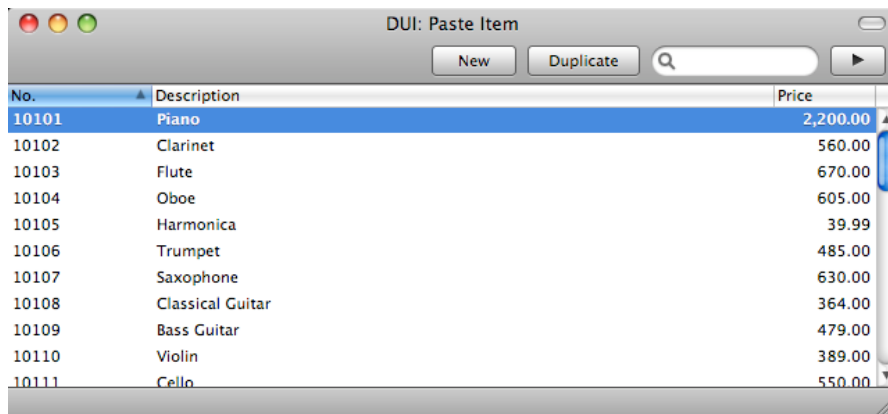
No Server Mode when Idle

If you leave a single-user version of Books by HansaWorld running but idle for more than ten minutes, it will change to Server Mode automatically (it will change to the Server module, and the 'Idle Server Status' window will appear). This can be useful if you want to connect to your database from home or elsewhere (please refer to page 165 above for details). To leave Server Mode, press any key on your keyboard or click the [Stop Server Mode] button in the Idle Server Status' window. If you do not want to use this feature, choose this No Server Mode when Idle option.

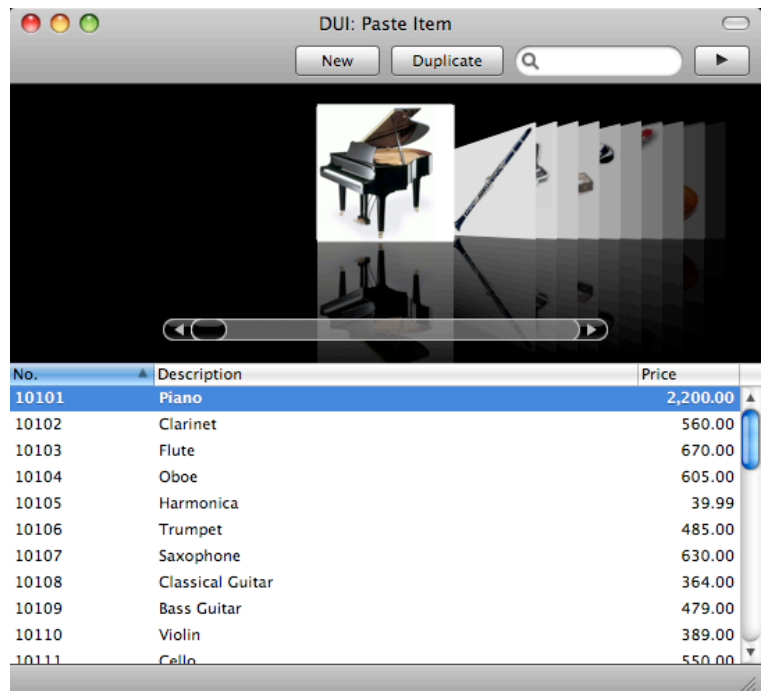
Item Paste Special Use these options to choose the appearance of the 'Paste Item' window on the machine you are using. The 'Paste Item' window will appear whenever you activate 'Paste Special' from an Item field (e.g. when you are adding Items to an Invoice).

These options will be useful when you are using Mac OS X. If so, you can use one of two 'Paste Item' windows—

Standard 'Paste Item' window



No.	Description	Price
10101	Piano	2,200.00
10102	Clarinet	560.00
10103	Flute	670.00
10104	Oboe	605.00
10105	Harmonica	39.99
10106	Trumpet	485.00
10107	Saxophone	630.00
10108	Classical Guitar	364.00
10109	Bass Guitar	479.00
10110	Violin	389.00
10111	Cello	550.00

'Paste Item' window with Coverflow

The Coverflow version uses any pictures that you have attached to the Item records. This version is therefore slower over a network if you have many Items. If you want to use the Coverflow version, choose either the System Default option or the Without Classifications option. If you do not want to use the Coverflow version, choose the No Coverflow option.

Coverflow is Apple technology and is not available on other platforms. So, if you are not using Mac OS X, the standard 'Paste Item' window without Coverflow will always be used and there is no need to choose a particular option here.

Warnings on UnOKed Records

Please refer to the description of the Global Warnings on UnOKed Records setting in the System module above on page 226 for details about this setting.

Documents

Introduction

When you need to print an individual record, you will do so by printing a document. Documents are formal printouts such as invoices, often printed for sending to third parties (e.g. Customers or Vendors). You can use up to three methods to print documents. These are—

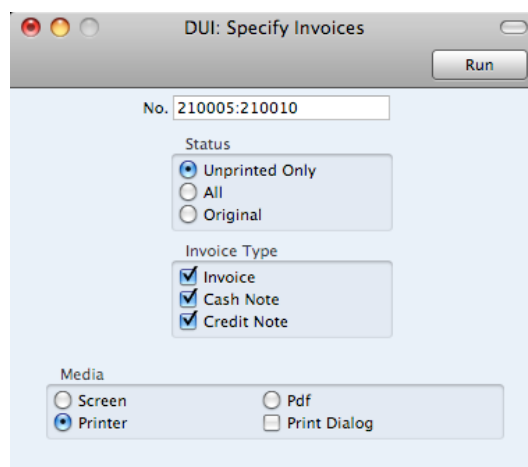
1. Open the record that you want to print and click the Printer icon—



If you want to print to screen, click the Preview icon—



2. Open the register containing the record that you want to print, highlight it in the list and select 'Print' from the File menu. You can select a number of records by shift-clicking to print them all.
3. Use the [Documents] button in the Master Control panel or the ⌘-D (Mac OS X) or Ctrl-D (Windows) keyboard shortcut to open the list of documents. The documents in the list will vary with the selected module.
4. If you need to set the page size, number of copies and other printer options for a document, click on it in the list once and choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the document is to be printed. These settings will be used whenever you print the particular document until you choose 'Page Setup' once again, or until you choose 'Remove Page Setup' from the Operations menu of the 'Documents' list.
5. Double-click the document that you want to print. A dialog box (also known as a "specification window") will open, where you should specify the records that you want to print. Illustrated below is the specification window for Invoices—



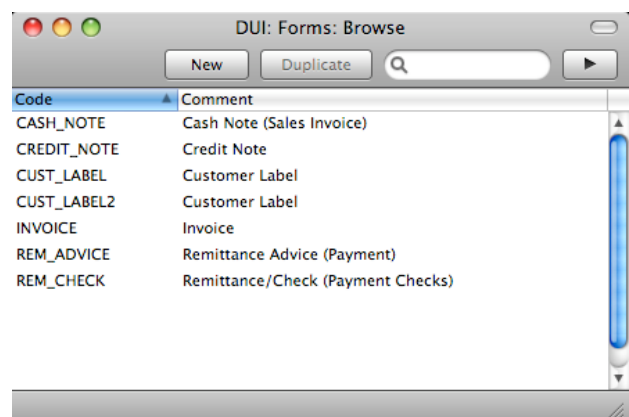
6. Specify the record or records that you want to be printed. If you want to print a range, separate the first and last records in the range using a colon as shown in the illustration where, to print Invoices 210005 to 210010, "210005:210010" has been entered in the No. field. Depending on the field, 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.
7. Use the Media options to choose the destination of the printout. If your database is in restricted mode, you can only use the Screen option. If you need to use the Pdf option, you may need to use Styles that will embed fonts in the resulting pdf files. You may also need to choose a code page and page setup, which you can do in the Form Properties (the 'Page Setup' function mentioned earlier in this section does not apply when you choose the Pdf Media option). Please refer to page 254 below for details about Styles and page 250 for details about Form Properties.
8. Once you have specified the documents that you want to be printed and have chosen a print destination, click [Run] to print the documents.

Each document will be printed using a different Form (i.e. stationery). For details about designing Forms, please refer to the 'Designing Forms' section immediately below. For details about specifying the Form that will be used when you print a document, please refer to the 'Document Definition' section below on page 257.

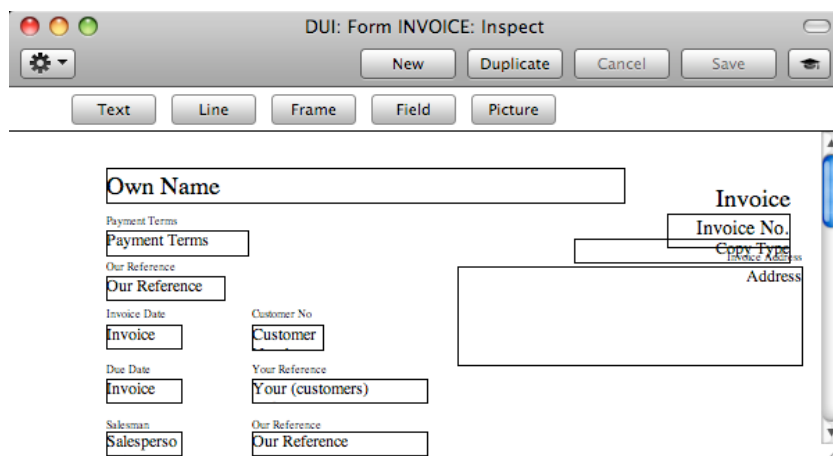
Designing Forms

You can print various documents from Books by HansaWorld, including Invoices, Credit Notes, Cash Notes and Customer Labels. The Form register is a forms editor built in to Books by HansaWorld that you can use to design your own formats (i.e. your own stationery) to be used when printing these documents. In this register, you can design separate Forms for each document used in the program.

To open the forms editor, ensure you are in the System module and click the [Forms] button in the Master Control panel. The 'Forms: Browse' window opens, showing the Forms that are already in the system—



Double-click on a Form in the list to open and edit it, or click [New] or [Duplicate] in the Button Bar to create a new Form. When you have designed the Form, click [Save] in the Button Bar to save it in the normal way.



The 'Form: Inspect' window is where you can create the new Form or edit an existing one. At the top of the window there are five buttons: [Text], [Line], [Frame], [Field] and [Picture]. In the editing area, each object in the Form is shown either as a framed box, or as text. As in most drawing programs, you can move an object by clicking and dragging, and you can re-size it by dragging its corners.

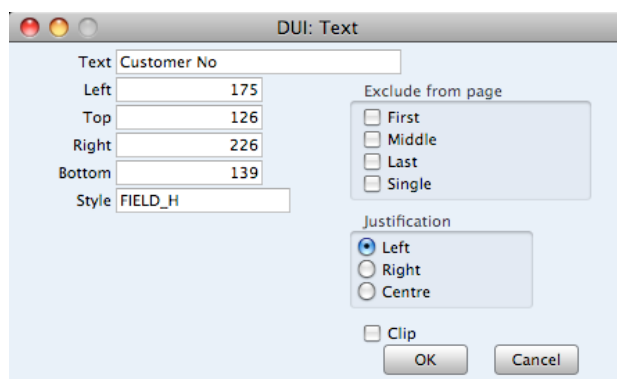
Adding and Editing Objects

To add an object to the Form, click the appropriate button at the top of the window and then draw a box with the mouse in the Form where you want the object to appear. When you release the mouse button, a dialog box will be opened, where you can place the object more precisely using coordinates, specify a font style and so on. To edit an object, double-click on it with the mouse. The same dialog box will open, where you can edit the specifications of the object. Each object type has its own dialog box, described below.

Text Objects

To add a new text object to the Form, click the [Text] button and then draw the object where you want the text to appear.

When you release the mouse button, the following dialog box will appear—



Text

The text that is to be printed on the Form. This can be up to 80 characters long, but it is limited to one line. To create a text area with more than one line, use the appropriate number of separate one-line text objects.

Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text

box, the measurements of the box that you have just drawn will appear here.

Style

Paste Special

Style register, System module

Use this field to assign a font and font style to the text. You should define your Styles using a separate register that is fully described below on page 254. If you do not enter a Style here, the first record in the Style register will be used.

Justification

Use these options to specify where the text will appear inside the text box.

Exclude from page Please refer to the 'Single- and Multi-Page Forms' section below on page 253 for details about these options.

Click [OK] to close. The text field is visible on the screen, and you can move it across the Form with the mouse.

To edit a text object once it has been created, double-click it to open the 'Text' dialog box.

Lines and Frames

Use these tool buttons to draw lines and frames on the Form. Click either button and then draw the object. When you release the mouse button, a dialog box will appear where you can indicate the width in pixels of the line or frame, and the pages on which it is to be printed.

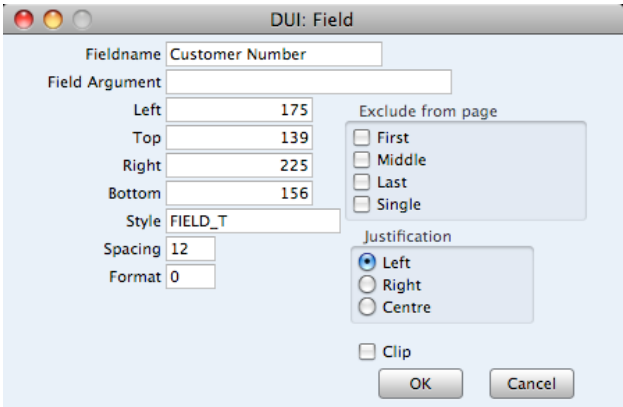
Fields

A field is an area on the Form where a piece of information from your Books by HansaWorld database is to be printed. The following example from an Invoice Form explains how—

Payment Terms
Payment Terms
 Our Reference
Our Reference
 Invoice Date
Invoice
 Due Date

Fields are shown as boxes containing the field name. The boxes are for identification only: they will not be printed. You can use the [Frame] button to add a printing frame if necessary. Above each field is a text object (created using the [Text] button as described above) that identifies the information shown in the field. These would not be necessary if the Form is to be printed on pre-printed stationery. Text objects can be distinguished from fields as they are unboxed.

To add a field, click the [Field] button, and mark the position of the field. A dialog box opens—



Fieldname	Paste Special	Fields for the Document Type
	Enter the Field Name using 'Paste Special'. If you have assigned a Document Type to the Form as described below on page 251, 'Paste Special' will only list the fields for that Document Type. Otherwise it will list all fields. Fields belonging to other Document Types will not be printed.	
Field Argument		You can use the Field Argument with certain fields to control how they will be printed. For example, in some fields you can use the Field Argument to specify the number of decimal places that will be printed. The Field Argument can only be used with a few fields: please refer to the descriptions of the individual documents for details.
Left, Top, Right, Bottom		Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text box, the measurements of the box that you have just drawn will appear here.
Style	Paste Special	Style register, System module
	Use this field to assign a font and font style to the text. You should define your Styles using a separate setting that is fully described earlier in this manual. If you do not enter a Style here, the first record in the Styles setting will be used.	
Spacing		Some fields will cause more than one line of text to be printed (e.g. the text in Letters and Mails, and the fields listing the Items in Quotations, Orders and Invoices). In these fields, you should use the Spacing field to specify the spacing between lines (in pixels). Usually the number of pixels that you specify here should be the same as the font size. If you leave this field empty, the lines of text will be printed on top of each other.
Escape Sequence		The Escape Sequence is used when printing cash receipts: please refer to your local Books by HansaWorld representative for details of this feature.
Format		In the case of matrix fields (for example, those printing the Items in Invoices), you should enter "1" as the Format (as well as specifying a Spacing). If the Format is 0, the printed

matrix columns may not be aligned correctly if the first row only contains text.

Exclude from page Please refer to the 'Single- and Multi-Page Forms' section below for details about these options.

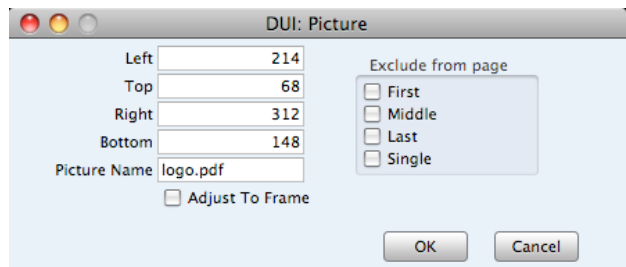
Justification Use these options to specify where the text will appear inside the text box.

Click [OK] to save.

Usually each field that you place in a Form corresponds to a field in the original record. For example, the Customer Number field in the illustration above will print the contents of the Customer Number field in each Invoice. An exception is the "Note" field. If you include the "Note" field in your Form design, this will print the first note or comment that you attach to the original record using the Attachments feature.

Pictures

Use the [Picture] button to include a picture in your design. As with other tools, click the button and draw a frame for the picture on the Form. A dialog box then appears.



In the Picture Name field, enter the file name of the picture as it is on your hard disk. You can use 'Paste Special' to ensure that the file name is spelt correctly and that the case is correct (important for Linux). However, doing so will bring in the absolute path name of the picture. It is recommended that you store picture files in the same directory or folder as your Books by HansaWorld database and application and that you remove the path name to leave the file name only (i.e. that you use a relative path name). If you use the absolute path name, it will become incorrect if you move your Books by HansaWorld folder and as a result the picture will no longer be printed.

In multi-user systems, pictures should be stored on the server. If you are working from a client machine when you design a Form and you want to see pictures in your Form designs, then the pictures should be on your client machine as well. If you store your pictures in the same directory or folder as the Books by HansaWorld application on both the server and your client and you use relative path names as recommended in the previous paragraph, then those path names will point to the picture files both when printing and when editing Forms.

The following file formats are supported—

Windows BMP

Mac OS X PDF and PICT

If you will use the Form to create pdf files, the only picture format that is supported on any platform is 24-bit BMP. This applies when the pdf file will be generated by Books by HansaWorld. Please refer to page 256 below for details about pdf generation.

In mixed networks, you should have versions of each picture on your server in each format, and you should use the [Picture] button to include all versions in your Form design (i.e. you should have BMP and PDF/PICT picture objects in each Form, depending on the machines in your network). This will ensure the picture will print correctly from clients of all types.

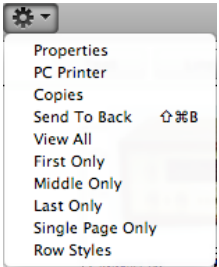
It is recommended that EPS files should be saved in Adobe Photoshop. EPS files created in Adobe Illustrator are not supported. EPS files should be smaller than 200K.

All picture file names should have the correct extensions.

When you design a Form, pictures in formats supported by the machine you are using will be visible immediately in the Form editor. Pictures in other formats will be marked by placeholders. For example, if you are using a Mac OS X machine, PDF and PICT images will be visible in the Form editor while BMP images will be marked by a rectangle of the appropriate size.

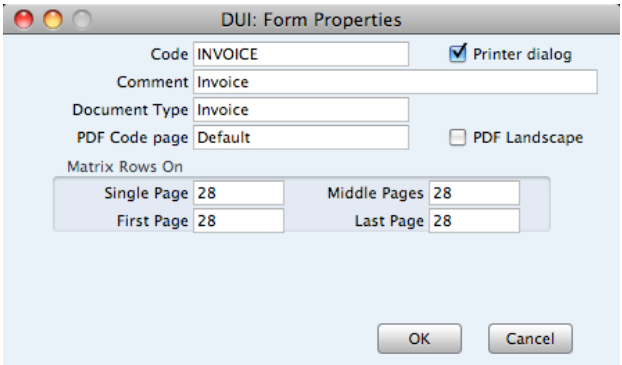
Operations Menu

The Operations menu for Forms is shown below. It is available from the 'Form: New' and 'Form: Inspect' windows. There is no Operations menu for the 'Forms: Browse' window.



