

HansaWorld FirstOffice Professional

Integrated Accounting System
for Macintosh, Windows and
Linux

Volume 2: Accounting Package

Sales, Purchase and Nominal Ledgers

Program version: 4.3 050902a

© 2005 HansaWorld Ireland Limited, Dublin, Ireland

Preface

HansaWorld FirstOffice Professional is a powerful accounting system for the Windows, Macintosh and Linux platforms. The program is practically identical in the three 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 Windows XP version.

This manual covers FirstOffice's Sales, Purchase and Nominal Ledgers. Prior to reading it, you should already be familiar with FirstOffice's Work Area (its modules, registers, windows, menus and buttons) and the Customer and Item registers. These are covered in Volume 1 of these 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 HansaWorld FirstOffice Professional 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 FirstOffice Professional software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

How these manuals are organised

Volume 1: Introduction

Introduction	Installing FirstOffice, the basic ideas
Work Area	Basic elements of FirstOffice: modules, registers, windows, menus, functions, buttons
Accounting Principles	About the place of FirstOffice in your business, integration between ledgers, objects
Starting Work	Entering opening balances
Customers	Customers, customer categories and reports
Items	Products and services, pricing
System Module	Settings and parameters. System-wide usage

Volume 2: Accounting Package

Sales Ledger	Invoices, receipts, debtors
Purchase Ledger	Purchase invoices, payments and creditors
Nominal Ledger	The basic accounting module. Transactions and budgets

Volume 3: Logistics and Personal Registers

Sales Support	Orders and deliveries. Invoices from orders
Stock	Deliveries, goods receipts and stocktaking
Activities, Calendar and Task Manager	Contact and time management. Activities, the task manager and the calendar: registering and reviewing appointments in daily or monthly calendar format

Volume 4: Value Packs

Bar Code	Used in Finland, where Purchase Invoices are bar coded
CRM	Customer letters and mailshots
Currencies, Languages and Advanced Pricing	International transactions in any currency and translation. Automated calculation of prices. Quantity pricing and discounts
Dual Base Currencies	Express all values in one of two currencies. Used in countries in the EMU, and by companies with branches in two countries or in countries where there are two currencies in common use
Group Invoicing	Create invoices for orders in batches
Mail	Mail, conferences, chat
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, reports
Stock Locations	Maintain stock in several locations. Stock movements between locations

Contents

Preface.....	II
Chapter 1: The Sales Ledger Module	14
Settings.....	14
Introduction	14
Account Usage S/L	14
Debtors Card	16
Exchange Rate Card	22
VAT Card	23
Age Limits	25
Cost Model.....	26
Credit Limit.....	29
Customer Categories	30
Electronic Invoicing	30
Freight	30
Interest.....	31
Item Groups	35
Number Series - Invoices	35
Number Series - Receipts.....	36
Payment Modes.....	36
Flip A.....	37
Flip B.....	38
Payment Terms	38
Price Lists	41
Reminder Texts	41
Units	42
The Invoice Register	44
Entering an Invoice	46
Header	48
Terms Card.....	49
Items Card.....	51
Delivery Card	58
Inv. Address Card	61

Del. Address Card	62
Entering an Invoice - Examples	62
Inspecting and Approving Invoices.....	63
Nominal Ledger Transactions from Invoices	64
Error Messages.....	64
Printing Invoices.....	65
Printing Delivery Notes if you are not using Sales Orders	68
Credit Notes.....	69
Crediting Part of an Invoice.....	70
Credit Notes and Cash Notes	71
Credit Notes and Stock	71
Operations Menu.....	72
OK.....	72
Invoice Status	73
Item Status	73
Print Proforma Invoice	74
Connect to Prepayment	74
Open NL Transaction	74
The Receipt Register	75
Entering a Receipt.....	75
Checking and Approving Receipts	82
Nominal Ledger Transactions from Receipts	83
Operations Menu.....	83
OK.....	83
New Cash Discount.....	84
New Write-off.....	84
New Fee	85
Distribute Receipt	85
Write-off Prepayment.....	85
Check Receipt Amounts.....	85
Create Down Payment.....	86
Open NL Transaction	89
On Account Receipts and Prepayments.....	89
Prepayments	89
On Account Receipts.....	95
Correcting Mistakes in Receipts	96
The Customer Register	97
The Item Register.....	97
The Price Register	97

Maintenance.....	98
Introduction	98
Create Interest Invoices	99
OK Invoices.....	102
Update Item Base Prices.....	102
Write Off Invoices	102
Documents	104
Introduction	104
Customer Labels	105
Intrastat S/L.....	105
Invoices	107
Cash Notes, Credit Notes, Interest Invoices.....	109
Open Invoice Customer Statement.....	110
Periodic Customer Statement	112
Proforma Invoices.....	113
Receipt Form.....	114
Reminders.....	114
Reports	117
Introduction	117
Bonus, Salesman.....	118
Customer/Item Statistics.....	119
Customer Statistics	119
Customer Status.....	120
Electronic Invoice Status	120
EU VAT Sales	120
GP, Invoices.....	122
Invoice Journal	123
Item List	124
Item Statistics	125
Open Invoices Customer Statement.....	125
Periodic Customer Statement	126
Prepayment History	128
Price List.....	129

Receipt History	130
Receipt Journal	131
Sales Ledger	132
VAT Code Statistics	134
VAT Report Sales	135
Imports	135
Exports	136
Introduction	136
Customer Statistics	137
Customer/Item Statistics	137
Intrastat (Estonia)	137
Intrastat Invoices	138
Intrastat (Lithuania)	139
Invoice Rows	139
Invoices	140
Item Info	140
Item Statistics	141
Open Invoices	141
Chapter 2: The Purchase Ledger Module	144
Settings	144
Introduction	144
Account Usage P/L	144
Creditors Card	145
Exchange Rate Card	148
VAT Card	149
Banks	150
Bank Files	150
Number Series - Purchase Invoices	151
Number Series - Payments	152
Payment Modes	152
Payment Terms	152
Purchase Invoice Settings	152

The Purchase Invoice Register.....	154
Entering a Purchase Invoice	156
Header	157
Terms Card.....	159
Costs Card	161
Identifiers Card	165
Entering a Purchase Invoice - Example	167
Preliminary Booking	169
Inspecting and Approving Purchase Invoices.....	172
Nominal Ledger Transactions from Purchase Invoices	173
Error Messages	173
Printing Purchase Invoices	174
Crediting Purchase Invoices	174
Credit Notes and Cash Notes	175
Operations Menu	175
OK	175
Invoice Status	176
Balance	176
Open NL Transaction.....	177
Connect to Prepayment.....	177
The Payment Register	178
Entering a Payment	178
Entering a Payment - Example	185
Reconciling and Approving Payments	186
Printing Payment Forms and Cheques	187
Operations Menu	189
Order.....	189
OK.....	189
Print Forms	189
New Cash Discount.....	190
New Fee	190
Open NL Transaction.....	190
On Account Payments and Prepayments	190
Prepayments.....	191
On Account Payments	196
Correcting Mistakes in Payments.....	197
The Customer Register.....	198

Documents.....	199
Introduction.....	199
Intrastat P/L	200
Payment Forms.....	202
Payment Lists	203
Purchase Invoices	203
Reports.....	205
Introduction.....	205
Payment Journal	206
Periodic Supplier Statement.....	207
Prepayment History	209
Purchase Inv Journal.....	211
Purchase Ledger	213
Supplier List.....	214
Supplier Statistics.....	215
P/L VAT Code Statistics.....	215
VAT Report Purchases	216
Exports.....	217
Introduction.....	217
Banking File	218
Intrastat (Estonia).....	218
Intrastat (Lithuania).....	219
Intrastat Purchase Invoices	219
Open Purchase Invoices.....	220
Chapter 3: The Nominal Ledger Module.....	222
Settings	222
Introduction.....	222
Account Reconciliation.....	222
Autotransactions.....	225
Creating a new Autotransaction	225
Example	228
Creating a new Autotransaction from an existing one	231
Changing an Autotransaction	231
Deleting an Autotransaction	232

Budget Keys.....	232
Calculation Formulae	234
Entering a Calculation Formula	234
Using a Calculation Formula in an Autotransaction.....	235
Calculation Formulae in use	236
Control Accounts	237
Number Series - Transactions	239
Presentation of Balances.....	240
Report Settings.....	241
Sub Systems	242
Transaction Settings	244
VAT Codes.....	245
The Transaction Register	249
Entering a Transaction	251
Header	252
Footer.....	252
Entering a Transaction - Example	254
Correcting Transactions	257
Operations Menu	261
Balance Transaction	261
Swap Debit & Credit	261
Update Mark	261
Correction Mark	262
The Budget Register	263
Entering Budgets	263
Inspecting or Changing Budgets	267
Printing Budget Definitions	267
The Brought Forward Balances Register (Opening Balances).....	268
The Account Register	269
The Object Register	270
Defining, Inspecting, Changing and Deleting Objects	271
Using Objects - an example.....	271
Multiple Objects	274

Documents.....	275
Introduction.....	275
The Design of the VAT Report document.....	276
Reports.....	280
Introduction.....	280
Definition of Nominal Ledger Reports.....	281
Drill-down.....	281
The Operations Menu.....	283
Analytical Balance.....	283
Balance Sheet.....	285
Setting up a Balance Sheet.....	285
Printing a Balance Sheet.....	290
Special Features of the Balance Sheet.....	292
Correction List.....	295
Daily Balances.....	296
Key Financial Ratios.....	297
Defining Key Ratios.....	297
Printing the Key Financial Ratios report.....	302
Liquidity Forecast.....	303
Nominal Ledger.....	307
N/L Transfer, Subsystems.....	310
Profit & Loss.....	311
Definition.....	311
Printing a Profit & Loss Report.....	312
Transaction Journal.....	314
Trial Balance.....	317
VAT Listing.....	319
VAT Report.....	320
Setting up the VAT Report.....	320
Printing the VAT Report.....	322
Imports.....	323
Introduction.....	323
SIE (Swedish Std Import/Export).....	323
Transactions as Rows.....	323

Exports	324
Introduction	324
Key Financial Ratios	324
Monthly Balances	326
SIE (Swedish Std Import/Export).....	327
Transactions.....	327
Trial Balance	329
Index	332