Properties

This menu command opens the 'Form Properties' dialog box. Here you can record the basic specification of the Form you are creating or editing.



- Code** Enter the unique code of the Form: this is the means by which the Form will be identified elsewhere in Books by HansaWorld. If you create a new Form by duplicating an existing one, you must enter a new Code here before you can save it.
- Printer Dialog** Check this box to force a printer dialog to be shown each time the Form is printed.
- Comment** Enter text describing the Form here.

The Comment will be shown in the 'Paste Special' list that you will use when assigning Forms to documents, so it should be descriptive enough to make the selection of the correct Form easy for all users.

Document Type	Paste Special	Choices of possible entries
	Using 'Paste Special', enter one of the available Document Types into this field. When the time comes to add fields to the Form, only the fields available for that Document Type will be available in the 'Paste Special' list in the 'Field' dialog box.	
PDF Code page	Paste Special	Choices of possible entries
	If you will use the Form to create pdf files, specify here the code page that is to be used, if different to the default. For example, you may usually use the CP1252 code page, but you may need to use KOI8-R Cyrillic in a particular Form.	
	This applies when the pdf file will be generated by Books by HansaWorld. Please refer to page 256 below for details about pdf generation.	
	The default code page will depend on the language of the Books by HansaWorld interface you are using, as follows—	
	Language	Default Code Page
	Estonian, Latvian, Lithuanian	CP1257
	Polish, Hungarian, Slovak, Slovenian, Serbian	CP1250
	Russian, Ukrainian, Byelorussian	KOI8-R
	Others	CP1252
	In a multi-language installation of Books by HansaWorld, it is recommended that you specify a PDF Code Page in every Form that you will use to create pdf files. Otherwise, Persons who use the Estonian and Russian interfaces, for example, will create pdf files from the same Form using different code pages.	
PDF Landscape	If you will use the Form to create pdf files, use this option if you would like those pdf files to be created in landscape format.	
	This applies when the pdf file will be generated by Books by HansaWorld, in which case a landscape format specified using the 'Page Setup' function on the File menu would not be applied. Please refer to page 256 below for details about pdf generation.	
Matrix Rows On	Please refer to the 'Single- and Multi-Page Forms' section below on page 253 for details about these options.	

PC Printer

If you are using a dot matrix printer, use this dialog box to define the page size.

DUI: PC Printer

Rows Per Page 0

Visible Rows 0

Side Margin 0

☐ End Page with Form Feed (FF)

OK Cancel

A dot matrix printer needs certain settings for printing on continuous stationery. If you are printing a document to pre-printed forms, you may need to define the number of rows in the page, the number of visible rows and the left margin for the forms used.

Copies

DUI: Copies

Copies 2

Tray

Text 1 Office

Text 2 Customer

Text 3

Text 4

Text 5

OK Cancel

Use this function to specify how many copies should be printed each time the Form is used, the headings to be printed on each copy and the printer tray from which each copy is to be printed. If you want the headings to be printed, be sure to include the Copy Type field in your Form design. In the example illustrated above, we have specified that two copies of each Invoice will be printed: one marked “Office” and one “Customer”. Only one copy (marked “Office”) will be printed if the Invoice is not approved, and if an approved Invoice has already been printed.

Send to Back

If you want certain objects on the Form to appear behind other objects, click on them and select this function.

View All, First Only, Middle Only, Last Only, Single Page Only

These functions are described in the next section, ‘Single- and Multi-Page Forms’.

Single- and Multi-Page Forms

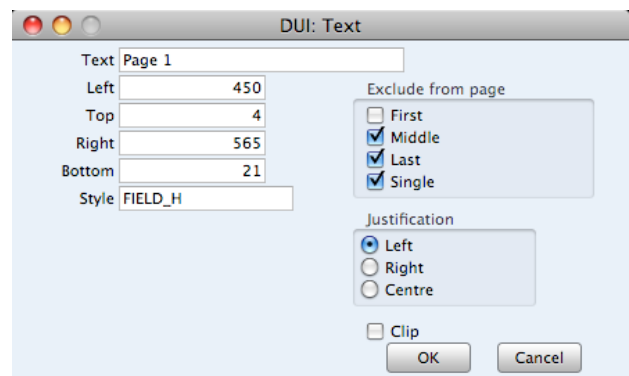
When you design a Form, you should consider what is to happen when the printing of a document requires more than one page. Two options are available—

1. The “simple” option, where the same page design is used for each page.
2. The “multi-page” option allows the use of up to four page designs, as follows—

First	The first page of a multi-page document.
Middle	In a multi-page document, the pages between the first and last pages.
Last	The last page of a multi-page document.
Single	The sole page of a single-page document.

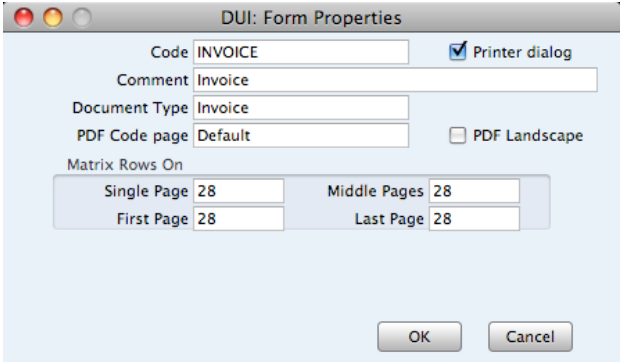
Usually, the First and Single page designs will be the same.

When you add an object of any kind (i.e. text, line, frame or field) to a Form design, you can use the Exclude From Page check boxes to specify the pages on which the object is to be printed. If you do not check any of these boxes, the object will be printed on every page. This will be the case when using the “simple” option. If you want the object to be printed on certain pages only, check one or more of the boxes. For example, if the object is to be printed on all pages except the first, check the First box. If it is only to be printed on the first page, check all boxes except the First box (i.e. it will be excluded from all pages except the first). The text object in the illustration below will be printed on the first page only—



To help with the design process, you can choose to display the objects from a particular page. To do this, select ‘First Only’, ‘Middle Only’, ‘Last Only’ or ‘Single Page Only’ as appropriate from the Operations menu. For example, select ‘First Only’ to view the objects that are to be printed on the first page (i.e. those whose First box has not been checked). Select ‘View All’ to see all objects, irrespective of the page on which they are to be printed.

The number of pages printed will vary from record to record, depending on the number of rows that the record has. An Invoice with one Item will be printed on a single page (i.e. using those objects whose Single box is not checked). An Invoice with 100 Items (i.e. 100 rows) will be printed over several pages. You should specify the maximum number of rows that can be printed on each page by selecting 'Properties' from the Operations menu. This opens the 'Form Properties' window, which has four fields under the overall heading of Matrix Rows On—



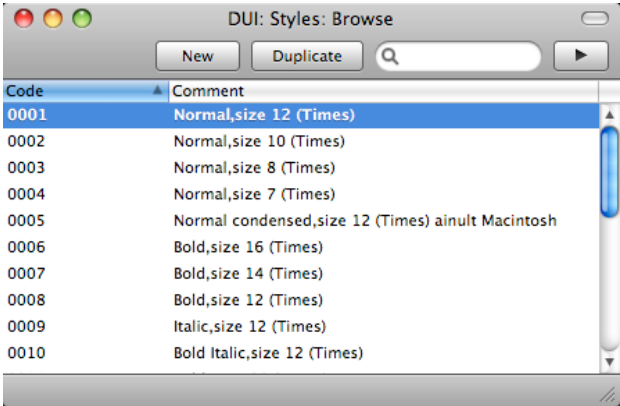
In the case of the “simple” option, you should enter the same number to each of these four fields. Otherwise, enter different numbers as appropriate. For example, in an Invoice Form, First and Single are set to 5, Middle to 6 and Last to 7. Invoices will be printed as follows, depending on the number of rows—

Invoice rows	Pages	Type of Page
Up to 5	1	Single
5-12	2	First and Last
13-19	3	First, Middle and Last
19-25	4	First, 2 x Middle, Last

Styles

Use the Style register to define the various font Styles that you will use in the Fields and Text objects in your Forms, ensuring a consistency of appearance.

The Style register is in the System module. To open this setting, ensure you in this module and then click the [Styles] button in the Master Control panel to open the 'Styles: Browse' window and see a list of the Styles you have previously entered.



Double-click a Style in the list to edit it. To enter a new record, click [New] in the Button Bar or use the ⌘-N or Ctrl-N keyboard shortcut. Alternatively, click on a

Style similar to the one you want to enter and click [Duplicate] on the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Code

The code for the Style.

Comment

Any description. This Comment will be shown in the 'Paste Special' list that you will use when assigning Styles to Fields and Text objects in Forms, so it should be descriptive enough to make the selection of the correct Style easy for all users.

Mac/Windows/Linux Font**Paste Special**

Fonts available on your computer

The name of the font, as it appears in the Windows directory or the System folder.

Mac/Windows/Linux Size

The font size in points.

Styles

Select one of the available style types.

Character Spacing

You should use this field in Styles that will be used when printing bank giro forms, where a fixed character spacing is required. Specify here the spacing in pixels from the start of one character to the start of the next. Usually this will be six pixels or less.

You can only use Styles with a Character Spacing in Fields and Text objects with a left or right justification. The Character Spacing will have no effect in Fields and Text objects with a centre justification.

This feature is Mac OS X only.

Do not use ANSI character set

Use this option if the Style is to use a non-standard character set (for example, that used in barcodes).

If you are using Books by HansaWorld on a mixed network with Linux, Windows and Macintosh clients in any combination, you should specify Fonts and Sizes for each platform in each Style record.

Pdf Card

If you will use a Style in a Form that you will print to pdf files, you should also fill in the fields on the 'Pdf' card, especially if the Style uses a non-standard font. The standard fonts are Times New Roman PS MT, Arial MT, Courier, Symbol and Zapf Dingbats (Windows) and Times, Helvetica, Courier, Symbol and Zapf Dingbats (Mac OS X). Most pdf readers are able to read and print these fonts. If the Style uses a non-standard font, you should use the 'Pdf' card to ensure that the font will be embedded in pdf files, so that those files have the correct appearance when opened and printed by pdf readers. This is particularly important for barcode fonts.

You can create pdf files from Books by HansaWorld using two methods—

1. Open a record, click the Printer icon and choose to print to pdf. In this case, the pdf will be generated by the operating system, which embeds fonts as necessary.
2. Click the [Documents] button in the Master Control panel, double-click a document in the list and choose 'Pdf' as the Media option in the specification window.

In this case, the pdf will be generated by Books by HansaWorld, which will embed fonts following the instructions on the 'Pdf' cards of the relevant Style records. In a multi-user system, the pdf file will sometimes be generated by the client and sometimes by the server.

If a Pdf file is generated by Books by HansaWorld and you find that the Times font has been used where you are expecting a different font, then it is likely that you need to use the 'Pdf' card in the relevant Style record to embed the intended font in the Pdf file.

Font File

Paste Special

Opens the standard 'Open File' dialog that you can use to locate the font file

Specify the path to the font file. You can do this using an absolute path (C:/Books/fonts/test.ttf) or a relative path (fonts/test.ttf), relative to the directory or folder containing the Books by HansaWorld application.

As previously mentioned, in a multi-user system, pdf files can sometimes be generated by a client application and sometimes by the server. Therefore it is recommended that you enter a relative path in this field and that you store the

font files inside the directory or folder containing the Books by HansaWorld application on the server and on all clients. The relative path will then point to the font file in all situations.

The font file must be an OpenType font with the .ttf extension or a Type 1 Post Script font with the .afm or .pfa extensions. Other font formats are not supported.

Pdf Built-in font	Paste Special	Choices of possible entries
	<p>If you want to embed one of the standard fonts in pdf files, specify that font here. This will usually be because the Style uses one of the standard fonts and you want to embed that font in pdf files. This will help ensure the Style prints as you expect, but will also slightly increase the size of the pdf file.</p> <p>If you specify both a Pdf Built-in font and a Font File in the field above, the Pdf Built-in font will be used.</p>	
Pdf Size	The font size in points.	
Styles	Select one of the available style types.	

If you specify a font on the 'Pdf' card, you should also specify a Mac, Windows and/or Linux font as appropriate. When you use the Style in a Form design and print the document to a printer or preview it to screen, the Mac/Windows/Linux font will be used. The Pdf font will only be visible in pdf files.

Note that the .ttf extension does not guarantee that the font is an OpenType font, as this extension is also used with TrueType fonts. If you are using Windows, you can confirm the font format by checking the file properties or the file icon, which should contain the letter "O". If you are using Mac OS X 10.6 or later, use the Font Book application to confirm the font format. If there is still a problem (i.e. the Pdf font is not visible in a pdf file and has been replaced by Times), check the hansa.log file for error messages.

If you will use a Form to create pdf files, as well as specifying the fonts that will be embedded as described here, you should also specify a PDF Code page for that Form and, if appropriate, specify that pdf files will be created in landscape format. Please refer to page 250 above for details.

Document Definition

You must assign a Form to each document before you print it for the first time. The Form is the design or layout of the document. For example, if you have designed a Form with the Form Code of "INVOICE", you need to connect it to the Invoice document so that the Form will be used when you print the document. You can have a single Form for each document, or you may have several versions of a particular type of document, to be used on different occasions.

To assign a Form or Forms to a document, follow these steps—

1. Ensure you are in the correct module for the document. For example, to assign the "INVOICE" Form to the Invoices document, ensure you are in the Receivables module.
2. Click the [Documents] button in the Master Control panel or use the ⌘-D/Ctrl-D keyboard shortcut. The 'Documents' list window is opened showing a list of available documents. Highlight the document that you need to define ('Invoices' in the example).

3. Select 'Define Document' from the Operations menu.
4. Enter the Form Code (e.g. "INVOICE") in the Form field. Use the 'Paste Special' feature to see the available forms in your Form register and to ensure the spelling is correct.

Seq.	Lang.	Acss. Gr.	No. Series	Form	Printer	Status
1				INVOICE		All
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

5. Click [Save] to save the Invoice definition. From now on, whenever Invoices are printed, the "INVOICE" Form will be used.

You can also use 'Define Document' (steps 4 and 5 above) to specify that more than one Form is to be printed (for example, you might require that a Delivery Note is printed with each Invoice).

The 'Define Document' function is available for all of the documents printed by Books by HansaWorld, allowing a high level of flexibility in the production of printed output from Books by HansaWorld.

Documents in the Payables module

The following documents are available in the Payables module—

Payment Forms

Use this function to print records from the Payment register. Please refer to the 'Printing Payment Forms and Checks' section above on page 131 for details about how to ensure this function complies with your requirements.

When you print a payment form for a specific Payment record, the payments issued to a single Vendor will be grouped together. As a result, a separate page will be printed for each Vendor included in a Payment record.

For example, if a Payment record pays two Purchase Invoices from Vendor 1 and one from Vendor 2, one page will be printed for Vendor 1 and a separate page will be printed for Vendor 2.

If you are printing a range of Payment records, one page will be printed for Vendor 1 for the first Payment record, and a separate page will be printed for Vendor 1 for the second Payment record.

A printed payment form can be useful as documentation of the checks you have issued from the program. If you write your checks manually, this document can provide you with a valuable tool for reconciliation.

No. Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:).

Status Use these options to choose the Payments that you want printed.

Unprinted Only This option ignores any Payments in the range that have already been printed. Unordered, ordered and approved Payments in the range will all be printed.

You can use this option to print an unordered Payment as many times as necessary. However, it will only print ordered and approved Payments once.

All Click All only if you want to print ordered and approved Payments that have already been printed. Take care with this option not to issue duplicate checks if you have incorporated checks into the design of your Payment Form.

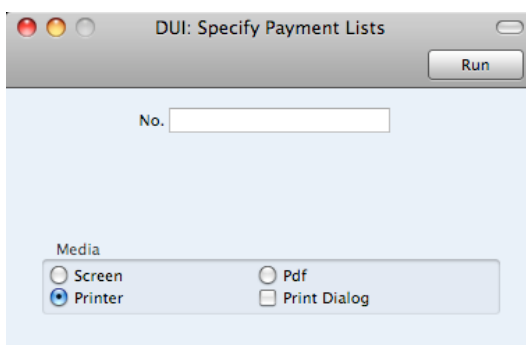
In both cases, if you are not using the No Test Printout option in the Optional Features setting in the System

module, the text "Test Printout" will be printed diagonally across unordered Payments as a watermark.

You can also print a Payment Form from an individual Payment record by opening it and clicking the Printer icon in the Button Bar. This method of printing a Payment Form will behave as though the All option is selected (i.e. it will reprint an ordered or approved Payment).

Payment Lists

Use the Payment List document when you need to print a summary of the payments issued from each Payment record.

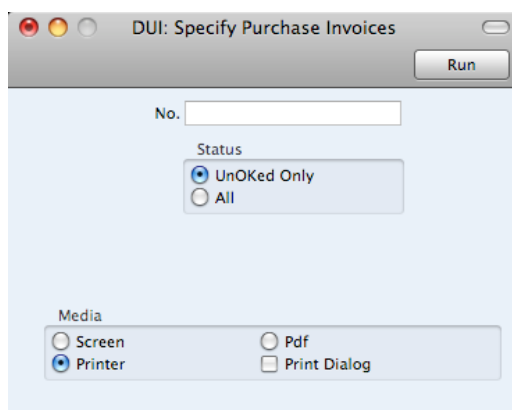


No. Enter the Payment Number to print a single Payment, or a range of Payment Numbers, separating them with a colon (:). A separate page will be printed for each Payment record.

Purchase Invoices

The Purchase Invoice document contains a summary of all the information registered for a particular Invoice. This includes Vendor data, dates, Payment Terms, Account usage etc. The documentation can serve as a support to the persons checking the invoice and authorizing payments.

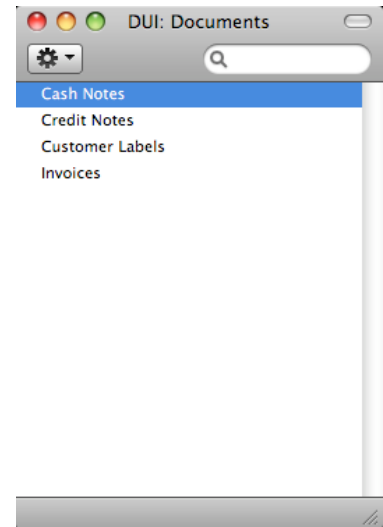
The document contains the same information as the Purchase Invoice Journal report, but is printed with one page per invoice.



Enter the Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several. Use the Status options to specify that you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

Documents in the Receivables module

The following documents are available in the Receivables module—



Invoices

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

For a sample printout, click the Printer icon in the Button Bar while you are working with an Invoice, and before you click the OK check box. The Invoice will be printed. If you are not using the No Test Printout option in the Optional Features setting in the System module, the text “Test Printout” will be printed diagonally across the page as a watermark. Since you have not yet committed the Invoice by clicking the OK check box and saving, you can check it and change it if necessary. This is true also for Cash Notes and Credit Notes. If you want to print to screen, click the Preview icon (the preview will not include the watermark).

When you want to print the final Invoice, you can do so again by clicking the Printer icon while the Invoice is open on screen, or, to print a number of Invoices at one go, follow the instructions below.

1. Ensure you are in the Receivables module and click the [Documents] button in the Master Control panel or use the **⌘-D** or **Ctrl-D** keyboard shortcut. In the ‘Documents’ list, double-click the Invoice type you want to use (Invoices, Cash Notes or Credit Notes).

The 'Specify Invoices' window is opened.

2. Enter the Invoice Number to print a single Invoice, or a range of Invoice Numbers separated by a colon. Use the Status options to specify which Invoices are to be printed, as follows—

Unprinted Only	This option ignores any Invoices in the range that have already been printed. Only approved Invoices in the range will be printed.
All	Prints all Invoices in the range. If you are not using the No Test Printout option, any previously printed approved Invoices will have the word “Copy” printed diagonally across the page as a watermark, while unapproved Invoices will be printed with the “Test Printout” watermark.
Original	This option also prints all Invoices in the range. Previously printed approved Invoices will be printed again as though they were original copies, without the “Copy” watermark, irrespective of whether you are using the No Test Printout option. Unapproved Invoices in the range will be printed with the “Test Printout” watermark if you are not using the No Test Printout option.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice. These are printed using different documents, defined by highlighting the appropriate option in the ‘Documents’ list and selecting ‘Define Document’ from the Operations menu, as follows—

Invoice	The standard Invoice uses the Invoice document.
Cash Note	A Cash Note is an Invoice with Payment Terms of the “Cash” type. The Cash Note document is used instead of the Invoice document.
Credit Note	A Credit Note is an Invoice with Payment Terms of the “Credit Note” type. The Credit Note document is used instead of the Invoice document.

3. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you need to print all copies again, you must

print the Invoice using this function (i.e. not by clicking the Printer icon in the Invoice record), and you should choose the Original option.

When you design the Form to be used when printing Invoices, you can use the Field Argument in some fields to specify how many decimal places will be printed. These are the row fields "Unit Price", "Unit Price Including Discount" and "Item Price", and the footer fields "Sum", "Tax" and "To Pay". For example, if the Tax in an Invoice is 1.47, the "Tax" field will print 1.50 if it has a Field Argument of 1. The "Unit Price" field prints the Unit Price from an Invoice Row excluding discount and Tax, while the "Item Price" field prints the Unit Price from an Invoice Row excluding discount but including Tax. The "To Pay" field prints the Invoice total including Tax.

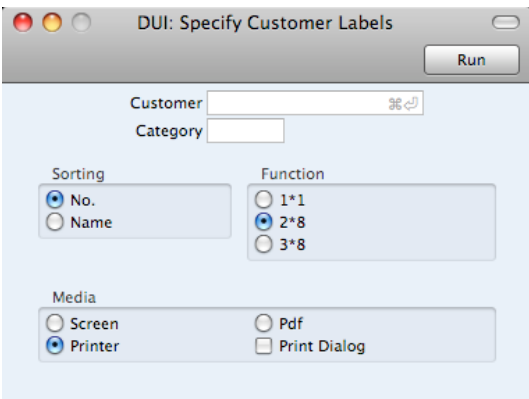
Cash Notes, Credit Notes

These options behave in the same manner as 'Invoices' already described. They are provided to enable you to assign a separate Form to each Invoice type. To do this, click once on each option in turn in the 'Documents' list and select 'Define Document' from the Operations menu. You should do this for each document that you are likely to use. Otherwise Books by HansaWorld will give the warning "Can't find document" when you try to print an Invoice of a type that has no Form. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Amounts in Credit Notes will usually be printed as positive figures. In some fields, you can specify that amounts will be printed as negative figures by entering a minus sign in the Field Argument. These fields are "Subtotal in Base Currency 1", "Tax in Base Currency 1" and "To Pay in Base Currency 1".

Customer Labels

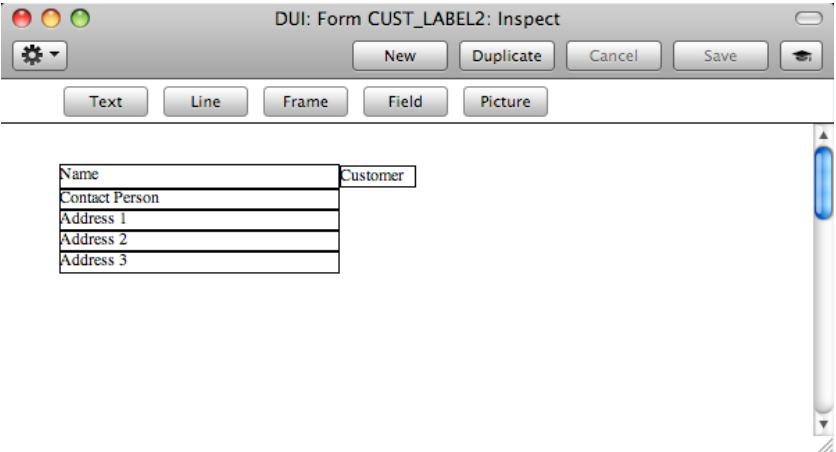
This document prints name and address labels to Contacts that have been marked as Customers and/or Vendors. It uses the Address and Contact from each Customer record.



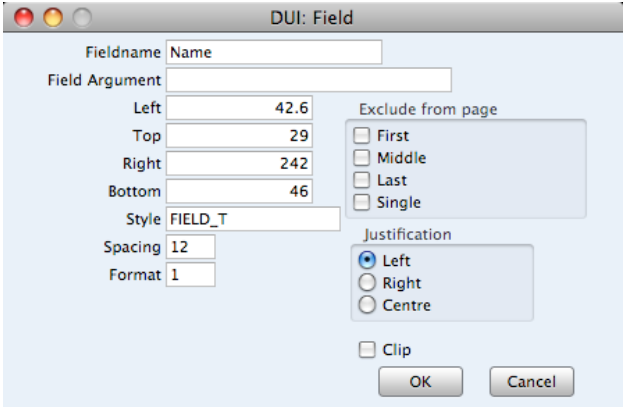
Customer	Paste Special	Customers and Vendors in Contact register
	Range Reporting	Alpha
	Enter the Customer Number or range of Numbers for which you want the labels printed.	
	By default, the 'Paste Special' list shows Customers. Click the [Vendors] button if you need to see Vendors.	

Category	Paste Special	Customer Categories setting, Receivables module
		Select a Customer Category. Labels will be printed for all Contacts in that Category.
Sorting		The labels can be sorted by Contact Number, Contact Name or by Sort Key.
Function		Choose which of the three standard label formats you are using, 2 or 3 columns and 8 rows on an A4 page, or a single label per page.

Illustrated below is a sample CUST_LABEL record from the Form register. Note that you should only draw each field once: the label printing function will print the fields the appropriate number of times on each page.



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



- If you find the labels are not aligned properly, set the Format to 1.
- If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Customer Name”), follow these steps—
1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialog box opens.
 2. Leave the Fieldname blank and enter the static text in the Field Argument field.

DUI: Field

Fieldname 0

Field Argument Name

Left 261

Top 29

Right 300

Bottom 46

Style FIELD_T

Spacing 12

Format 1

Exclude from page

☐ First

☐ Middle

☐ Last

☐ Single

Justification

☒ Left

☐ Right

☐ Centre

☐ Clip

OK Cancel

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

To print a report, follow these steps—

1. Use the [Reports] button in the Master Control panel or the ⌘-R (Mac OS X) or Ctrl-R (Windows) keyboard shortcut to open the list of reports. The reports in the list will vary with the selected module.
2. Choose a report by clicking an item in the list once. If you need to set the page size, number of copies and other printer options for the report, choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the report is to be printed. These settings will be used whenever you print the particular report until you choose 'Page Setup' once again.
3. Double-click the report that you want to print. A dialog box (or “specification window”) will open, where you should specify what you want to be included in the report, and where you want the report to be printed. Illustrated below is the specification window for the Trial Balance report—

4. Leave all the fields in a specification window blank if the report is to include all the records in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

You can often report on a selection range selection range, such as a range of Accounts, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, if a specification window includes an Account field, you will be able to report on Accounts 40000 to 49999 by entering “40000:49999” in that field, as illustrated above. 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.

You can often use 'Paste Special' (⌘-Enter) to enter values in fields in specification windows. In the example illustrated above, you can use 'Paste Special' to choose a Period, an Account or range of Accounts, and a Tax Code. In a field where you can enter a range (the Account field in the example), type the colon before opening the 'Paste Special' list for the

second time. This will cause the second Account to be added to the one already entered. Otherwise, the previous Account will be overwritten.

The specification window also allows you to choose the destination of the printout. To do this, select one of the Media options at the bottom of the window. If you print to file, the contents of the report will be saved as a text file that you can then open in most word processors and spreadsheets. If you print to screen (the default setting), you will subsequently be able send the report to a printer by clicking the Printer icon at the top of the window containing the report or by selecting 'Print' from the File menu. In a multi-user system only, the Html as Attachment option will place an html version of a report in your Personal Desktop (the Personal Desktop is described on page 31 above). If your database is in restricted mode, you will only be able to print a report using the Screen option.

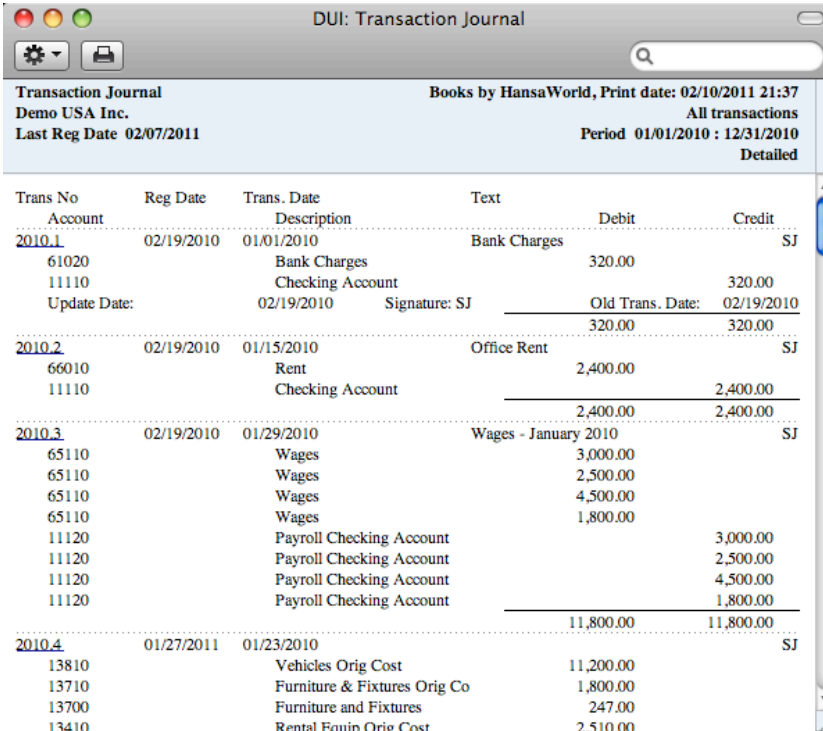
If you want a print dialog to appear when you send the report to a printer, check the Print Dialog box. You might do this if you want to print several copies of a report.

- Once you have entered the reporting criteria and have chosen a print destination, click the [Run] button to produce the report.

The Report Window

If you print a report to screen, it will be shown in its own window, known as a "Report Window". You can print several reports to screen at the same time, totally independently. You can for example show two versions of the Balance Sheet simultaneously, in two different windows. Since windows in Books by HansaWorld are completely independent, you can have report windows, record and browse windows and lists all open at the same time.

Below is shown an example Transaction Journal—



Trans No	Reg Date	Trans. Date	Description	Text	Debit	Credit
Transaction Journal Demo USA Inc. Last Reg Date 02/07/2011						
Books by HansaWorld, Print date: 02/10/2011 21:37 All transactions Period 01/01/2010 : 12/31/2010 Detailed						
<u>2010.1</u>	02/19/2010	01/01/2010	Bank Charges	Bank Charges	320.00	SJ
61020			Bank Charges		320.00	
11110			Checking Account			320.00
Update Date: 02/19/2010				Signature: SJ	Old Trans. Date: 02/19/2010	
					320.00	320.00
<u>2010.2</u>	02/19/2010	01/15/2010	Office Rent	Office Rent	2,400.00	SJ
66010			Rent		2,400.00	
11110			Checking Account			2,400.00
					2,400.00	2,400.00
<u>2010.3</u>	02/19/2010	01/29/2010	Wages - January 2010	Wages	3,000.00	SJ
65110			Wages		2,500.00	
65110			Wages		4,500.00	
65110			Wages		1,800.00	
11120			Payroll Checking Account			3,000.00
11120			Payroll Checking Account			2,500.00
11120			Payroll Checking Account			4,500.00
11120			Payroll Checking Account			1,800.00
					11,800.00	11,800.00
<u>2010.4</u>	01/27/2011	01/23/2010	Vehicles Orig Cost	Vehicles Orig Cost	11,200.00	SJ
13810			Furniture & Fixtures Orig Co		1,800.00	
13700			Furniture and Fixtures		247.00	
13410			Rental Equip Orig Cost		2,510.00	

You can scroll up and down through the report using the scroll bar, the trackpad or the PgDn, PgUp, Home and End keys on the keyboard.

Searching in Reports

A useful function built in to every report in Books by HansaWorld when you print to screen is the ability to search for a text string in a report. The search string can contain any sequence of letters and digits occurring in the report.

Invoice	Date	Description	Amount	Signature
S/INV 210005	02/06/2010	02/02/2010	1003 Blue Viola Inc, USD	SJ
12100		Accounts Receivables	41.59	
41000		Sales - Taxable & NonTaxable	39.99	SS
23000		Sales Tax Payable	1.60	
			41.59	41.59
S/INV 210006	02/17/2010	02/10/2010	1012 Smart A&C, USD	SJ
12100		Accounts Receivables	692.64	
41000		Sales - Taxable & NonTaxable	666.00	SS
23000		Sales Tax Payable	26.64	
			692.64	692.64
S/INV 210008	02/17/2010	02/17/2010	1001 D.I Musical Design, USD	SJ
12100		Accounts Receivables	124.77	
41000		Sales - Taxable & NonTaxable	119.97	SS
23000		Sales Tax Payable	4.80	
			124.77	124.77
S/INV 210009	02/17/2010	02/18/2010	1010 Pena Colors, USD	SJ
12100		Accounts Receivables	597.74	
41000		Sales - Taxable & NonTaxable	574.75	SS
23000		Sales Tax Payable	22.99	
			597.74	597.74
S/INV 210010	02/17/2010	02/17/2010	1002 Simple Studio, USD	SJ
12100		Accounts Receivables	2,458.56	
41000		Sales - Taxable & NonTaxable	2,364.00	SS
23000		Sales Tax Payable	94.56	
Update Date:	02/10/2011	Signature: SJ		

In this example you might want to search for the General Ledger Transaction resulting from Invoice 210005. Enter "210005" into the Search field on the right of the Button Bar and press the Return or Enter key. The first text string in the report that matches the search string will be highlighted. Press the Enter key again to find the next match.

Updating Reports

While a report is on screen, it may be that you change one or more of the records that contribute to the calculations. If any of these changes will affect the contents of the report, you can easily update the report without closing and recreating it. Simply bring the report window to the front and select 'Recalculate' from the Operations drop-down menu (or use the **⌘-Shift-R/Ctrl-Shift-R** keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose 'Reopen Report Specification' from the Operations menu instead (or use the **⌘-Shift-E/Ctrl-Shift-E** keyboard shortcut).

Drill-down

Many reports include a drill-down feature when you print them to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any Account Number in the report. Subject to you having the necessary access rights, the General Ledger report for the same Account and period will be opened in a separate window, listing the Transactions that contribute to the Account balance on the P&L statement. If you then click on one of the Transaction Numbers in the General Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below—

DUI: Profit & Loss

Profit & Loss
Demo USA Inc.
Last Reg Date 02/07/2011

Books by HansaWorld, Print date: 02/10/2011 21:41
Period 01/01/2010 : 12/31/2010
Exact Notation

Income Sal
41000 Mi
48000
Total Income

Cost Of Sales Co
50000
Total Cost Of S

Gross Profit
Expenses

DUI: General Ledger

General Ledger
Demo USA Inc.
Last Reg Date 02/07/2011
Values in USD

Books by HansaWorld, Print date: 02/10/2011 21:41
Account 41000
Period 01/01/2010 : 12/31/2010

Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
S/INV 210001	01/03/2010	1011 Stern Music	3,508.10		-3,508.10 SS
S/INV 210004	01/05/2010	1004 3D A&A Tech	600.00		-4,108.10 EX
S/INV 210007	01/23/2010	1001 DJ Musical	2,663.00		-6,771.10 SS

DUI: Transaction: Inspect

No. 210004 Trans. Date 01/05/2010

Text 1004 3D A&A Technology, USD

Account	Description	Base 1 Debit	Base 1 Credit	Tx-
1 12100	Accounts Receivables	600.00		
2 41000	Sales - Taxable & NonTaxable		600.00	EX
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Difference 0.00 Total 600.00 600.00

Text with the drill-down feature is shown underlined in a screen report.

Printouts

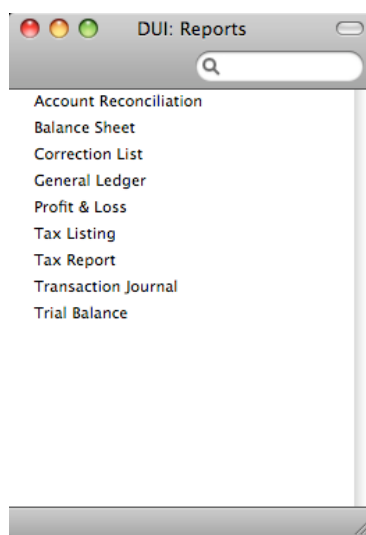
If you print a report to screen, you can then print it to paper by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

Definition of Reports

You can change the appearance and format of some reports to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, the Profit & Loss Report and the Tax Report. To do this, use the Report Settings setting in the General Ledger, described above on page 191.

Reports in the General Ledger

The following reports are available in the General Ledger—



Account Reconciliation

You will most commonly use this report to help with the task of bank reconciliation, which you should do using the Account Reconciliation register. The report is a list of Transaction rows (i.e. individual account postings) for the report period in date order, showing for each the Account, Transaction Number and Date, Amount and whether it has been reconciled.

You can also produce this report from the Account Reconciliation register, by selecting 'Account Reconciliation' from the Operations menu.

When printed to screen, the Account Reconciliation report has the Books by HansaWorld Drill-down feature. Click on a Sub System Number (e.g. Invoice Number) in the report to open the General Ledger Transaction for that Sub System record. You can then open the Sub System record itself (e.g. the Invoice) by selecting 'Open Subsystem Record' from the Operations menu.

Period

Paste Special

Reporting Periods setting,
System module

All Transaction rows whose dates fall in the period entered here will be included in the report. The default value is the first period in the Reporting Periods setting.

Accounts

Paste Special

Account register, General
Ledger/System module

Range Reporting

Alpha

Use this field to limit the report to Transaction rows posting to a certain Account, or range of Accounts. Usually you will need to specify your Bank Account(s) or other reconcilable Account here, otherwise the report will be much longer than necessary.