***HansaWorld
FirstOffice
Professional
Sales Ledger***

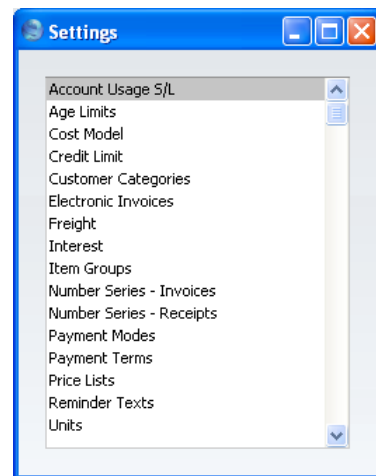
Chapter 1: The Sales Ledger Module

This module is the primary tool for the handling of accounts receivable, and all that is associated with the Invoices the company sends to its Customers. The Sales Ledger interacts with several of FirstOffice's modules: it receives Invoices from the Sales Order register, and it creates and sends accounting transactions to the Nominal Ledger module.

Settings

Introduction

The Sales Ledger has the following settings —



To edit a setting, ensure you are in the Sales Ledger using the [Select Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel, or select 'Settings' from the File menu. Then double-click the relevant item in the list.

Account Usage S/L

Use the Account Usage S/L setting to specify the default Accounts and VAT Codes for use in your Sales Ledger transactions (i.e. Invoices and Receipts). These defaults will be used in the absence of Accounts or VAT Codes being

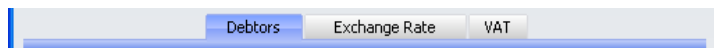
specified elsewhere (for example, for the Items, Item Groups, Customers or Customer Categories used in the transactions). A complete description of how FirstOffice selects these defaults can be found in the 'Accounting Principles' chapter in Volume 1 of this manual.

If you have imported the sample Chart of Accounts supplied with FirstOffice, you will find that most of the fields in the Account Usage S/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

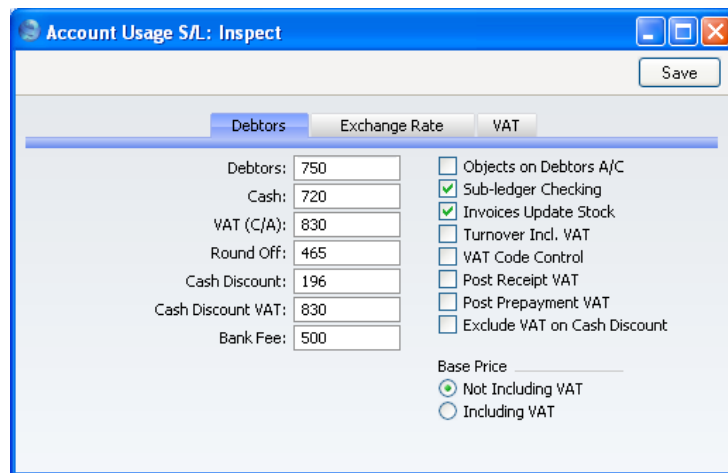


The Account numbers in this setting must also be in the Chart of Accounts. Otherwise, FirstOffice will not verify and accept the transactions controlled by this setting. You must either add the Accounts to the Chart of Accounts (the Account register in the System module), or change the Account numbers in this setting to Accounts that do exist in the Chart of Accounts.

The Account Usage S/L setting is spread over three cards. To view specific cards, click one of the three named tabs —



Most of the fields require you to enter Account codes. In each case, you can use the 'Paste Special' function (Ctrl-Return or ⌘-Return) to help you choose the correct Account. In the three VAT Code fields on the 'VAT' card, you can similarly use 'Paste Special' to choose the correct VAT Code.

Debtors Card


Account Usage S/L: Inspect

Save

Debtors Exchange Rate VAT

Debtors: 750

Cash: 720

VAT (C/A): 830

Round Off: 465

Cash Discount: 196

Cash Discount VAT: 830

Bank Fee: 500

☐ Objects on Debtors A/C
☒ Sub-ledger Checking
☒ Invoices Update Stock
☐ Turnover Incl. VAT
☐ VAT Code Control
☐ Post Receipt VAT
☐ Post Prepayment VAT
☐ Exclude VAT on Cash Discount

Base Price

☒ Not Including VAT
☐ Including VAT

*Account Fields***Debtors**

When you approve an Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be debited to a Debtor Account. When you enter 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.

Enter here the Account Code of the Account that you wish to be used as your Debtor Account. It will be overridden if a separate such Account has been specified for the Customer Category of the Customer.

Cash

This Account will be debited instead of the Debtor Account whenever you approve a cash sale (Cash Note). Please refer to the section below on page 40 describing the Payment Terms setting for details of Cash Notes.

The Account specified here will be overridden if a separate such Account has been specified for the Payment Term used in the Cash Note.

VAT (C/A)

This Account is used for two purposes.

First, the Post Receipt VAT and/or Post Prepayment VAT options elsewhere on this card allow you to account for VAT based on Receipts. When you approve a Receipt, VAT will be moved from a temporary VAT

Output Account to the final one. Usually, the final Output Account will be the O/P Account specified in the VAT Codes setting. If a particular VAT Code does not have an O/P Account, the VAT amount will be credited to this Account instead.

Second, this Account is used if you need to reduce VAT when you give a cash (settlement) discount. Please refer to the description of the Cash Discount VAT Account below for details.

Round Off

The total and VAT amounts of each Invoice will be rounded up or down according to rounding rules defined in the Round Off setting in the System module. 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 S/L setting and is therefore used in Transactions generated from the Purchase Ledger as well.

Cash Discount

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. You can define settlement discounts using the Payment Terms setting (described below on page 38).

Cash Discount VAT

If you need to reduce VAT when you give a cash (settlement) discount, specify here the Account that is to be debited with the VAT reduction. The balancing credit will be to the VAT (C/A) Account. For example, you have a Payment Term with a 10% early settlement discount and you enter an Invoice worth 100 + 17.50 VAT. When you enter the Receipt, the settlement discount will be calculated to be 11.75. This figure will be debited to the Cash Discount Account specified above. If you have specified a Cash Discount VAT Account, 1.75 VAT from the cash discount will be debited to this Account and credited to the VAT (C/A) Account. If you do not specify a Cash Discount VAT Account, the final two postings will not be made.

The use of this Account depends on local VAT legislation.

Bank Fee Enter here the Account Code of the Account to be credited by any bank charges that you may incur when banking Receipts.

Check Boxes

Objects on Debtors A/C

When you approve and save Invoices, any Objects specified on the 'Terms' card will be assigned to the credit posting to the Sales Account(s) when a Nominal Ledger Transaction is generated. If you have checked this box, they will be assigned to the debit posting to the Debtor Account as well.

Sub-ledger Checking

Check this box if you want to use the sub-ledger checking feature in the Sales Ledger. This will mean that you will only be able to post to specified Accounts (such as Debtor Accounts) from the sub-ledger (i.e. from Invoices or Receipts in the Sales Ledger). If you then try to post to a controlled Account directly from the Nominal Ledger (using the Transaction register) you will get an alert message.

You can use this feature, for example, to ensure that Receipts are received in the Sales Ledger rather than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Receipt cannot be allocated against the appropriate Invoices. The feature also removes the risk of posting accidentally to your Debtor Account in Nominal Ledger Transactions.

For this feature to work, you must specify the Accounts which are to be included in the sub-ledger checking function (i.e. the Accounts which are not to be used in the Transaction register). Do this using the Control Accounts setting in the Nominal Ledger.

Note that this check box is used to control whether sub-ledger checking will take place for specified Sales Ledger Accounts only. There is an option with the same name in the Account Usage P/L setting that performs an equivalent function for Purchase Ledger Accounts.

Invoices Update Stock

This option has two effects. First, it indicates how an Invoice is to update stock levels. If you are using this option, FirstOffice will reduce the stock level of each Stocked Item in an Invoice by the appropriate quantity when it is approved. No check of the availability of stock will be made, unless you are using the Do Not Allow Over Delivery option in the Stock Settings setting in the Stock module. The second effect is to include cost accounting postings (for use when maintaining stock values in the Nominal Ledger) in the Nominal Ledger Transaction generated when you approve the Invoice.

This option is only used when you issue Deliveries directly from an Invoice (i.e. where no Sales Order exists). Otherwise, stock levels are depleted when Deliveries are issued from the Sales Order register.

You can change the setting in an individual Invoice using the Update Stock check box on the 'Delivery' card.

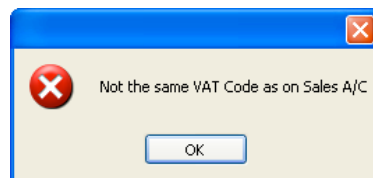
For full details of cost accounting in FirstOffice, please refer to the 'Stock Module' chapter in Volume 3 of these manuals.

Turnover Incl. VAT.

This option can be used in Russia. Check this box if you would like turnover to be recorded inclusive of VAT. In this case, whenever an Invoice is posted to the Nominal Ledger, the amount credited to the Sales Account will include VAT, and the VAT Amount will be debited from the same Account.

VAT Code Control

This option controls the choice of VAT Codes in Invoices. When you enter an Item in an Invoice, the VAT Code is taken from the Customer, Item, Item Group or the 'VAT' card of this setting. If you are using this option, this VAT Code must match that specified in the Sales Account (in the Account register). If this is not the case, the following warning message will appear when you try to save the Invoice —



The warning will not appear if a VAT Code has not been specified in the Account record.

If you are using this option, it is recommended that you specify VAT Codes in all your Sales Accounts, and that you take care to specify the same VAT Codes in your Customers, Items and Item Groups and in this setting ('VAT' card), to prevent possible conflicts.

Post Receipt VAT

This option allows you to account for VAT based on Receipts (rather than Invoices) and On Account Receipts. An On Account Receipt is a Receipt with no Invoice Number or Prepayment Number. If you need to use this option, you should enter O/P Accounts for all your VAT Codes (in the VAT Codes setting in the Nominal Ledger), or at least a VAT (C/A) Account in the field above.

The accounting of VAT based on Receipts is a requirement in the UK for users of the Cash VAT scheme. If you are using the UK Cash VAT scheme, you should also ensure the Post Prepayment VAT option below and the equivalent options in the Account Usage P/L setting are switched on. The Cash VAT scheme is described in the 'VAT Codes' section of the 'Nominal Ledger' chapter below on page 247.