Balance Date

Paste Special

Choose date

Two totals are shown for each Account: the total reconciled from Transaction rows whose dates fall within the report period and the total reconciled from Transaction rows whose dates fall before a certain date. Specify that date here.

Reconciled

Check this box to include reconciled Transaction rows in the report.

Unreconciled

Check this box to include unreconciled Transaction rows in the report. At least one of the Reconciled and Unreconciled boxes must be checked or the report will be blank.

You can only use the remaining options in the window if you have the Inventory Handling Value Pack.

Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with Books by HansaWorld, or you can define your own, possibly editing the standard definition to suit your needs.

Defining the Balance Sheet

You can define the structure of the Balance Sheet to suit your requirements. The following example illustrates the set-up process.

To change the report definition of the Balance Sheet, first click the [Settings] button in the Master Control panel, then double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Balance Sheet Report Definition: Browse' window is opened.

DUI: Balance Sheet Report Definition: Inspect

Name: BalRn
Type: Balance Sheet

Buttons: New, Duplicate, Cancel, Save, New Line

Id	Comment	Accounts
1000	ASSETS	
1001		
1010	Current Assets	
1020	Cash On Hand	11110:11160
1030	Deposits Paid	11300
1040	Inventory	11800
1050	Total Current Assets	1020+1030+1040
1051		
1060	Accounts Receivable	12100:12130
1061		
1070	Fixed Assets	13000:13820
1075		
1080	TOTAL ASSETS	1050+1060+1070
1085		
2000	LIABILITIES	
2001		
2010	Current Liabilities	22000:22201
2020	A/P Accrual - Inventory	21240
2030	Accounts Payable	21000:21120
2040	Sales Tax Payable	23000
2050	Payroll Withholding	25010
2060	Customer Deposits	26600

The window shows the Balance Sheet row by row, as it has been presented up to now. Each row is sometimes known as a “Line Definition”. To insert new Line Definitions, click the [New Line] button, or double-click a row to edit it. In both cases, the following window opens, entitled ‘Line Definition: New’ if you clicked [New Line] or ‘Line Definition: Inspect’ if you are editing an existing Line Definition—

The example Line Definition illustrated above will cause the Account Number, Name and balance of a range of Accounts to be printed in the Balance Sheet, as follows—

No. As well as acting as the unique identifying code for each row in the Balance Sheet, the No. determines the order in which the rows will be printed in the report. When entering rows, it is recommended that you leave gaps in the numbering sequence, so there is room to insert new rows later.

Text This Text will be printed in the report as a heading.

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

Enter an Account or a range of Account numbers separated by a colon (:). The Account Number, Name and balance of every Account in this range will be printed in the Balance Sheet, under the heading specified in the Text field.

The Accounts field consists of three rows, with room for a definition 300 characters long. As well as specifying a single Account or a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If you enter a range of Accounts with the highest number first, the Accounts in that range will be presented in reverse order. An example sequence is illustrated below—

DUI: Line Definition: Inspect

No. 1005 Name BalRn

Text Reverse Order Example Extra Code

Accounts 13810:13800,13710:13700,13410:13400,
13310:13300,13820,13720,13420,13320

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

	Language	Text
1		
2		
3		
4		
5		

This sequence will appear as follows in the printed report—

DUI: Balance Sheet

Balance Sheet Demo USA Inc. Last Reg Date 01/27/2011

Books by HansaWorld, Print date: 01/27/2011 20:51

Period 01/01/2010 : 12/31/2010

Values in USD
Exact Notation
Net Change
With Balance Only

Reverse Order Example				
13810	Vehicles Orig Cost	0.00	11,200.00	11,200.00
13710	Furniture & Fixtures Orig Co	0.00	1,800.00	1,800.00
13700	Furniture and Fixtures	0.00	247.00	247.00
13410	Rental Equip Orig Cost	0.00	2,510.00	2,510.00
13310	Bldgs & Imprv Orig Cost	0.00	5,100.00	5,100.00
13820	Vehicles Accum Dep	0.00	-5,000.00	-5,000.00
13720	Furniture & Fixtures Accum Dep	0.00	-900.00	-900.00
13420	Rental Equip Accum Dep	0.00	-850.00	-850.00
13320	Bldgs & Imprv Accum Dep	0.00	-1,500.00	-1,500.00
Total Reverse Order Example		0.00	12,607.00	12,607.00

In this example, the “Reverse Order Example” heading was taken from the Text field in the Line Definition.

Type Choose the “Accounts” option to signify that each of the Accounts in the range will be printed individually in the report. After the last Account in the range, a total for the group will be printed.

Account Type Choose the Account Type. This controls the presentation of the Account balances in the report. Assets and Expenses will be printed as positive values, while liabilities, equity and incomes will be negative.

Side, Active/Passive

These options are described in the 'Special Features of the Balance Sheet' section below on page 282.

Extra Code

This field is used in countries (e.g. Russia) where the Balance Sheet is printed using a standard report design that includes line numbers: use this field to specify the correct line number for this row of the report. The Extra Code only appears in the report when you produce it using the No Comparison option.

The next example Line Definition will add the results of previous Line Definitions together and print the result—

DUI: Line Definition: Inspect

Buttons: New, Duplicate, Cancel, Save

No. 1050 Name BalRn

Text Total Current Assets Extra Code

Accounts 1020+1030+1040

Type: ☐ Accounts ☒ Sum ☐ Text ☐ Page break

Account Type: ☒ Asset ☐ Liability ☐ Equity ☐ Income ☐ Expense

Side: ☒ Normal ☐ Debit ☐ Credit

Active/Passive: ☒ Normal ☐ Only Debit ☐ Only Credit

Language	Text
1	
2	
3	
4	
5	

Type

Choose the "Sum" option to signify that the line in the report will add the total values from previous lines in the report together and print the result on a separate line. In this case, the result will be printed under the heading "Total Current Assets" (from the Text field).

Accounts

Since the Type is "Sum", use the Accounts field to specify the line numbers (1020+1030+1040) whose total values are to be added together. Do not enter Account Numbers in the three Accounts fields if the Type is "Sum".

Account Type

Again these options control the presentation of the total figure when printed in the report (positive or negative).

The Text field in the example Line Definition illustrated below is empty. As the Type is “Accounts”, this means that the line will not be printed in the report. If this line had some Text, it would cause the balances of every Account between 41000 and 99999 to be listed in the report, followed by the total balance for that range of Accounts. As there is no Text, the processing will still take place (i.e. the total balance for that range of Accounts will still be calculated), but this processing will effectively be hidden as nothing will be printed.

DUI: Line Definition: Inspect

No. 4010 Name BalRn

Text

Extra Code

Accounts 41000:99999

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☐ Asset, ☐ Liability, ☐ Equity, ☒ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

Language	Text
1	
2	
3	
4	
5	

The total balance could then used in line 4020—

DUI: Line Definition: Inspect

No. 4020 Name BalRn

Text Profit/Loss this YTD

Extra Code

Accounts 100

Type: ☐ Accounts, ☒ Sum, ☐ Text, ☐ Page break

Account Type: ☐ Asset, ☐ Liability, ☐ Equity, ☒ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

Language	Text
1	
2	
3	
4	
5	

Taken together, rows 4010 and 4020 will print the total balance for Accounts 41000:99999 without listing those Accounts individually. Since these are the Income and Expense Accounts, this is appropriate for the Balance Sheet.

If the Type in a Line is “Text”, then you can leave the Text field empty. This will cause a blank line to be printed in the report. This can be useful if you want to insert spaces between sections in the report.

When you have finished with the last row, if you want to save your changes, click [Save], or else close the window with the close box. Then, close the list of definitions using the close box once again. The new Balance Sheet report is now ready to print.



Books by HansaWorld is supplied with a standard Chart of Accounts and a set of Report Definitions. This is a well-structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by you or your financial adviser.

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

To delete a line from the Balance Sheet, follow these steps—

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

The 'Balance Sheet Report Definition: Browse' window is opened.

2. Double-click the row you want to remove, to open its definition window.
3. Select 'Delete' from the Record menu.

The line will be deleted from the Balance Sheet and you will be returned to the 'Balance Sheet Report Definition: Browse' window.

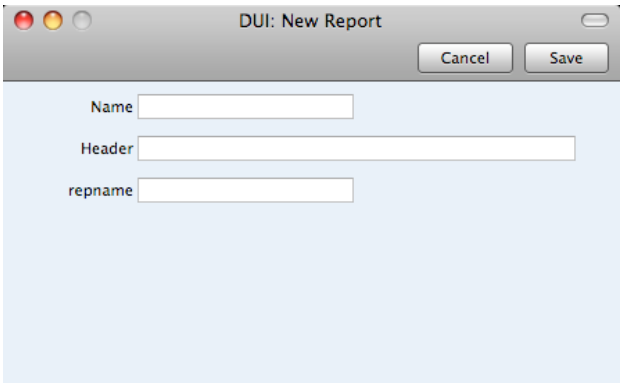


You cannot undo the deletion of a row in the Balance Sheet.

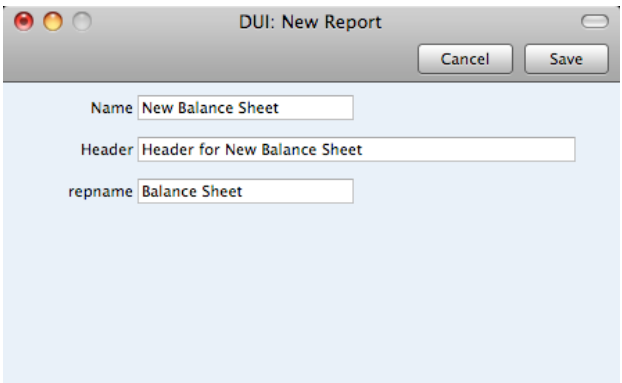
Multiple Balance Sheet Definitions

In some companies there is a requirement for multiple Balance Sheet definitions. To cater for this requirement, Books by HansaWorld allows you to add as many Balance Sheet reports as you need to the General Ledger. Each of these reports can have its own definition. To add a new Balance Sheet, follow these steps—

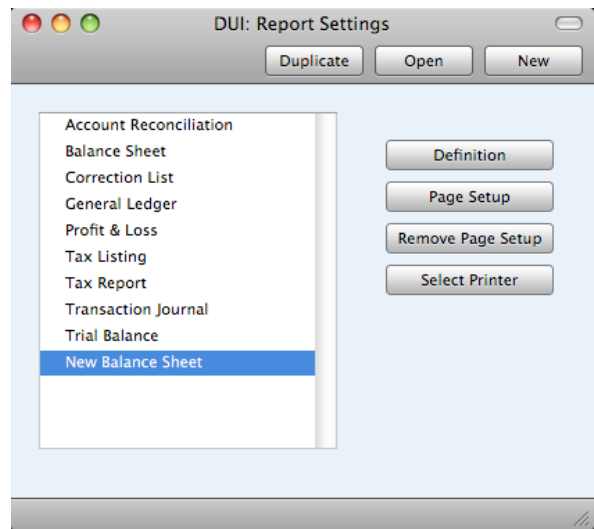
- 1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list.
- 2. When the 'Report Settings' window opens, click the [New] button to create a new report. Alternatively, to copy an existing report and its definition (either one you have added yourself or the standard Balance Sheet), highlight it in the list and click the [Duplicate] button. The 'New Report' window opens, empty if you clicked [New] or containing the details of the duplicated report—



- | | |
|----------------|---|
| Name | Enter a name for the report. This name will appear in the 'Reports' list. You cannot use the same name for more than one report. |
| Header | Enter a second name for the report. This name will be printed in the report header, and will also appear in the title bar of the report window if you print the report to screen. |
| repname | <div>Paste Special Choices of possible entries</div> <div>Use this field to specify the report type (i.e. Balance Sheet or Profit & Loss report).</div> |



3. Click the [Save] button to save the new report. The 'New Report' window closes, and the new report is added to the bottom of the list in the Report Settings window, using the Name specified in the 'New Report' window—

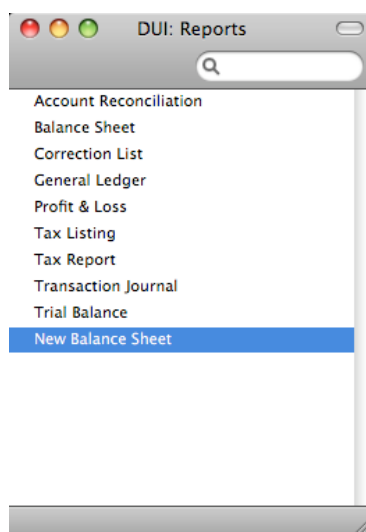


If you need to modify the report (perhaps you made a spelling mistake or you chose a temporary name), highlight it in the list in the 'Report Settings' window and click the [Open] button. The report is opened in the 'New Report' window illustrated in step 2.

4. Having created the new report, you should now enter a definition for the new report. Highlight it in the list in the 'Report Settings' window and click the [Definition] button. This process is the same as for the 'standard' Balance Sheet, and is as described in the 'Defining the Balance Sheet' section above on page 272. If you created the new report by duplicating an existing one, the definition will be duplicated as well.

You can also drag rows from an existing report definition to the new one. Highlight each report in turn in the list in the 'Report Settings' window and click the [Definition] button. You will then have two report definition windows open. You can now drag rows individually from one window to the other, or you can highlight several rows at a time by shift-clicking and drag them all at once.

- To print the new report, open the 'Reports' list as normal. The new report will appear at the bottom of the list, using the Name specified in the 'New Report' window—



Double-click the report name and print the report in the usual way. The specification window for the report is the same as that for the 'standard' Balance Sheet, and is described in the 'Printing a Balance Sheet' section immediately below. The text in the title bar of the report window, and the report title on the first line of the report header ("Header for New Balance Sheet") will be taken from the Header field in the 'New Report' window illustrated in step 2 above.

The screenshot shows a window titled 'DUI: Header for New Balance Sheet' with a search bar and a printer icon. The header section contains the following information:

Header for New Balance Sheet		Books by HansaWorld, Print date: 01/28/2011 02:01	
Demo USA Inc.		Period 01/01/2010 : 12/31/2010	
Last Reg Date 01/27/2011		Values in USD	
		Exact Notation	
		Net Change	
		With Balance Only	
		Fwd Balance	Net Change
ASSETS			
Current Assets			
Cash On Hand			
11110	Checking Account	56,171.10	-2,720.00
11120	Payroll Checking Account	20,000.00	-11,800.00
11130	Cash Drawer	5,000.00	0.00
11140	Petty Cash	21,533.00	6,318.96
Total Cash On Hand		102,704.10	-8,201.04
Inventory			
11800	Inventory	387,683.04	11,688.35
Total Inventory		387,683.04	11,688.35
Total Current Assets		490,387.14	3,487.31
Accounts Receivable			
12100	Accounts Receivables	40,305.15	13,482.52
12110	A/R Category 1	78,000.00	0.00
Total Accounts Receivable		118,305.15	13,482.52
Fixed Assets			

- If you need to remove the new report, open the 'Reports' list as shown in step 5 and click on the report name. Then, select 'Clear' from the Edit menu.

Printing a Balance Sheet

After ensuring you are in the General Ledger, click the [Reports] button in the Master Control panel and then double-click 'Balance Sheet' in the 'Reports' list. The 'Specify Balance Sheet' window is opened.

The screenshot shows a window titled "DUI: Specify Balance Sheet" with a "Run" button in the top right. Below the title bar is a text field for "Period" containing "01/01/2010:12/31/2010". There are three main sections: "Accounts" with radio buttons for "All", "With Balance" (selected), "Groups only", "Used Groups only", and "Used only"; "Comparison" with radio buttons for "Net Change" (selected) and "Previous Year"; and a checkbox for "List Transaction Nos" which is unchecked. The "Media" section has two columns of radio buttons: the first column has "Screen" (selected), "Printer", "File", and "Clipboard"; the second column has "Pdf", "Excel", and "Print Dialog" (checked).

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the Balance Sheet you want to print. The first period in the Reporting Periods setting will be offered as a default.
Accounts		Use these options to choose how you want the Accounts to be printed in the report.
All		This option will list all the Accounts that have been included in the Balance Sheet definition.
With Balance		This option will only list Accounts that have an opening balance and/or a closing balance. An Account with no opening balance that has been used in the period in such a way that it also has no closing balance will not be shown in the report. If you want such an Account to be included in the report, use the Used Only option below.
Groups only		This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Balance Sheet definition.
Used Groups only		This option only prints balances for lines as entered in the Balance Sheet definition that have been used.
Used only		This option will only list Accounts that have been used. This includes Accounts that have balances brought forward from a previous period that have not been used during the report period. This option is similar to With Balance above, with the exception that it also includes Accounts with no

opening balances that have been used during the period in such a way that they also have no closing balances.

Comparison Choose to compare with Net Change or the same period the previous Year.

List Transaction Nos

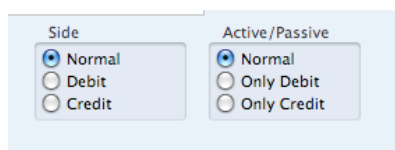
With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

When you click [Run], the Balance Sheet will be printed as you have specified.

When printed to screen, the Balance Sheet has the Books by HansaWorld Drill-down feature. Click on the Account Number of any Account in the report to open the General Ledger Report for the same Account and period. From the General Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section describes the Side and Active/Passive options in the Balance Sheet definition.



Side	Active/Passive
<input checked="" type="radio"/> Normal	<input checked="" type="radio"/> Normal
<input type="radio"/> Debit	<input type="radio"/> Only Debit
<input type="radio"/> Credit	<input type="radio"/> Only Credit

You can use these options to satisfy certain accounting and reporting requirements in various countries. The easiest way to explain the usefulness of these facilities is with the help of an example. In most companies, there are a number of reconciliation or suspense accounts, either assets or liabilities, which can hold either debit or credit balances. The accounting conventions of some countries only allow "pure" debit or credit accounts, and when a balance sheet is produced, it becomes necessary to move individual accounts back and forth between the active or the passive groups, depending on the current positive or negative balance.

To complicate things even further, in some countries it is customary to distinguish between four different "states" of a book entry: Debit+, Debit-, Credit+ and Credit-. In modern western accounting systems, a book entry is either debit or credit, regardless of the class of the account, i.e. there is a simple arithmetic definition of balances.

In those environments where all these special rules are used, the preparation of balance reports tends to become complicated and labor consuming. These special functions in Books by HansaWorld allow the far-reaching automation of many of these routine tasks. This is how it works.

Let us start with the following General Ledger report, showing the actual debit and credit balances for two Accounts.

Account 11115 - Checking Account 2—

ACCOUNT 11115 Checking Account 2					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2010.561	12/28/2010	Checking Account		125.00	-125.00
2010.561	12/28/2010	Checking Account		-110.00	-15.00
2010.562	12/28/2010	Checking Account	1,000.00		985.00
2010.562	12/28/2010	Checking Account	5,000.00		5,985.00
		Total	6,000.00	15.00	
		Fwd balance			0.00
		Net Change	5,985.00		
Transaction Count:					
	4	Balance			5,985.00

Account 11116 - Checking Account 3—

ACCOUNT 11116 Checking Account 3					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2010.561	12/28/2010	Checking Account	125.00		125.00
2010.561	12/28/2010	Checking Account	-110.00		15.00
2010.562	12/28/2010	Checking Account		1,000.00	-985.00
		Total	15.00	1,000.00	
		Fwd balance			0.00
		Net Change		985.00	
Transaction Count:					
	3	Balance			-985.00

Account 11116 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account 11115 has a normal debit balance, but on this Account one negative value has been entered on the credit side. If the Accounts are used in a report definition in the normal way, with the buttons Side:Normal and Active/Passive:Normal selected, the balance of Account 11116 will be shown as a negative asset value.