Users in Poland can also use this option and the Post Payment VAT option in the Purchase Ledger, but should not use the Post Prepayment VAT options. Users in Latvia should leave this option switched off but should turn on the Post Payment VAT option in the Account Usage P/L setting. This option cannot be used in Russia.

Post Prepayment VAT

This option allows the posting of VAT from Prepayment Receipts, a requirement in the Baltic countries and for users of the Cash VAT scheme in the UK. A Prepayment Receipt is a Receipt without an Invoice Number but with a Prepayment Number specified on flip C. If you are using this option, you should also specify a Prepayment VAT Account in the field on the 'Exchange Rate' card.

Exclude VAT on Cash Discount

Use this option if the settlement discount percentage (defined in the Payment Terms setting) is to be applied to the Invoice total excluding VAT. Otherwise, it will be applied to the total including VAT. This option is likely to be used in the UK only. The check box applies to the Sales Ledger only.

For example, you have a Payment Term with a 10% early settlement discount. If you are not using this option, when you enter an Item worth 100.00 in an Invoice, VAT will be calculated on the full 100.00. At the standard rate, this will give an Invoice total of 117.50. When you enter the Receipt, the settlement discount will be calculated to be 11.75. This figure will be debited to the Cash Discount Account specified above. If you are using this option, when you enter an Item worth 100.00 in an Invoice, VAT will be calculated on 90.00 (i.e. on 100.00 less the 10% discount), giving a figure of 15.75 at the standard rate. This will give an Invoice total of 115.75 (100 plus 15.75 VAT). When you enter the Receipt, the settlement discount will be calculated to be 10.00. This figure will be debited to the Cash Discount Account specified above.

Base Price

Use these options to specify whether the Base Prices in the Item records are to include VAT. VAT rates are defined in the VAT Codes setting in the Nominal Ledger.

Exchange Rate Card

Account Usage S/L: Inspect

Save

Debtors Exchange Rate VAT

Write Offs: 520

Base Currency Round Off: 467

On Account A/C: 806

Prepayment VAT: 830

Write Offs

Bad debts that you write off using the 'New Write-off' Operations menu function of the Receipt and the 'Write off Invoices' Maintenance function will be debited to the Account specified here.

Base Currency Round Off

Under the Dual-Base system, all Nominal Ledger Transactions should be expressible, and should balance, in both Base Currencies. The Account entered here will be used for postings to ensure that this is the case. Usually, it will only be used for Base Currency 2 values.

This Account can only be defined in the Account Usage S/L setting and is used for all Transactions.

This Account is only used if you have the Dual Base Currency Value Pack, but even if you do not have this Value Pack you need to specify a valid Account before you can save the Account Usage S/L setting.

On Account A/C

If you receive Prepayments or On Account Receipts from a particular Customer without reference to a specific Invoice (usually before you have raised the Invoice), 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 'Company' card of the Customer in question. When you enter and approve a

Prepayment or On Account Receipt, its value will be credited to this Account.

The Account specified here will be overridden if a separate such Account has been specified in the Customer Category to which a Customer belongs.

Prepayment VAT The Account specified here is used when the Nominal Ledger Transactions from Prepayment Receipts are to include a VAT element (i.e. if you are using the Post Prepayment VAT option described above). This is the case in the Baltic countries and Russia and for users of the Cash VAT scheme in the UK. When you record a Prepayment Receipt, you should specify the VAT Code and Amount on flip D. The VAT Amount will be debited to this Prepayment VAT Account and credited to the O/P Account for the VAT Code (or the VAT (C/A) Account specified above) when you approve and save the Receipt.

VAT Card

Account Usage S/L: Inspect	
Save	
Debtors Exchange Rate VAT	
Dom. Sales A/C:	199
EU Sales A/C:	199
Export Sales A/C:	199
Dom. VAT Code:	1
EU VAT Code:	3
Export VAT Code:	2

Dom. Sales A/C, EU Sales A/C, Export Sales A/C

When an Invoice is approved, the values excluding VAT of the Items are individually credited to a Sales Account.

It can be useful to maintain more than one Sales Account to keep a record of the sales of different types of product. For this reason, you can specify a separate Sales Account for each Item. Enter here the Account Code of

the Account that you wish to be used as your default Sales Account, to be credited when no Sales Account has been specified for a Price, Item or Item Group.

You should define three default Sales Accounts: which one will be used in a particular Invoice will depend on the Zone of the Customer concerned (set on the 'Company' card of the Customer record). If you leave the EU and Export Sales Accounts empty, the Domestic Sales Account will be used for all sales, irrespective of Zone.

Dom. VAT Code, EU VAT Code, Export VAT Code

VAT Codes determine the VAT Account that will be used when an Invoice is posted to the Nominal Ledger and the rate at which VAT will be charged. VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

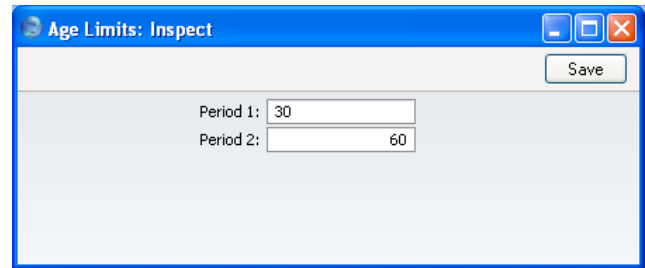
You can specify a separate VAT Code for each Item. Enter here the VAT Code that you wish to be used as a default, to be used where no VAT Code has been specified for a Customer, Item or Item Group. Normally, if your company is registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

You should define three default VAT Codes: which one will be used in a particular Invoice will depend on the Zone of the Customer concerned (set on the 'Company' card of the Customer record).