DUI: Line Definition: Inspect

New
Duplicate
Cancel
Save

No. 1009
Name BalRn

Text Special Features example
Extra Code

Accounts 11115,11116

Type
☒ Accounts
☐ Sum
☐ Text
☐ Page break

Account Type
☒ Asset
☐ Liability
☐ Equity
☐ Income
☐ Expense

Side
☐ Normal
☒ Debit
☐ Credit

Active/Passive
☐ Normal
☒ Only Debit
☐ Only Credit

Language	Text
1	
2	
3	
4	
5	

With the buttons Side:Debit and Active/Passive:Only Debit options selected, the debit column total for Account 11115 will be shown, because the Account balance is in debit—

		Fwd Balance	Net Change	Balance
Special Features example				
11115	Checking Account 2	0.00	6,000.00	6,000.00
11116	Checking Account 3	0.00	15.00	15.00
Total Special Features example		0.00	6,015.00	6,015.00

With Side:Credit and Active/Passive:Only Credit selected, the balances from both the Accounts' credit columns will be shown—

		Fwd Balance	Net Change	Balance
Special Features example				
11115	Checking Account 2	0.00	-15.00	-15.00
11116	Checking Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00
ASSETS				

With Side:Credit and Active/Passive:Only Debit selected, nothing will be shown, because the credit column of Account 11115 has a positive value, and 11116 has an overall debit balance.

With Side:Debit and Active/Passive:Only Credit selected, once again nothing will be shown.

The combination Side:Credit and Active/Passive:Normal shows the credit column balances for both Accounts—

		Fwd Balance	Net Change	Balance
Special Features example				
11115	Checking Account 2	0.00	-15.00	-15.00
11116	Checking Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00
ASSETS				

Correction List

The Correction List is a list of the corrections and updates made to Transactions from a specified period. You can make corrections to Transactions using the 'Correction Mark' function on the Operations menu of the Transaction window, while you can make updates using the 'Update Mark' function on the same menu. Included in the list of updated Transactions in the report are Transactions created from Sub System records that you then invalidated. You cannot change the definition of this report.

When printed to screen, the Correction List has the Books by HansaWorld Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

Double-clicking 'Correction List' in the 'Reports' list opens the following window—

Period

Paste Special

Reporting Periods setting,
System module

Enter the report period in the format 1/1/11:12/31/11. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value.

The report will list corrections and updates made to Transactions whose Transaction Date falls in the period specified here. It can therefore include corrections and updates made later than this period.

From Reg. Date

Enter a date to list updates and corrections made on or after that date.

All Transactions

By default, this report only lists Transactions that have been corrected or updated. It shows the Transaction Number, the Transaction Date, the action (i.e. correction or update) and date of the action. If you check this box, every Transaction, including those that have not been updated or corrected, will be listed in the report, together with their registration dates. You might use this option to gain an impression of the proportion of Transactions that have been changed, or to get an idea of how long it takes for updates and corrections to be made.

Click [Run] to print the Correction List.

General Ledger

The General Ledger report is a list of the Transaction rows entered during the report period (i.e. it is a list of the amounts posted to each Account in that period).

When printed to screen, the General Ledger report has the Books by HansaWorld Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking 'General Ledger' in the 'Reports' list in the General Ledger opens the following window—

Period	Paste Special	Reporting Periods setting, System module
		Specify a report period, in the format “1/1/11:12/31/11”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.
Accounts	Paste Special	Account register, General Ledger/System module
	Range Reporting	Alpha
		Limit the report to a single or range of Accounts.
Only with Text		Enter a search string in this field to list Transaction rows with certain Descriptions. Thus, assuming you have used the default entries in the Description field of each Transaction row, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: “Sales” finds “Sales Type 1”, “Sales Type 2”, etc.
	Used Accounts Only	Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.
	With Corrections	Check this box if you want all corrections in the Transactions to be shown.

Subtotal Tax Codes

Check this box if you want the total debit and credit amounts for each Tax Code to be shown at the bottom of the report.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Long Lines

Three options are available for dealing with long descriptions when printing on paper. The Don't Break option is always used when printing to screen. If you preview the report to screen, choose 'Recalculate and Print' from the Operations menu to invoke the Long Lines option (i.e. do not click the Printer icon).

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

Don't Break

The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line.

Break

The full length of the description is printed, spread over several lines if necessary.

Cut

The final characters of the description are not printed, so that it fits onto one line in the allocated column.

Click [Run] to print the General Ledger report as you have specified it.

Profit & Loss

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

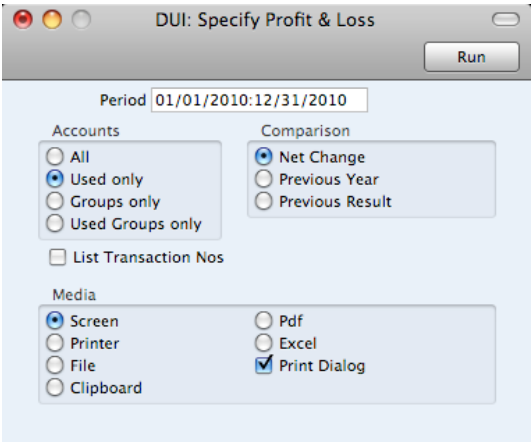
When printed to screen, the Profit & Loss report has the Books by HansaWorld Drill-down feature. Click on the Account Number of any Account in the report to open the General Ledger Report for the same Account and period. When in the General Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Definition

The content of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above on page 272 for full details.

Printing a Profit & Loss Report

After ensuring you are in the General Ledger, click the [Reports] button in the Master Control panel and then double-click 'Profit & Loss' in the 'Reports' list. The 'Specify Profit & Loss Report' window is opened.



Period	Paste Special	Reporting Periods setting, System module
		The report period: enter the start and end dates separated by a colon (:). The first period in the Reporting Periods setting is the default.
Accounts		Use these options to choose how you want the Accounts to be printed in the report.
All		This option will list all the Accounts that have been included in the Profit & Loss report definition.
Used only		When you use this option together with the Net Change Comparison, the report will only list Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period, and Accounts that have been used in the period in such a way that they have no closing balances. When you use this option together with the Previous Year or Previous Result Comparisons, the report will list Accounts that have a closing balance either in the report period or in the same period last year.
Groups only		This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Profit & Loss report definition.
Used Groups only		This option only prints balances for lines in the Profit & Loss report definition that have been used.

Comparison	Select one option for the comparison column in the report.
Net Change	This option compares the report period with the Year To Date.
Previous Year	This compares the report period with the same period last year, showing the difference between the two periods as a percentage.
Previous Result	This compares the report period with the same period last year, but does not show the difference between the two periods.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Tax Listing

This report lists the transactions used in calculating the figures shown in the Tax Report described below on page 290. For each transaction, the total including and excluding Tax, the Tax total and the overall Tax percentage are shown.

This report is compiled from the Sub System records (e.g. Invoices, Purchase Invoices) that are liable for Tax. The Tax Report is compiled from the General Ledger postings to the Tax Accounts. If there is a difference between the two reports, one possible reason is that the connection between a Sub System record and its related General Ledger Transaction is not correct. Perhaps the General Ledger Transaction does not exist at all, or perhaps it has been subject to a Correction Mark or Update Mark. It might be that the Tax Code in a Transaction row posting to a Sales or Purchase/Cost Account is incorrect or missing, in which case that row will not be included in the figure calculated by the VATRESULT or VATBALANCE commands in the Tax Report.

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

Enter the period for which you want to print the report in the format "1/1/11:12/31/11". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, simply

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

Specify

You can choose to have Sales Invoices, Purchase Invoices and/or General Ledger Transactions listed in the report. You must choose at least one section or the report will be blank. For each section, the list of transactions will be followed by a list of Tax Codes used by those transactions, together with totals.

The Invoices option depends on whether you are using the Post Receipt Tax option in the Account Usage A/R setting in the Receivables module. If you are not using this option, the report will list the Invoices issued during the report period, together with Invoice Dates. If you are using this option (i.e. your Tax calculation is based on Receipts rather than Invoices), the report will list the Invoices paid during the report period, together with the dates they were paid. The Purchase Invoices option will similarly depend on the Post Payment Tax option in the Account Usage A/P setting in the Payables module.

Select

The report can show all Transactions or just those without Tax.

Tax Report

Whenever a Tax Return is due you should print a Tax Report. This report will act both as a transaction document for the ledger and as the basis for payment.

The report summarizes the postings made to the Input and Output Tax Accounts during the specified period, and also shows the total Inputs (purchases) and Outputs (sales).

Defining the Tax Report

You can define the Tax Report to determine the Accounts that should be included.

To change the report definition of the Tax Report, ensure you are in the General Ledger, first click the [Settings] button in the Master Control panel, then double-click 'Report Settings' in the subsequent list. Then highlight 'Tax Report' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Tax Report Definition: Browse' window is opened, as shown on the next page.

DUI: Tax Report Definon: Inspect

Name VAT2Rn

Type Tax Reporting

Define Columns

Code	Comment	Definition
1 OUT	VAT due in this period o...	-balance("830")
2 ACQ	VAT due in this period o...	-result("832")
3 NET	Total VAT Due (the sum ...	KEY("OUT")+KEY("ACQ")
4 INP	VAT reclaimed on purcha...	balance("831+833")
5 PAY	Net VAT to be paid to C&...	KEY("NET")-KEY("INP")
6 .		
7 .	Sales (only include Total...	
8 SAL0	Net Sales (Zero Rate) (D...	-vatresult("100:199999","0")
9 SAL1	Net Sales (Std Rate) (DO ...	-vatresult("100:199999","1")
10 SAL2	Net Sales (Export) (DO N...	-vatresult("100:199999","2")
11 SAL3	Net Sales (EU - Zero) (D...	-vatresult("100:199999","3")
12 .		
13 SALT	Total val of sales and all ...	key("SAL0")+key("SAL1")+key("SAL2")+key("SAL3")
14 .		
15 .	Purchases (only include ...	
16 PURS	Net Purch (Std) (DO NOT ...	vatresult("200:899999","1")
17 PURZ	Net Purch (Zero) (DO NO...	vatresult("200:899999","0")
18 PURU	Net Purch (EU Acqn) (DO...	vatresult("200:899999","3")
19 PURI	Net Purch (Oth/Impt) (D...	vatresult("200:899999","2")
20 .		
21 PURT	Total val of purchases an...	key("PURS")+key("PURZ")+key("PURU")+key("PURI")
22 .		
23 .	EU STATISTICS (Enter ne...	
24 SALEU	Total value of supplies of...	key("SAL3")
25 PUREU	Total value of acqs ex V...	key("PURU")

The definition above is a standard UK Tax report, using the Chart of Accounts and definitions supplied with Books by HansaWorld. You can alter it to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own. You will also need to change it if you are using the Book Receipt Tax, and/or Book Payment Tax options to calculate Tax from Receipts and Payments, not from Invoices and Purchase Invoices. If so, you will need to replace the Output and Input Accounts in the formulae with the O/P and I/P Accounts specified in the Tax Codes setting. Please refer to the description of that setting above on page 193 for more details about this feature.

Each row in the definitions list represents a line in the Tax Report. You can add, insert or delete rows as necessary. To insert a row, highlight the row above which the new one is to be inserted (by clicking the row number) and press the Return key. To delete a row, highlight it and press the Backspace key.

Row	Each line of the report is defined on its own numbered row.
Code	A code identifying a row that you can use in the definitions of other rows.
Comment	A descriptive text that identifies the line in the finished report.
Definition	The definition of the row in the report, i.e. the Accounts that should be used in calculating the figure to be shown, and the formula of that calculation.

Several commands are available for use by formulae in the Definition field. They are not case sensitive.

RESULT("Account Code")

This command returns the net change during the period for the Account specified in the brackets. Some examples of the use of this command are as follows—

RESULT("100") Returns the net change in Account 100 for the specified period.

RESULT("100:1999")

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

-RESULT("100:1999")

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

RESULT("100+120:1999")

Takes the net change in Account 100 and adds it to the sum of the net changes in Accounts 120 to 1999.

CREDRESULT("Account Code")

This command returns the total credit posting during the report period to the Account specified.

DEBRESULT("Account Code")

This command returns the total debit posting during the report period to the Account specified.

BALANCE("Account Code")

This command returns the closing balance for the Account specified. It therefore differs from the RESULT command in that balances brought forward from previous periods are taken into account.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

CREDBALANCE("Account Code")

This command returns the closing credit balance for the Account specified. It therefore differs from the CREDRESULT command in that balances brought forward from previous periods are taken into account.

DEBBALANCE("Account Code")

This command returns the closing debit balance for the Account specified. It therefore differs from the DEBRESULT command in that balances brought forward from previous periods are taken into account.

KEY("Code")

Use the KEY command to include the value of another Tax Report row in the calculation. You must already have defined the Tax Report row that you are referring to. If not, a zero value will be used. Therefore, in the example illustration, the BOX1 line must appear below the SEXCL and BOX4 lines.

Note that although the KEY command itself is not case sensitive, the reference to another Tax Report row is. Thus, in the example illustration, you can use key("SEXCL") and KEY("SEXCL"), but not key("sexcl").

VATRESULT("Account Code","Tax Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only Transactions with the specified Tax Code are taken in account.

The reference to the Tax Code is not case sensitive.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

VATBALANCE("Account Code","Tax Code")

This command returns the closing balance for the Account specified, with only Transactions with the specified Tax Code taken into account. It therefore differs from the VATRESULT command in that balances brought forward from previous periods are taken into account.

VATCREDRESULT("Account Code","Tax Code")

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified Tax Code into account.

VATDEBRESULT("Account Code","Tax Code")

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified Tax Code into account.

The illustration of the Tax Report definition shows examples of the various commands. There are a few things to remember.

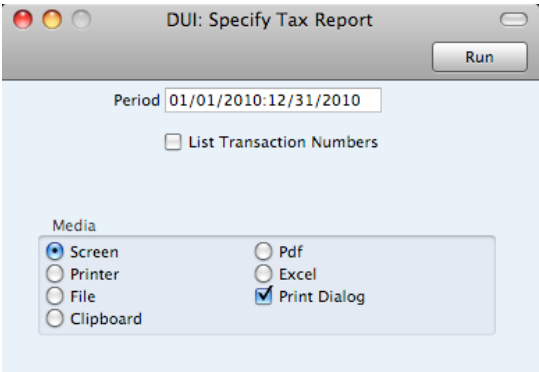
When you define your Tax Report, remember that all calculations will use figures as stored inside the Books by HansaWorld. This means that credit balances (e.g. those for Sales Accounts) will be negative. If you want to print these balances as positive figures, place a minus sign in front of the formula.

The value of a well-structured Chart of Accounts can easily be seen here. For example, if you have grouped your Income Accounts together in a consecutive series, totaling them becomes simple.

When you have finished defining the Tax Report, click [Save].

Printing the Tax Report

Ensure you are in the General Ledger, click the [Reports] button in the Master Control panel and then double-click 'Tax Report' in the 'Reports' list. The 'Specify Tax Report' window is opened.



Period	Paste Special	Reporting Periods setting, System module
	Enter the period for which you want to print the report in the format "1/1/11:12/31/11". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. The first period in the Reporting Periods setting is the default value.	
List Transactions	With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.	

Click [Run] to print the report.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of the entries made in the Transaction register. You cannot change the definition of this report.

When printed to screen, the Transaction Journal has the Books by HansaWorld Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

To produce this report, ensure you are in the General Ledger and click the [Reports] button in the Master Control panel. Then double-click 'Transaction Journal' in the 'Reports' list. The 'Specify Transaction Journal' window will be opened.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period to be covered by the report.
Transaction No.	Range Reporting	Numeric
		If you only want to print a certain range of Transactions, you can select this range using the Transaction No. field. Enter the first and the last Transaction Number, separated by a colon (:). If you leave the field blank, all records in the Transaction register from the selected period will be printed.
		The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the General Ledger, enter, for example, "2011.1003" or, for a range, "2011.1003:2011.1010". To print a Transaction that was created remotely from one of the other transaction registers, enter, for example, "S/INV.110003" or "S/INV.110003:S/INV.110010" for a range.
Only Tax Code	Paste Special	Tax Codes setting, General Ledger
		Use this field to limit the report to Transactions in which there is at least one row with a particular Tax Code.
Report Header		Specify the report title here. If you do not specify a title, "Transaction Journal" will be used.
Legal Serial No.		In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. Enter the first number in the series here and check the Don't Print Transaction Prefix box below. Each Transaction will be given a number in the specified series, in place of the usual Transaction Number.

- Fwd Turnover** If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.
- List Transactions** With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those Transactions included in the report will be listed.
- List Accounts** With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those Accounts affected by the Transactions shown will be listed.
- List Tax Codes** With this box checked, each Tax Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those Tax Codes affected by the Transactions shown will be listed.

Don't print Transaction Prefix

Transaction Numbers are usually printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the General Ledger, for example, are printed as "2010.1003" while those created from a Sub System are printed as, for example, "S/INV.110003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2011." and "S/INV."), check this box.

If you check this box and enter a Legal Ser. No. above, each Transaction will be printed with a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number.

Sorting

The report can be sorted by Transaction Number or Transaction Date.

If you sort by Transaction Number, all Transactions of a similar type will be grouped together. For example, Transactions resulting from Sales Invoices will be grouped together, Transactions resulting from Purchase Invoices will be grouped together, and so on. This allows the report to provide debit and credit turnover figures for each type. If you have used different Number Series, then debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series. For example, if you have created Invoices using three Number Series, the resulting Transactions in this report will be divided into three sections, with debit and credit turnover figures provided for each one.

If you sort by Transaction Date, all Transactions of a similar type from a particular month will be grouped together. For example, Transactions resulting from Sales Invoices in January will be grouped together, Transactions resulting from Purchase Invoices in January will then be grouped together, to be followed by other Transactions from

January, then the pattern will be repeated for February, and so on. This allows the report to provide monthly debit and credit turnover figures for each type. If you have used different Number Series, then monthly debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series.

Click [Run] in the Button Bar. The Transaction Journal is printed.

Trial Balance

The Trial Balance is a report showing all individual Account balances. It is mostly used for reconciliation. You cannot alter the definition of the Trial Balance report, but you can determine the Transactions that are to be included.

When printed to screen, the Trial Balance has the Books by HansaWorld Drill-down feature. Click on the Account Number of any Account in the report to open the General Ledger Report for the same Account and period. When in the General Ledger report, you can click on any Transaction Number to open an individual Transaction record.

The totals of the three columns in the report should each be zero, signifying that in your accounts the total debits and the total credits are equal. If this is not the case, there may be an error in one or more of your Transactions that should be corrected immediately.

To print the Trial Balance, ensure you are in the General Ledger and click the [Reports] button in the Master Control panel. Then double-click 'Trial Balance' in the 'Reports' list. The 'Specify Trial Balance' window is opened.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.
Accounts	Paste Special	Account register, General Ledger/System module
	Range Reporting	Alpha
		Limit the report to a certain Account, or a range of Accounts.

Tax Code**Paste Special**

Tax Codes setting, General
Ledger

Enter a Tax Code here to restrict the report to Transaction rows with a certain Tax Code.