Note that, for Customers in the "Inside EU" and "Outside EU" Zones, VAT will not be charged on any Invoices raised, irrespective of the VAT Code specified here. If you want to charge VAT to such Customers, place them in the Inside EU (Post VAT)" and "Outside EU (Post VAT)" Zones.

Age Limits

This setting allows you to define the two ageing periods that will be used when producing Aged Debtor and Aged Creditor reports.





Period	Value
Period 1:	30
Period 2:	60

Open the setting by double-clicking 'Age Limits' in the 'Settings' list in the Sales Ledger. Define your ageing periods as shown above. To save changes and close the window, click the [Save] button in the Button Bar. To close the window without saving changes, click the close box.

When you produce a Sales Ledger or Purchase Ledger report using the Aged option, outstanding Invoices will be grouped together according to their age, as illustrated below. Period 1 in this setting determines the end of the second column and the beginning of the third. Period 2 determines the end of the third column and the beginning of the fourth.

Sales Ledger

Operations   Search

Sales Ledger **HansaWorld, Print date: 22/6/2005 13:10**

Radio Import/Export Ltd **All Customers**

All Open Invoices **Sorted by Number**

Aged **Base Currency**




Status: Include Disputed **All Salesmen**

All Classes

Customer		Not Due	0 - 30	31 - 60	61 -	Balance
001	Against All Odds Trading Co	5,020.24	4,820.22	538.57	2,437.62	12,816.65
002	New World Import/Export Co	0.00	0.00	0.00	41.57	41.57
003	Schmidt GmbH	380.00	0.00	40.00	4,320.90	4,740.90
004	Oslo Trading Co	9,369.70	0.00	0.00	0.00	9,369.70
005	Moscow Trading Co	517.68	0.00	189.00	75.80	782.48
006	Estonian Export	446.50	0.00	0.00	0.00	446.50
007	Du Pont et cie	446.50	0.00	0.00	0.00	446.50
		16,180.62	4,820.22	767.57	6,875.89	28,644.30
	Percentage	56%	16%	2%	24%	100%
				Total		28,644.30 GBP
				Due		12,463.68 GBP
				Not Due		18,430.62 GBP
				On Acc.		-2,250.00 GBP

The ageing calculation in the Sales Ledger and Purchase Ledger reports starts from the Due Date of an Invoice.

Cost Model

Cost Model: Inspect   

Save

Cost in % of Base Price:

Cost Model, Invoice _____

☐ None

☒ Cost Price

☐ % of Base Price

☐ Cost from Invoice

☐ FIFO Price

☐ Weighted Average

Cost Model, Delivery _____

☐ None

☒ FIFO Price

☐ Weighted Average

If you are using cost accounting (maintaining stock valuations in the Nominal Ledger), when you approve an Invoice or Delivery, FirstOffice will automatically calculate the cost of the goods sold and debit this figure to a Cost Account and credit it to a Stock Account. The valuation method (Cost Model) used in this calculation is chosen as follows—

- if the Item belongs to an Item Group, and you are using the Use Item Groups for Cost Model option in the Cost Accounting setting in the Stock module, it will be the Cost Model specified on the 'Cost Model' card of the Item Group. If that Cost Model is "Default", then it will be the Cost Model, Invoice or the Cost Model, Delivery specified in this setting, depending on whether you created the cost accounting transaction from an Invoice or a Delivery;
- if the Item belongs to an Item Group, the Item Group does not have Cost and Stock Accounts, you are using the Use Item Groups for Cost Model option and you created the cost accounting transaction from an Invoice, it will be the Cost Model, Invoice specified in this setting;
- if the Item does not belong to an Item Group, or you are not using the Use Item Groups for Cost Model option, and you created the cost accounting transaction from a Delivery, it will be the Cost Model, Delivery specified in this setting;
- if the Item does not belong to an Item Group, or you are not using the Use Item Groups for Cost Model option, and you created the cost accounting transaction from an Invoice, it will be the Cost Model, Invoice specified in this setting.

The options available for calculating the cost amount are listed below. Select one of the options in the Cost Model, Invoice area to be used when cost accounting transactions are to be created on Invoice, and in the Cost Model, Delivery area for when they are to be created on Delivery. Cost accounting transactions will be created on Delivery if you have determined in the Sub Systems setting in the Nominal Ledger that Nominal Ledger Transactions will be created when Deliveries are approved. Otherwise, they are created on Invoice.

If you have determined that cost accounting transactions will be created on Delivery, it is recommended that you choose a Cost Model, Invoice as well, just in case Stocked Items are sold from an Invoice without a Sales Order (i.e. where a Delivery record has not been created).

If you are using the Use Item Groups for Cost Model option in the Cost Accounting setting, it is recommended that you choose a Cost Model, Invoice

and a Cost Model, Delivery here as well, for use as defaults and in case you sell an Item that does not belong to an Item Group.