Used Accounts Only

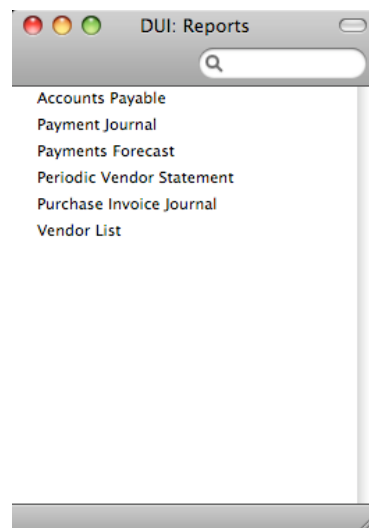
With this box checked, the report will only show Accounts with Transactions registered during the report period, and/or with balances brought forward from a previous period.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of any restrictions in the scope of the report specified in the fields above.

Reports in the Payables module

The following reports are available in the Payables module—



Accounts Payable

The Accounts Payable report is a summary of your account position with each Vendor. It lists the Vendors' Invoices that have been issued to your company that you have not yet paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Periodic Vendor Statement and Payments Forecast reports, this report is a very useful tool for payment scheduling purposes.

When printed to screen, this report has the Books by HansaWorld Drill-down feature. Click on any Vendor Number in the report to open the Contact record for a Vendor, or on a Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

Vendor	Paste Special	Vendors in Contact register
	Range Reporting	Alpha
	To limit the report to a single Vendor (or range of Vendors), enter the Vendor Number here.	
Category	Paste Special	Vendor Categories setting, Payables module
	If you want to restrict the report to Vendors belonging to a particular Vendor Category, specify that Category here.	
Date	Paste Special	Choose date
	Enter a date to show the status of the Accounts Payable on that date. If you leave the field blank, the current date will be used.	
Function	Use these options to control the level of detail shown in the report. In all cases, as in all Books by HansaWorld reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure.	
Detailed	Where the Overview simply shows the outstanding balance of each Purchase Invoice, this option provides more detail, listing for each open Invoice any partial Payments and Credits.	
Overview	The Overview shows each Vendor's Number, Name and Telephone Number and, for each outstanding Purchase Invoice, the Purchase Invoice Number, the Invoice Date, the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance.	
Balance	This option simply prints the total balance payable to each Vendor.	

Status	Use these options to determine the Purchase Invoices that will be included in the report.
Open	The report will list all unpaid Purchase Invoices.
Due	The report will be limited to those Invoices that are due for payment.
Sorting	The report can be sorted by Vendor Number or Name.

Payment Journal

This report is a chronological listing of the Payments entered during the specified period. You can control the selection to show a range of Payment Numbers or Payments with a certain Payment Mode.

For each Payment, the Number, Registration Date, Transaction Date, Signer, Own Bank Account and total value are shown. The Payment rows are listed individually, showing the Purchase Invoice Number, Vendor Bank Account, Text (usually the Vendor Name), settlement discount and Sent Value are shown. At the end of the report, total amounts paid using each Payment Mode are shown.

When printed to screen, the Payment Journal has the Books by HansaWorld Drill-down feature. Click on any Payment Number in the report to open an individual Payment record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first record in the Reporting Periods setting is used as a default.
Payment No.	Range Reporting	Numeric
		Limit the report to a single or range of Payments.
Payment Mode	Paste Special	Payment Modes setting, Receivables/Payables Ledger
		To limit the report to a single Payment Mode, enter the Payment Mode here.
Status		Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

Payments Forecast

This report together with the Receipts Forecast in the Receivables module will be very useful for cash flow prediction purposes. It provides information about outstanding credits (i.e. unpaid approved Purchase Invoices), sorted by Due Date. This shows how much it is expected the company will have to pay out in the near future.

Vendor

Paste Special

Vendors in Contact register

Use this field to show how much is outstanding to a single Vendor.

Periodic Vendor Statement

The Periodic Vendor Statement contains information about the current balance for each Vendor showing open (unpaid) Purchase Invoices, paid Invoices and Payments. You can therefore use it to produce a full Accounts Payable transaction history for a specified period.

When printed to screen, the Periodic Vendor Statement has the Books by HansaWorld Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

Vendor

Paste Special

Vendors in Contact register

Range Reporting

Alpha

To limit the report to a single Vendor, enter its Vendor Number here. Alternatively you can enter a range of Vendors.

Category	Paste Special	Vendor Categories setting, Payables module
		If you want to restrict the report to Vendors belonging to a particular Category, specify that Category here.
Period	Paste Special	Reporting Periods setting, System module
		Enter the first and last date of the report period, separated by a colon (:).
Function		Specify here the level of detail required in the report.
Overview		This option produces a single line summary of your credit situation with each Vendor.
Detailed		This option shows each Accounts Payable transaction in the selected period, including Purchase Invoices and Payments.

Vendors with Balance Only

Check this box to exclude Vendors with no current balance.

Include Ordered Payments

Use this option if you want to include Payments that have been Ordered but not approved in the report.

Purchase Invoice Journal

This report is a chronological listing of the Purchase Invoices entered during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices received from a particular Vendor. You can also select the type of Invoice.

When printed to screen, this report has the Books by HansaWorld Drill-down feature. Click on any Purchase Invoice Number in the report to open an individual Purchase Invoice record.

DUI: Specify Accounts Payable Journal [Run]

Period: 01/01/2010:12/31/2010

Invoice No.:

Vendor:

Function

☒ Overview
☐ Detailed

Status

☒ Not OKed
☒ OKed

Invoice Type

☒ Invoices
☒ Cash Notes
☒ Credit Notes

Media

☒ Screen
☐ Printer
☐ File
☐ Clipboard

☐ Pdf
☐ Excel
☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as a default.

Invoice No.	Range Reporting	Numeric
	Enter a range of Purchase Invoices to include in the report.	
Vendor	Paste Special	Vendors in Contact register
	If necessary, limit the report to a single Vendor.	
Function	Specify here the level of detail required in the report.	
Overview	This choice gives a report with one row per Invoice, showing the Purchase Invoice Number, Date, Vendor's Invoice Number, Vendor and Total.	
Detailed	In addition to the information shown above, this options shows for each row of each Invoice, the Account Number, Description, Tax Amount and Sum. You can use this report as an archive file instead of a copy of each Invoice.	
Status	Specify here whether approved and unapproved Purchase Invoices are to be included in the report.	
Invoice Type	Check the boxes to include Purchase Invoices of different types.	

Vendor List

The Vendor List in the Payables module is a simple listing of the Vendors entered in the Contact register.

If you need to print a list of Customers in the Contact register, use the Customer List report in the Receivables module (described below on page 306).

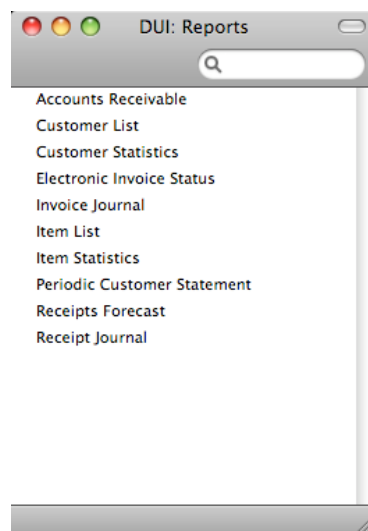
The Vendor List report has the Books by HansaWorld Drill-down feature. Click on any Vendor Number in the report to open the Contact record for an individual Vendor.

Vendor	Paste Special	Vendors in Contact register
	Range Reporting	Alpha
	Use this field to limit the report to a single Vendor, or range of Vendors.	
Category	Paste Special	Vendor Categories setting, Payables module
	To restrict the report to Vendors belonging to a single Vendor Category, enter a Category Code here.	

Function	These options control the level of detail shown in the report.
Detailed	This option prints a comprehensive report that includes virtually all the information stored for each Vendor.
Contact Data	This alternative limits the output to Vendor Number and Name, Primary Contact and Telephone Number.
Sorting	The report can be sorted by Vendor Number or Name.

Reports in the Receivables module

The following reports are available in the Receivables module—



Accounts Receivable

The Accounts Receivable report is a summary of the position on each Customer's account. It lists the Invoices that you have issued to your Customers that have not yet been paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Receipts Forecast and Periodic Customer Statement report, it is a very useful tool for debt-chasing purposes.

When printed to screen, this report has the Books by HansaWorld Drill-down feature. Click on any Customer Number in the report to open the Contact record for a Customer, or on an Invoice or Receipt Number to open an individual Invoice or Receipt record.

Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
	If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.	
Category	Paste Special	Customer Categories setting, Receivables module
	If you want to restrict the report to Customers belonging to a particular Customer Category, specify that Category here.	
Date	Paste Special	Choose date
	If necessary, you can print a report showing the debtor situation as it was on a particular date. To do this, enter that date here. If you don't need to use this feature, leave the field blank.	
Function	Use these options to control the level of detail shown in the report. In all cases, as in all Books by HansaWorld reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure.	
History	Where the Overview simply shows the outstanding balance of each Invoice, this option provides more detail, listing for each open Invoice any partial payments and Credit Notes.	
Overview	The Overview shows each Customer's Number, Name and Telephone Number and, for each outstanding Invoice, the Invoice Number, the Invoice Date, the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance.	
Balance	This choice simply prints the total outstanding balance payable by each Customer.	

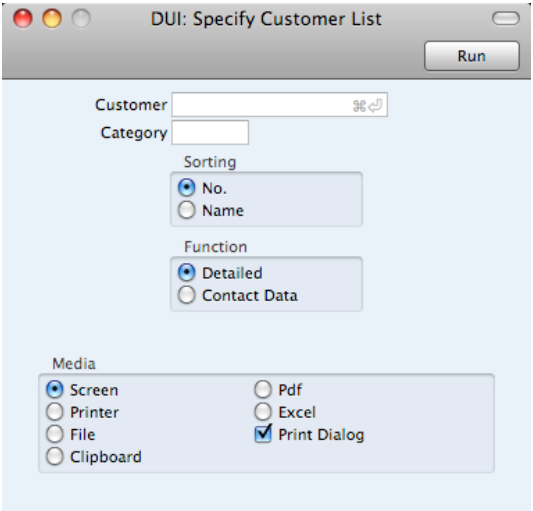
Status	Use these options to determine the Invoices that will be included in the report.
Open	The report will list all unpaid Invoices.
Due	The report will only list those Invoices that are due for payment (i.e. Invoices whose Payment Terms have expired).
Sorting	The report can be sorted by Customer Number or Name.

Customer List

This report in the Receivables module is a simple listing of all the Customers in the Contact register. You can also produce this report for an individual Customer by clicking the Printer icon when that Customer is open in a record window.

If you need to print a list of Vendors in the Contact register, use the Vendor List report (page 303 above).

The Customer List report has the Books by HansaWorld Drill-down feature. Click on any Customer Number in the report to open the Contact record for that Customer.



Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
	Use this field to limit the report to a single Customer, or range of Customers.	
Category	Paste Special	Customer Categories setting, Receivables module
	To restrict the report to Customers belonging to a single Category, enter a Category Code here.	
Sorting	These radio buttons control the sort order of the report. The default is to print the report in Customer Number order, but you can also print in Name order.	

Function	These radio buttons control the level of detail shown in the report.
Detailed	This, the default option, prints a comprehensive report that includes virtually all the information stored in each Contact record.
Contact Data	This choice limits the output to Customer Number, Name, Telephone Number, and Contact Person.

Customer Statistics

This report in the Receivables module displays sales revenue statistics for each Customer.

The Customer Statistics report has the Books by HansaWorld Drill-down feature. Click on any Customer Number in the report to open the Contact record for an individual Customer.

Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period, separated by a colon (:).
Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
		Use this field to limit the report to a single Customer, or range of Customers. Customers in the range that have not purchased anything during the report period will not be shown in the report.
Categories	Paste Special	Customer Categories setting, Receivables module
	Range Reporting	Alpha
		To restrict the report to Customers belonging to a single Category, enter a Category Code here.

Invoice Journal

This report is a chronological listing of the Invoices raised during the specified period. You can control the selection to show a range of Invoice Numbers or

Invoices made out to a particular Customer. You can also select the type of Invoice.

When printed to screen, the Invoice Journal has the Books by HansaWorld Drill-down feature. Click on any Invoice Number in the report to open an individual Invoice record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as a default.
Invoice No	Range Reporting	Numeric
		Limit the report to a single or range of Invoices.
Customer	Paste Special	Customers in Contact register
		If necessary, limit the report to a single Customer by entering a Customer Number here.
Category	Paste Special	Customer Categories setting, Receivables module
		If you want to restrict the report to Customers belonging to a particular Customer Category, specify that Category here.
Salesperson	Paste Special	Person register, System module
		Specify a salesperson. All Invoices entered to the system by the salesperson during the report period will be listed in the report.
Function		Specify here the level of detail required in the report.
Overview		This choice gives a report with one row per Invoice, showing the Invoice Number, Date, Customer, Type (e.g. Invoice, Cash Note, Credit Note) and Total (both excluding and including Tax).
Detailed		In addition to the information shown above, this option shows the Invoice Address, Due Date, Transaction Date, the Customer's Category and

Contact. For each row of each Invoice, the Item Number and Name, Unit Price, discount %, Sum and Tax Code are shown. You can use this report as an archive file instead of a copy of each Invoice.

- Status

Specify here whether approved and/or unapproved Invoices are to be included in the report.
- Sorting

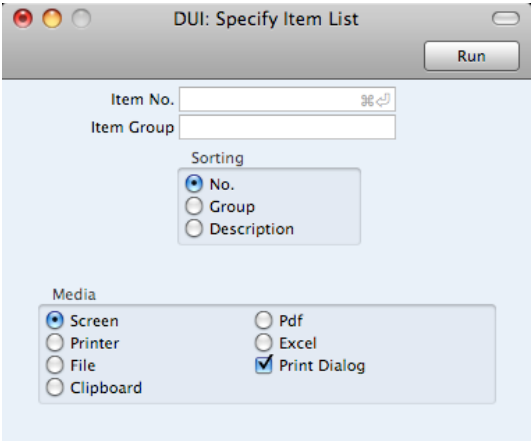
The report can be sorted by Date or Number.
- Invoice Type

Check the boxes to include Invoices of different types in the report.

Item List

This report in the Receivables module is a list of Items, displaying for each one the Item Number, Name, any Group membership, Unit, Tax Code and the sales Price.

When printed to screen, the Item List has the Books by HansaWorld Drill-down feature. Click on any Item Number to open the corresponding Item record.



Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

- Item No.

Paste Special

Item register

Range Reporting

Alpha

Use this field to limit the report to a single Item, or range of Items.
- Item Group

Paste Special

Item Groups setting, Receivables module

Range Reporting

Alpha

To limit the report to a single Item Group, enter an Item Group Code here.

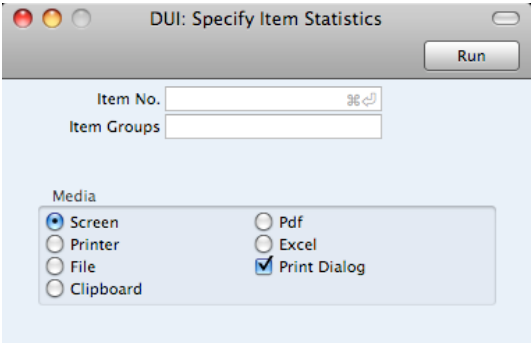
If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups.
- Sorting

The report can be sorted by Item Number, Item Group or Name.

Item Statistics

This report in the Receivables module is a list of the Items you have sold during the report period (i.e. Items included in approved Invoices from that period). This list displays sales statistics from that period for each Item (turnover and quantity sold). The report period is the first period in the Reporting Periods setting.

When printed to screen, the Item Statistics report has the Books by HansaWorld Drill-down feature. Click on any Item Number to open the corresponding Item record.



Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

Item	Paste Special	Item register
	Range Reporting	Alpha
Use this field to limit the report to a single Item, or range of Items. Only Items in the range that have been sold (i.e. included on Invoices) during the report period will be shown in the report.		
Item Groups	Paste Special	Item Groups setting, Receivables module
	Range Reporting	Alpha
To limit the report to a single Item Group, enter an Item Group Code here.		
If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups.		

Periodic Customer Statement

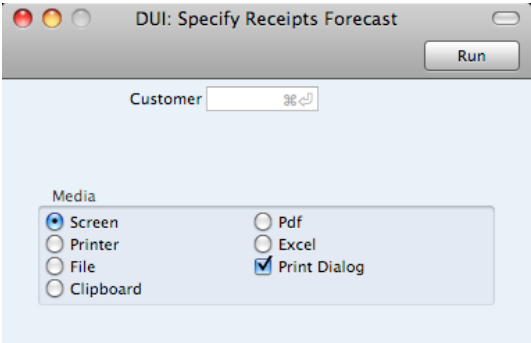
The Periodic Customer Statement contains information about the current balance for each Customer showing open (unpaid) Invoices, paid Invoices and Receipts. You can therefore use it to produce a full Accounts Receivable transaction history for a specified Customer and period.

When printed to screen, the Periodic Customer Statement has the Books by HansaWorld Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.		
Category	Paste Special	Customer Categories setting, Receivables module
	If you want to restrict the report to Customers belonging to a particular Category, specify that Category here.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the report period. The first row of the Reporting Periods setting is used as the default.	
Customers with Balance Only		
Check this box to exclude Customers with no current balance.		
Function	Specify here the level of detail required in the report.	
	Overview	This option produces a single line summary of each Customer's credit situation.
	Detailed	This option shows each Accounts Receivable transaction in the selected period, including Invoices and Receipts.

Receipts Forecast

This report together with the Payments Forecast in the Payables module will be very useful for cash-flow prediction purposes. It provides information about incoming payments (i.e. unpaid approved Invoices), sorted by due date.



Customer **Paste Special** Customers in Contact register

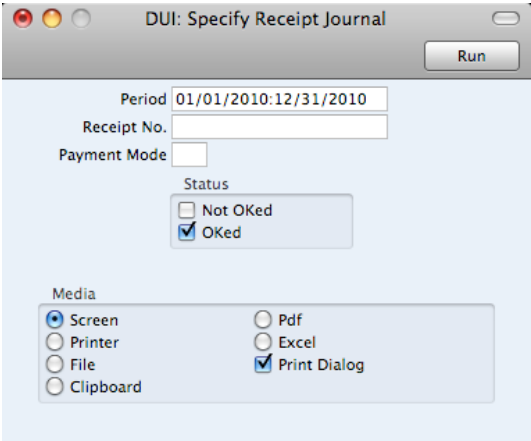
Use this field to show how much is outstanding from a single Customer.

Receipt Journal

This report is a chronological listing of the Receipts entered during the specified period. You can control the selection to show a range of Receipt Numbers or Receipts with a certain Payment Mode.

For each Receipt, the Number, Payment Mode, Transaction Date and total value are shown. The Receipt rows are listed individually, showing the Invoice Number, Customer Number and Name and Received Value are shown. At the end of the report, total amounts received using each Payment Mode are shown.

When printed to screen, the Receipt Journal has the Books by HansaWorld Drill-down feature. Click on any Receipt or Invoice Number in the report to open an individual Receipt or Invoice record.



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

Enter the report period. The first row of the Reporting Periods setting is the default value.

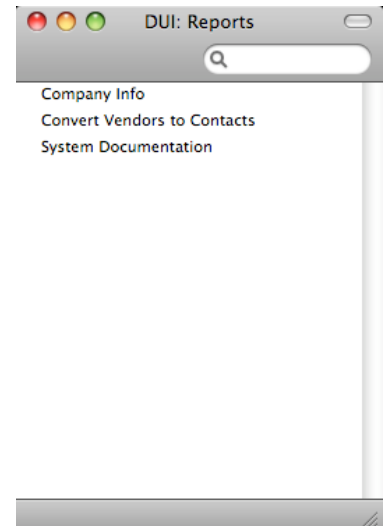
Receipt No. **Range Reporting** Numeric

Limit the report to a single or range of Receipts.

Payment Mode	Paste Special	Payment Modes setting, Receivables/Payables module
		To limit the report to a single Payment Mode, enter the Payment Mode here.
Status		Specify here whether approved and/or unapproved Receipts that are to be included in the report.

Reports in the System module

The following reports are available in the System module—



Company Info

This report is effectively a print-out of the Company Info setting. It also shows licensing information such as the Control String and Control Code. You may need to print this report when applying to your local Books by HansaWorld representative for an Enabler key.

To print this report, ensure you are in the System module, click the [Reports] button in the Master Control panel and then double-click 'Company Info' in the 'Reports' list. There is no specification window for this report, so print it by clicking the [Run] button.

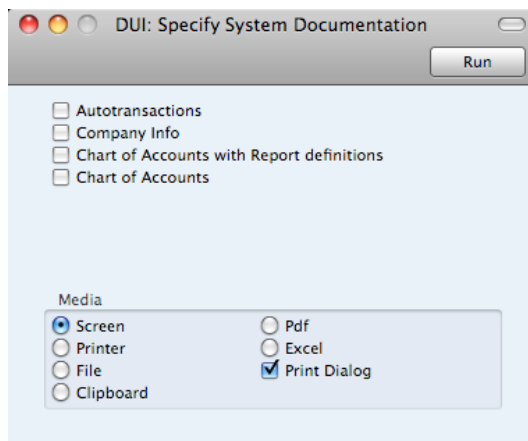
Convert Vendors to Contacts

You only need to use this report if you are updating to Books by HansaWorld from version 4.0 or earlier of its predecessor FirstOffice. Please refer to your local Books by HansaWorld representatives for full details.

System Documentation

The System Documentation report produces a number of lists showing the records that have been entered to certain settings. You can therefore use it to describe the contents and set-up of your system. It may be a good idea to check the contents of your system from time to time. This report is also useful for auditing purposes since it can list information required by a professional audit, such as the Chart of Accounts.

Click the [Reports] button in the Master Control panel and then double-click 'System Documentation' in the 'Reports' list. The 'Specify System Documentation' window is opened.



Click the check boxes for each option that you would like to be included in the report and click the [Run] button in the Button Bar.

Exports

Introduction

The 'Exports' function allows you to export certain information from your Books by HansaWorld database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. In many cases, you can also import the information into other Books by HansaWorld databases or Companies using the 'Automatic' and 'Manual file search' import functions in the System module. Remember that you can also print reports to disk, so most of the information that is stored in Books by HansaWorld is available to other applications via the medium of the text file.

Click the [Routines] button in the Master Control panel. A list of routines appears—



Click the [Exports] button in the list of routines to open the list of Export functions. You can also use the ⌘ -E (Mac OS X) or Ctrl-E (Windows) keyboard shortcut to open this list, whose contents will vary with the selected module.

Double-click the item in the list that you need. A specification window will then appear, where you can decide the contents of the export file. Click [Run] again and a 'Save File' dialog box will appear, where you can name the file and determine where it is to be saved.

By default, text files exported from a Books by HansaWorld database will contain Unicode characters. You can change this by specifying a Default Export Codepage in the Local Machine setting in the User Settings module.

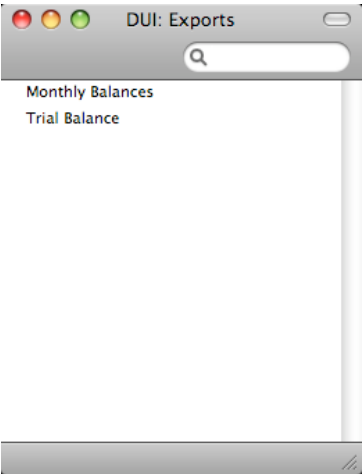
As well as exporting information to text files, you can also use the Exports routine to back up your Books by HansaWorld database. For full details about how to do this, please refer to the 'Backing Up' section below on page 328. For security reasons, the 'Company Text Backup' and 'Database Text Backup' exports do not produce text files as mentioned above but encrypted files that can only be read by another copy of Books by HansaWorld.

Be careful when opening a Books by HansaWorld Export file with Microsoft Excel with the intention of editing it before importing it to a new database. Under certain circumstances, Excel will, when opening a text file, convert some variables that it interprets as dates into its own internal date format. Where you are expecting a date to appear in the spreadsheet you may see a number such as "35475". When you save the spreadsheet again as a text file these variables will not be converted back to date format. So, if you import this text file to Books by HansaWorld, the dates will not be correct. To avoid this problem, make sure you use the third step of Excel's Import Wizard to set all imported columns to 'text' format (highlight all the columns in the Data Preview area using the Shift

key and select 'Text' as the Column Data Format). You cannot open files created using the 'Database Text Backup' and 'Company Text Backup' functions in Excel as they are not text files.

Export Functions in the General Ledger

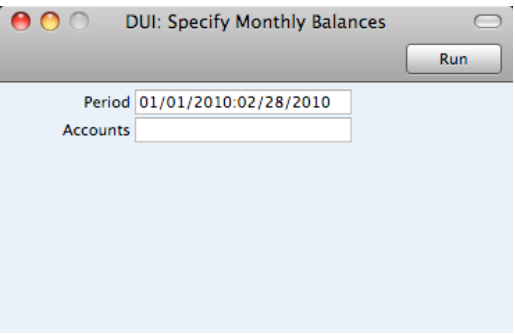
The following export functions are available in the General Ledger—



Monthly Balances

Select this command to export monthly Account balances for all Accounts or a selection. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can restrict the export to a certain time period or to certain Accounts.

After ensuring you are in the General Ledger, open the 'Exports' list by clicking the [Routines] button in the Master Control panel and the [Exports] button in the subsequent 'Routines' window. Then double-click 'Monthly Balances' to open the 'Specify Monthly Balances Export' window.



Period

Paste Special

Reporting Periods setting,
System module

Enter the period for the balances you wish to export. For each month that is included in the period, a separate column will be created in the export file.

Account	Paste Special	Account register, General Ledger/System module
	Range Reporting	Alpha
	Fill out this field if you only want to export the balances for certain Accounts.	

Confirm by clicking [Run] (or cancel using the close box). A dialog box will open where you can name the export file and specify where it is to be saved.

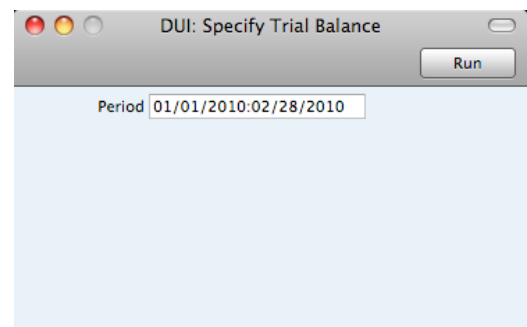
Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the back-up process. You can interrupt the process at any time by pressing **⌘**-Period (Mac OS X) or Esc (Windows).

Trial Balance

The Trial Balance is a form of combined Balance Sheet and Profit & Loss report, showing balances for each Account but not debit and credit subtotals. You can export to a tab-separated text file the Trial Balance for the whole year or for an arbitrary part of the year, and you can then import this information for example to an Annual Report generating program for further processing.

To export the Trial Balance, ensure you are in the General Ledger, then open the 'Exports' list by clicking the [Routines] button in the Master Control panel and the [Exports] button in the subsequent 'Routines' window. Then double-click 'Trial Balance' in the 'Exports' list to open the 'Specify Trial Balance Export' window.



Period	Paste Special	Reporting Periods setting
	Enter the start and end dates for the period to be covered by the export, separated by a colon (:).	

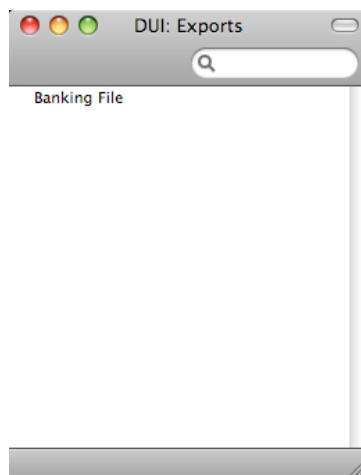
Confirm by clicking the [Run] button (or cancel by clicking the close box). A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing **⌘**-Period (Mac OS X) or Esc (Windows).

Export Functions in the Payables module

The following export functions are available in the Payables module—



Banking File

Select this option when you want to export a selection of Payments. You can send the resulting files to your bank for use by a credit transfer system. These files will therefore take the place of printed payment orders. The function is not operational in every country; please refer to your local Books by HansaWorld representative for full details.

 A screenshot of a dialog box titled "DUI: Specify Banking File". It contains several input fields and radio button groups for configuring the export. The "Trans. Date in Period" is set to "01/01/2010:12/31/2010". The "Payment No." field is empty. The "Only Sent Currency" field is empty. The "Pay Method" group has "Normal" selected. The "Status" group has "Unexported Only" selected. The "Bankfees" group has "We Pay" selected. The "Function" group has "Bank 1" selected. The "Prod. No." field is empty. The "Our relationship with vendor" group has "Other" selected. There are three checkboxes at the bottom: "Pay on Due Date", "DOS format", and "One Payment per Vendor", all of which are currently unchecked. A "Run" button is located in the top right corner.

Enter a Payment Number, or a range of numbers separated by a colon. By default, only Payments that have not yet been exported are included in the export. Select the All option if you want all Payments to be included in the export file.

If a Payment record contains more than one Purchase Invoice, a single payment order to the bank will be created if you use the One Payment Per Vendor option. This option only works when the bank chosen in the Bank Files setting is the Estonian Hansapank. If you are using this option, note that there may not be enough space to show all the Purchase Invoice numbers being paid (depending

on the length of the numbers) so it is recommended that you send this information separately to the Vendor.

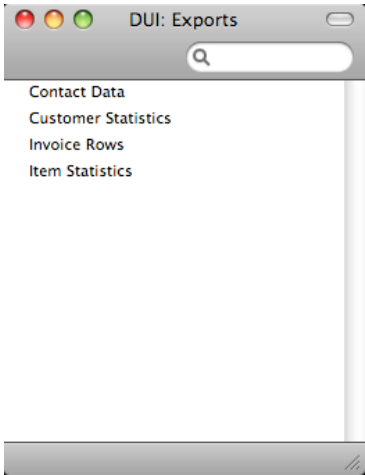
Click the [Run] button in the Button Bar to proceed. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing ⌘-Period (Mac OS X) or Esc (Windows).

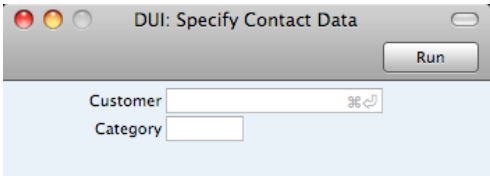
Export Functions in the Receivables module

The following export functions are available in the Receivables module—



Contact Data

This function exports the Customer Number, Name, Primary Contact, Address, Telephone Number and Fax Number for all Customers and Vendors in the selection range.



Customer	Paste Special	Customers and Vendors in Contact register
	Range Reporting	Alpha
Choose the records to be exported by entering a Customer or Vendor Number or a range of Numbers.		
By default, the 'Paste Special' list shows Customers. Click the [Vendors] button if you need to see Vendors.		
Category	Paste Special	Customer Categories setting, Receivables module
	Enter a Category Code to export Customers belonging to a particular Customer Category.	

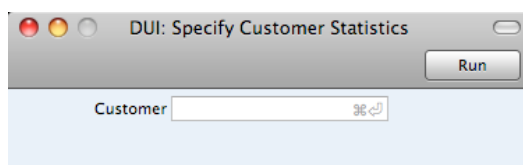
When you have entered the search criteria, click the [Run] button. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing ⌘ -Period (Mac OS X) or Esc (Windows).

Customer Statistics

This command exports monthly sales values for each specified Customer for the first period in the Reporting Periods setting.



Enter a single Customer Number, or a range of Customer Numbers, separated by a colon (:) and click [Run]. Use 'Paste Special' to select the appropriate Customer Numbers if necessary. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing ⌘ -Period.

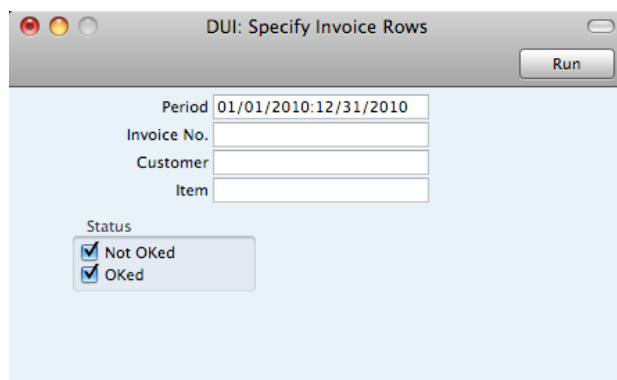
Invoice Rows

The 'Invoice Rows' export function produces a text file containing all the rows from the Invoices in the selection you make. You can use this information for statistical analysis in other programs, for example spreadsheets.

For each Invoice row, this function will export the Invoice Number, Date, Customer Number and Name, Invoice Type, Item Number, Quantity, Description, Unit Price, Sum, Discount %, Sales Account, Salesman, GP and Tax Code, separated by tabs.

Invoice Type can be any of the following values—

- 1 Standard Invoice
- 2 Cash Note
- 3 Credit Note



Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates for the period to be covered by the export, separated by a colon (:). The default is the first period in the Reporting Periods setting.
Invoice No.	Range Reporting	Numeric
		If necessary, specify an Invoice Number or range of Invoice Numbers separated by a colon (:). Only rows from Invoices in the range will be exported.
Customer	Paste Special	Customers in Contact register
	Range Reporting	Alpha
		Enter a Customer Number or range of Numbers to export rows from Invoices issued to specific Customers.
Item	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number or range of Numbers to export Invoices rows featuring specific Items.
Status		Choose whether you want to export rows from approved and/or unapproved Invoices.

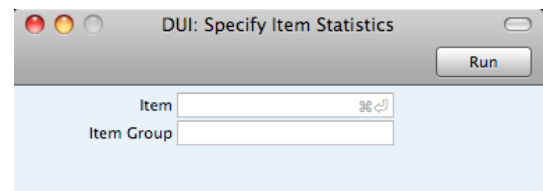
Click the [Run] button in the Button Bar to proceed. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing ⌘-Period (Mac OS X) or Esc (Windows).

Item Statistics

Use this function to export sales statistics for Items for the first period in the Reporting Periods setting (i.e. Items included in approved Invoices from that period). For each Item, the export file will first contain the Item Number, followed by the quantities sold in each month of the period, followed by total sales values for each month of the period. For example, if the period is a year, the Item Number will be followed by twelve quantities and twelve sales values, all separated by tabs. Only Items that have been sold during the period will be included.



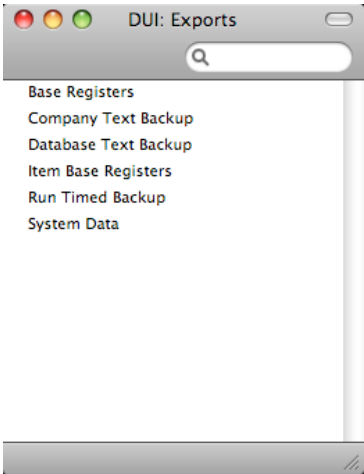
Using 'Paste Special' if necessary, enter a single Item Number or a range of Item Numbers separated by a colon (:) and/or an Item Group and click [Run]. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing **⌘-Period** (Mac OS X) or **Esc** (Windows).

Export Functions in the System module

The following export functions are available in the System module—

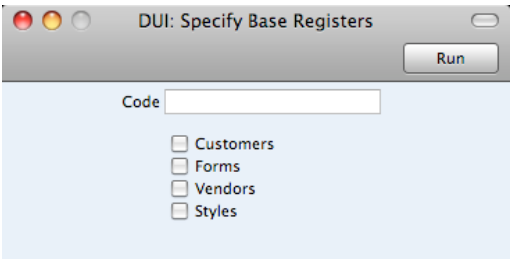


Base Registers

You can use this function to export Customers, Vendors, Forms and Styles from your database. This is a practical tool for when you want to create a new Company or database that will need this information.

This function creates a file with the correct format to be imported into another Books by HansaWorld Company or database.

When you double-click 'Base Registers' in the 'Exports' list in the System module, the 'Specify Base Registers' window will be opened—



Code

Range Reporting

Alpha

Use this field if you need to export a specific record or records from the registers selected below. For example, to export a Customer record, enter the Contact Number for that Customer here. To export a Form, enter the Form Code.

Check boxes

Check one or more boxes to specify the registers from where records are to be exported.

Confirm by clicking the [Run] button, or cancel using the close box. After clicking [Run], a dialog box will open, where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing **⌘-Period** (Mac OS X) or **Esc** (Windows).

Company Text Backup, Database Text Backup

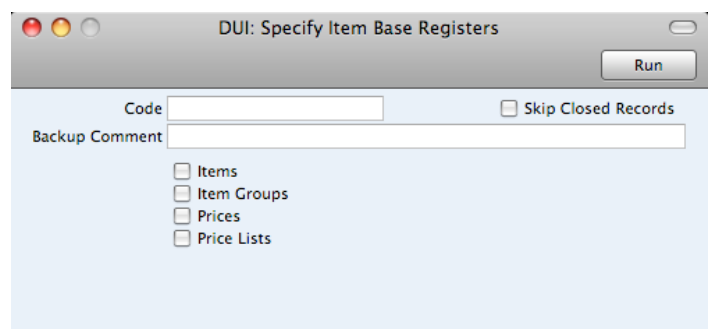
Please refer to the 'Backing Up' section below on page 328 for details about these functions.

Item Base Registers

You can use this function to export Items, Item Groups, Prices and Price Lists from your database. This is a practical tool for when you want to create a new Company or database that will need this information.

This function creates a file with the correct format to be imported into another Books by HansaWorld Company or database.

When you double-click 'Base Registers' in the 'Exports' list in the System module, the 'Specify Base Registers' window will be opened—



Code

Range Reporting

Alpha

Use this field if you need to export a specific record or records from the registers selected below. For example, to export an Item record, enter the Item Number here. To export Prices, enter a Price List: all Prices with the same Price List will be exported.

Skip Closed Records

Check this box if you would like to exclude from the export file records that have been marked as Closed.

Backup Comment Enter a short comment describing the contents of the export file (up to 40 characters are permitted). If you try to import the resulting file to another Company or database using the 'Automatic' import function in the System module, this description will be shown in the list of importable files.

Check boxes Check one or more boxes to specify the registers from where records are to be exported.

Confirm by clicking the [Run] button, or cancel using the close box. After clicking [Run], a dialog box will open, where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing **⌘-Period** (Mac OS X) or **Esc** (Windows).

Run Timed Backup

Books by HansaWorld contains a timed back-up feature whereby a database text back-up file can be created automatically every day. To specify when the back-up files are to be created, and where they are to be stored, use the Timed Operations setting in the Technics module. For full details, please refer to page 212 below.