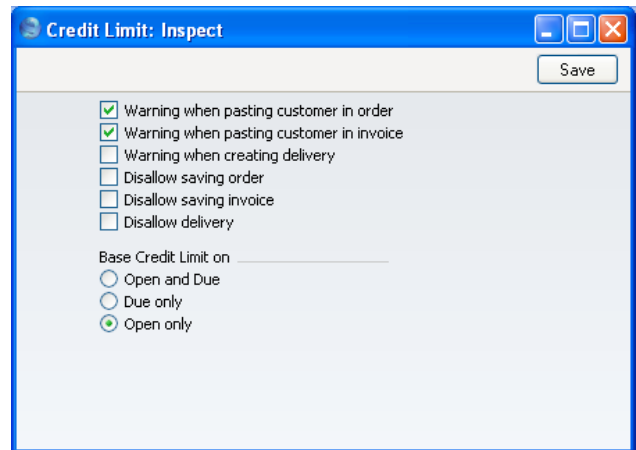
None	Select this option if you do not wish to use cost accounting.
Cost Price	Use the Cost Price of the Item (visible on the 'Costs' card of the Item screen). If you choose this option, it is recommended that you also choose one of the Update Cost Price at Goods Receipt options (again, on the 'Costs' card of the Item), to ensure the Cost Price is always up-to-date.
% of Base Price	Calculate the cost by applying a specified percentage to the Base Price (i.e. the retail price) of the Item. Specify the percentage in the Cost in % of Base Price field, just above this Cost Model selection area. This option can be used in cases where a consistent gross margin is required.
Cost from Invoice	Use the Cost Price of the appropriate row of the Invoice.
FIFO Price	<p>A true FIFO (First In First Out) cost is used, based on the cost prices recorded in Goods Receipts.</p> <p>As its name suggests, First In First Out requires that you must make certain that you enter all stock transactions in strict chronological order. Failure to do this may cause your FIFO values to become incorrect. Do not, for example, enter a Goods Receipt with yesterday's date if you have already entered one with today's. This applies to Deliveries and Stock Depreciations as well. It is also recommended that you always approve stock transactions when you save them for the first time. Do not, for example, go back to an earlier unapproved Goods Receipt and approve it if there are later approved ones, unless you change the date as well.</p>
Weighted Average	<p>Use the Weighted Average Cost Price of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen).</p> <p>If you set the Cost Model, Invoice to Weighted Average, Weighted Average prices will also be used in Stock Movements and Stock Depreciations. If you set the Cost Model, Invoice to any other option, FIFO prices will be used in these transactions.</p>



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

Please refer to the 'Cost Accounting' section of the 'Stock Module' chapter in Volume 3 of these manuals for full details of this feature.

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.

The warnings (first three options) will appear when you enter a Customer that has already exceeded their Credit Limit (set using the Sales Credit Limit field on the 'Terms' card of the Customer record) in a transaction. Saving (next three options) will not be allowed if the transaction will take the Customer over their Credit Limit.

You can use one of three methods to calculate a Customer's credit status—

Open and Due The outstanding total from all unpaid Invoices will be compared with the Customer's Credit Limit.

Due only The outstanding total from unpaid Invoices that have exceeded their Payment Terms only ('Due' Invoices) will be compared with the Customer's Credit Limit. For

example, if a Customer has Payment Terms of 30 days, Due Invoices are those that have been outstanding for more than 30 days.

Open only

If there are any Due Invoices, the Customer will immediately be said to have exceeded their Credit Limit, irrespective of the value of those Invoices. If there are no Due Invoices, the outstanding total from unpaid Invoices that have not exceeded their Payment Terms only ('Open' Invoices) will be compared with the Customer's Credit Limit.

Credit limit checking will not take place if the Customer 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.

Customer Categories

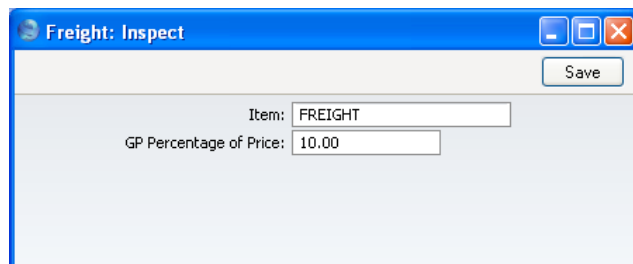
Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details of this setting.

Electronic Invoicing

This setting is used in Finland. Please refer to your local FirstOffice representative for details.

Freight

This setting allows a fixed freight charge to be added to all Orders and Invoices automatically. The freight charge will be added both to Invoices created directly in the Sales Ledger and to those created from Sales Orders. The freight charge will be shown in the Freight field at the bottom of the 'Items' card of the Invoice and Order screens.



The screenshot shows a software window titled "Freight: Inspect". Inside the window, there are two text input fields. The first field is labeled "Item:" and contains the text "FREIGHT". The second field is labeled "GP Percentage of Price:" and contains the text "10.00". In the top right corner of the window, there is a "Save" button. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Item	Paste Special	Item register
		A record in the Item register for Freight must exist: enter its Item Number here. Note that the Item must have a Base Price specified. This Base Price will be the freight charge in each Invoice, and the VAT Code and Sales Account will also be taken from the Item.