You can use this function if you need to create a database text back-up immediately, naming and saving the file according to the specifications entered in the Timed Operations setting. It will not create a back-up file if you have not specified a Backup Path in the Timed Operations setting.

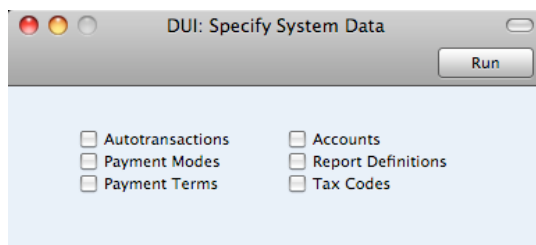
In multi-user systems, you can use this function from a client machine: it is the only way to create a 'Database Text Backup' from a client. It is recommended that you use it when no other client is logged on to the server.

System Data

You can use this function to export basic information from a database (Accounts, Autotransactions, Payment Modes, Payment Terms, Report Definitions and/or Tax Codes). This is a practical tool for when you want to create a new Company that will use the same basic accounts structure as your existing ones.

This function creates a file with the correct format that you can import to a new Company or database using the 'Automatic' or 'Manual file search' Import functions in the System module (described below on pages 325 and 326 respectively). As the exported file is a text file, you can edit it as necessary using a text editor before importing it into a new Company or database, or of course you can make the necessary changes after importing.

To use this function, click the [Exports] button in the Master Control panel in the System module and double-click 'System Data' in the 'Exports' list. The 'Specify System Data' window is opened—



Check the boxes to choose what is to be exported. Click [Run] to proceed. A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file and click [Save] or press the Enter key.

A message window informs you about the progress of the export. You can interrupt the process at any time by pressing ⌘ -Period (Mac OS X) or Esc (Windows).

Imports

The 'Imports' function allows you to import information from tab-delimited text files exported by other Books by HansaWorld databases or Companies, or from other applications such as spreadsheets. You can also use it to import the encrypted back-up files created by the 'Company Text Backup' and 'Database Text Backup' Export functions.

To import a file, ensure you are in the System module and click the [Routines] button in the Master Control panel. Then click the [Imports] button in the subsequent window. An 'Imports' list window appears. There are two import options in the System module: double-click one to activate it.

Automatic

You can use the 'Automatic' function to import text and encrypted files created by any of the export functions in Books by HansaWorld. It determines from information contained in the first line of such files what the file contains and thus in which register the information is to be saved.


You can use this function when you need to restore from a back-up. You can also use it to import information to a Company holding the consolidated accounts of several subsidiaries.

A further use will be to import set-up information such as a Chart of Accounts and base register data such as Customers and Vendors, thus ensuring that the task of accurately entering this information need only be undertaken once.

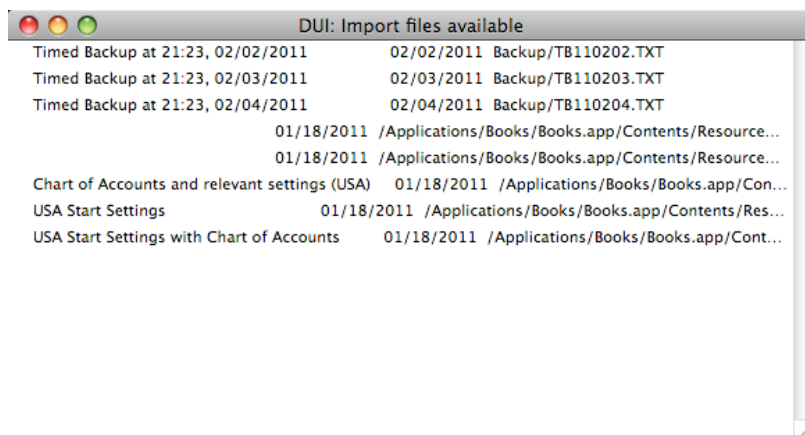
Finally, you can also use this function to import data exported from other systems, after appropriate formatting.

For details about how to format import files, please contact your local HansaWorld representative.

To use the 'Automatic' import, follow the steps described below. If you have more than one Company, the file will only be imported to the Company you are working in. Repeat the process in each Company as required.

1. In a multi-user system, ensure you are the only user logged in. Importing is disabled if there are two or more users working in the system.
2. Ensure you are in the System module and click the [Routines] button in the Master Control panel and then click [Imports]. Alternatively, use the -Shift-I (Mac OS X) or Ctrl-Shift-I (Windows) keyboard shortcut.

- Double-click 'Automatic', or click once and press the Enter key. The 'Import files available' window opens, listing importable files (with .txt extension) in the "Backup" folder inside the "Books.hdf" file and in the "Setup" folder inside the Books application (Mac OS X) or in the "Backup" and "Setup" directories inside the directory containing the Books by HansaWorld application (Windows)—



The left-hand column contains any Backup Comment that you may have inserted in a file if you created it by exporting from another Company or database. In the illustration, the first three files were created by the automatic timed back-up feature described below on page 330. This feature will insert Backup Comments automatically, showing the time and date the files were created. In the list, the Backup Comments are followed by the date the files were created and the file name. You can make the window wider if the file name is very long.

- Double-click an item in the list to import it.

The file will be imported. A message window informs you about the progress of the import.

When the import is finished, repeat the process if you need to import another file.

Manual file search

This function is similar to the 'Automatic' import described above in that you can use it to import from files created by any of the export functions in Books by HansaWorld. The only differences are—

- It allows you to import files from anywhere on your hard disk or on your network, while files imported by the 'Automatic' function have to be located in the "Backup" folder inside the "Books.hdf" file and in the "Setup" folder inside the Books application (Mac OS X) or in the "Backup" and "Setup" directories inside the directory containing the Books by HansaWorld application (Windows).
- It allows you to import files with any filename. The 'Automatic' function is restricted to files whose names do not contain any spaces or other non-alphabetic characters but have .txt extensions.
- Comments inserted in the back-up files are not visible when you use the 'Manual file search' function, so be certain that you are selecting the correct

file to be imported. You can read these comments when you use the 'Automatic' import.

When you select this function from the 'Imports' list window in the System module, a standard 'Open File' system dialog will open, allowing you to locate the file that you want to import.

Shutting Down and Backing Up

Remember to make a back-up before shutting Books by HansaWorld down.

To shut Books by HansaWorld down, select 'Quit' from the Books menu (Mac OS X) or the File menu (Windows). You can also use the **⌘-Q** (Mac OS X) or **Alt-F4** (Windows and Linux) keyboard shortcuts. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Books by HansaWorld is done, we advise you to make a back-up. It is a good idea to save a copy of the file on a diskette and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Books by HansaWorld database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all invoices, receipts, reports etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

Books by HansaWorld's method of backing up is fast and economical. The data will be saved in a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This means that restoring from a back-up file will be successful, even if you have updated the version of your Books by HansaWorld application since making the back-up. This is known as the "text back-up" method of backing up. You can create text backups yourself (described below on page 329), or you can have them created automatically every day at the same time (described below on page 330).



Use Books by HansaWorld's built-in back-up feature to guarantee a successful restoration.

You can also copy the database file as it appears on your hard disk. While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Books by HansaWorld application since making the back-up.

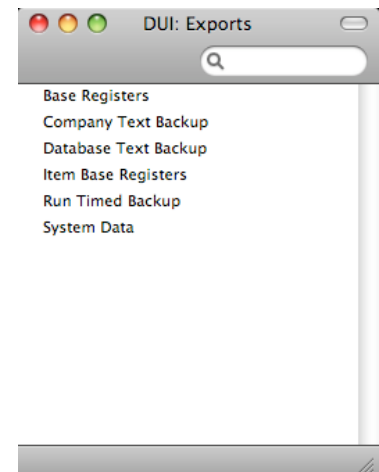
You must also carry out regular checks to make sure you can restore your database from the resulting back-up files or database copies.



Regularly check that you can restore from your back-up files.

To create a text back-up, follow these steps—

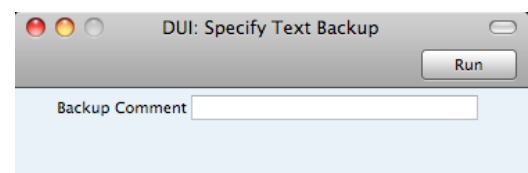
1. Use the [Module] button in the Master Control panel or the \mathbb{M} -0 (zero) (Mac OS X) or Ctrl-0 (Windows) keyboard shortcut to go into the System module.
2. Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the \mathbb{M} -E (Mac OS X) or Ctrl-E (Windows) keyboard shortcut. The 'Exports' window will be opened—



3. Double-click 'Company Text Backup' (if you wish to back up the data in the database relating to the single Company currently selected) or 'Database Text Backup' (if you wish to back up the whole database).

Usually you should use the 'Database Text Back-up' option, as this is the only choice that backs up the entire database. You must use it regularly for your safety and peace of mind. Some registers and settings (e.g. the Configuration setting) are stored at database level, not Company level. These will not be exported by the 'Company Text Back-up' option, even if your database only contains a single Company. Attachment links also will not be exported by the 'Company Text Back-up' option. This option is intended for use in the situation where you need to move all the information relating to a specific Company from one database to another.

4. The 'Specify Text Backup' window appears. Here you can enter a description of the back-up file that you are about to create. You can use up to 40 characters. If you later need to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.



Enter an appropriate description and click [Run].

5. If you have chosen to back up the whole database and you have more than one Company, you will now be asked to log in to any that you have not yet used in this work session. For reasons of security, if you are not able to log in to every Company, the back-up procedure will be halted. After logging in to every Company, return to the 'Specify Text Backup' window illustrated in step 4 to continue the backing-up procedure (the 'Specify Text Backup' window will be hidden behind the Master Control panel).
6. A dialog box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate folder or directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you do not include spaces or other non-alphabetic characters in the name of your back-up file, and that you give it a .txt extension. Then, click [Save].

A message window informs you about the progress of the export.

When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.



Under no circumstances should you edit or change a back-up file with another program.

Automatic Timed Back-ups

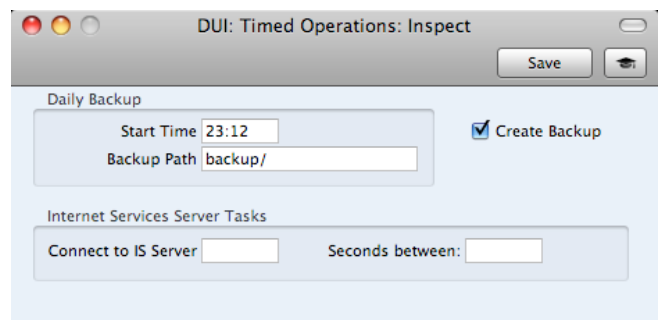
The importance of establishing a regular routine for backing up cannot be emphasized enough. Like all financial systems, Books by HansaWorld uses a single file database in which all your data about customers, invoices, general ledger etc. is stored. If you lose that file, you have lost not just a single document, but all your accounting and customer information.

To make this task easier, Books by HansaWorld contains a timed back-up feature allowing a database text back-up file to be created automatically every day. To specify when the back-up files are to be created, and where they are to be stored, follow the steps outlined below.

1. Select 'Technics' using the [Module] button in the Master Control panel or the ⌘-0 (zero) (Mac OS X) or Ctrl-0 (Windows) keyboard shortcut. In multi-user systems, if you are working on a client machine, you should log in as a system administrator (i.e. as a Person that has access to the Technics module), as described above on page 218.

If 'Technics' is not included in the list of modules when you click the [Module] button in a single-user system, this will probably be because you have not granted yourself access to the Server module in the Configuration setting.

- Click the [Settings] button in the Master Control panel or use the ⌘ -S or Ctrl-S keyboard shortcut. In the subsequent list, double-click 'Timed Operations'. The following window appears—



- Set the Start Time (the time when the backup is to take place) to the appropriate time, when it is likely that you will not be using Books by HansaWorld. Use the 24-hour clock, and place a colon (:) between the hour and the minute. The back-up file will be created at the specified time, even if you are still logged in to Books by HansaWorld. However, you will find the speed of operation to be much reduced while the back-up is being carried out. It is therefore highly recommended that you specify a time that is outside working hours, to minimize such inconvenience.
- Specify the Database Backup Path, which determines where on your hard disk the back-up files are to be saved. If you leave this field blank, the back-up files will be saved in the folder containing the Books by HansaWorld application.

The following examples show the correct syntax for the Database Backup Path. You can use either \ or / as a separator between folder names. Note that the separator appears as the final character in the path.

It is recommended that you save the back-up file in a folder or directory named "Backup" which will be inside the "books.hdf" file (Mac OS X) or in the same directory as the Books by HansaWorld application (Windows). You can do this using a relative path—

backup/

If you want to store the back-up file somewhere else, use absolute paths with the following syntax—

Mac OS X /samplefolder1/samplefolder2/Backup/

Windows c:/samplefolder1/samplefolder2/Backup/

Note that if you make a mistake (for example, you make a syntax error or specify a non-existent folder) there is a risk that the back-up file will not be created.

- Click the [Save] button in the Button Bar to save the back-up specifications.

Once you have set up the timed back-up feature as described above, a new back-up file will be created automatically every day at the same time. It will be given the name "TBYMMDD.TXT" where "YMMDD" represents the current date. The file will contain a back-up comment stating that it was created by timed back-up and showing the date and time this occurred.

Restoring from a Back-up

Restoring from a back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Follow these steps—

1. If you are using Mac OS X—
 - i. Locate the “Books.hdf” file on your hard disk. It will be stored in one of two places, as follows—
 - If you have placed the Books by HansaWorld application in your ‘Applications’ folder as is recommended, the “Books.hdf” file will be stored in Home/Library/Application Support/HansaWorld.
 - If you have placed the Books by HansaWorld application somewhere else (i.e. not in the ‘Applications’ folder or in a sub-folder in ‘Applications’), the “Books.hdf” file will be stored in the folder containing the application.
 - ii. Hold down the Ctrl key on your keyboard and click on this file. When the menu appears, choose ‘Show Package Contents’. A window will open, listing the contents of the “Books.hdf” file. Move the “HANSA.HDB” file out of the package. If you need to restore your database using a text back-up file stored in the “Backup” folder in the package, move this text back-up file out of the package as well.

If you are using Windows, remove the Books by HansaWorld database file (named “HANSA.HDB”) from the directory containing your Books by HansaWorld application. Ensure, however, that the “DBDef.txt” and “Default.txt” files are present.

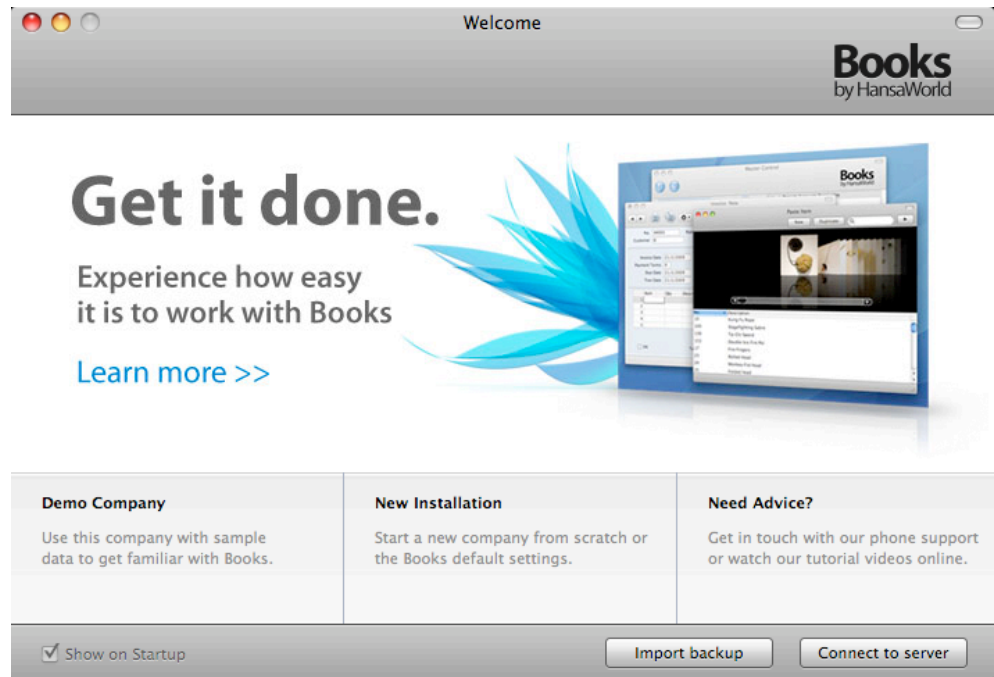
In both cases (Mac OS X and Windows), leave the “Attach” folder and its contents in place, otherwise all attachment links will be lost after restoring.

2. Double-click the Books by HansaWorld application. As there is no “HANSA.HDB” file in place, a new database will be created.



It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.

- When the 'Welcome' window appears, click the [Import backup] button—



- When the 'Open File' dialog box opens, locate and open the back-up file in the normal way. The back-up data will be imported.

Updating from Previous Versions of Books by HansaWorld

The latest version of Books by HansaWorld is always available for downloading at books.hansaworld.com. Clicking the [Books by HansaWorld.com] button in the top right-hand corner of the Master Control panel will take you to this site.

Inevitably, new versions of Books by HansaWorld will incorporate significant structural changes. Because of this, it cannot be guaranteed that they will be able to use database files created by previous versions. You must export a text back-up file from the old database and import it to a new database created using the new version of the program.

Follow these steps to update—

- Before installing the new version, create a Database Text Back-up as usual and as described above on page 328 using the old application.
- Install the new version of Books by HansaWorld.

If you are using Mac OS X, follow steps 3-5 below and then proceed to step 8. If you are using Windows, follow steps 6-7 and then proceed to step 8.

3. Locate the "Books.hdf" file on your hard disk. It will be stored in one of two places, as follows—
 - If your old Books by HansaWorld application is in your 'Applications' folder as is recommended, the "Books.hdf" file will be stored in Home/Library/Application Support/HansaWorld.
 - If your old Books by HansaWorld application is somewhere else (i.e. not in the 'Applications' folder or in a sub-folder in 'Applications'), the "Books.hdf" file will be stored in the folder containing the application.
4. Hold down the Ctrl key on your keyboard and click on the "Books.hdf" file. When the menu appears, choose 'Show Package Contents'. A window will open, listing the contents of the "Books.hdf" file. Move the "HANSA.HDB" file out of the package. If the text back-up file that you created in step 1 is stored in the "Backup" folder in the package, move this text back-up file out of the package as well.
5. You should only follow this step if your old Books by HansaWorld application is not in the 'Applications' folder. Make a copy of the "Books.hdf" file, and place the new copy in the folder containing your new Books by HansaWorld application. Make sure the new copy is also named "Books.hdf".

Proceed now to step 8 below.

If you are using Windows, follow these steps—

6. Locate the directory containing your old Books by HansaWorld application.
7. Make a copy of the "Attach" directory, and place the new copy in the directory containing your new Books by HansaWorld application. Make sure the new copy is also named "Attach".
8. On both platforms, launch the new Books by HansaWorld application. As there is no "HANSA.HDB" file in place, a new database will be created.
9. When the 'Welcome' window appears, click the [Import backup] button.
10. When the 'Open File' dialog box opens, locate the back-up file from step 1 in the normal way and open it. The back-up data will be imported.

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