GP Percentage of Price

Specify the percentage of the Freight price that is to represent the cost of the freight for inclusion in Gross Profit calculations (e.g. in the GP, Invoices report). If you do not enter a figure, Freight will not be included in such calculations, even if a Cost Price has been specified for the Item.

Interest

You can charge interest on overdue Invoices (those which remain unpaid once the Payment Terms have expired).

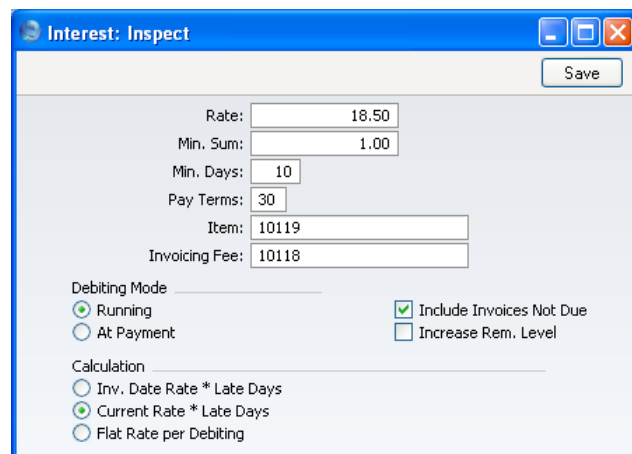
You should raise Interest Invoices using the 'Create Interest Invoices' Maintenance function, described in the 'Maintenance' section below on page 99. Each time you run this function, it will create one new Invoice (an "Interest Invoice") for each Customer with an overdue Invoice. The Customer will be charged interest on each overdue Invoice, and can also be charged an invoicing fee (levied once per Interest Invoice, irrespective of the number of overdue Invoices). Interest will be charged from the Due Date of an Invoice, not from its Invoice Date.

You can control the operation of the 'Create Interest Invoices' function using this setting. Here you should determine the interest rate, the minimum amount that you wish to charge, the minimum numbers of days delayed, the Payment Terms for the Interest Invoice and the interest calculation method.

Check the Interest box on the 'Company' card of the Customer screen for each Customer that is to be charged interest for late payment.



If the Interest box is not checked for a Customer, no Interest Invoices will be issued to them by FirstOffice, no matter how late their payments are.


Rate

Enter the annual rate of interest to be used in interest calculations.

If you are using the first or second Calculation option (below), enter an annual rate of interest. If you are using the third Calculation method, enter the interest rate that you wish to charge each time you raise an Interest Invoice.

Min. Sum

You can indicate a minimum amount to charge. If the total interest (on all overdue Invoices and excluding any invoicing fee) is less than this minimum figure, no Interest Invoice will be raised.

Min. Days

This field is only used if the Debiting Mode (below) is At Payment. Enter the lowest number of days overdue needed before an Interest Invoice can be created.

For example, if the Min. Days is 5, interest will not be charged on an Invoice that is paid when it is overdue by four days. If the Invoice is paid when it is overdue by six days, interest will be charged for all six days.

Pay Terms**Paste Special**

Payment Terms setting,
Sales/Purchase Ledger

Select the Payment Terms to be used for Interest Invoices. If left blank, the normal Payment Terms for the Customer will be used.

Interest Item	Paste Special	Item register
		An Item in the Item register. This Item will control the accounting of interest charges (Sales Account and VAT Code).
Invoicing Fee	Paste Special	Item register
		An Item in the Item register. The Base Price of this Item will be added to the Invoice as an invoicing fee (if any). This Item will also control the accounting of that invoicing fee (Sales Account and VAT Code). The invoicing fee is charged once per Interest Invoice, irrespective of the number of overdue Invoices.
Debiting Mode		Use these options to control when interest is to be charged on overdue Invoices.
	Running	<p>Interest Invoices are raised before the overdue Invoice is paid. Very late Invoices may therefore cause more than one Interest Invoice to be raised.</p> <p>For example, an Invoice becomes due on March 25th and is paid on May 10th. If you run the 'Create Interest Invoices' function at the end of every month, interest will be charged three times: at the end of March (for six days), at the end of April (for 30 days) and at the end of May (for nine days, making a total of 45 days).</p>
	At Payment	<p>The Interest Invoice is not raised until the overdue Invoice is actually paid, so it will contain a single interest charge for the entire overdue period.</p> <p>In the example above, interest will be charged once at the end of May, for the whole overdue period of 45 days.</p>
Calculation		Select one option to determine how the interest is to be calculated.
	Invoice Date Rate * Late Days	Interest is calculated based on the interest rate valid on the day when the original Invoice was issued. This interest rate is taken from the 'Delivery' card of the Invoice, and is treated as an annual rate.

For example, the interest rate is 18.5%. An Invoice for 117.50 (including VAT) becomes due for payment on March 25th. Assuming the Min. Days to be zero, interest will be charged for the last six days of March as follows—

$$117.50 \times 18.5\% \times 6/365 = 0.36$$

Interest will be charged for April as follows—

$$117.50 \times 18.5\% \times 30/365 = 1.79$$

If the original Invoice is paid on May 10th, interest will be charged for the first nine days of May as follows—

$$117.50 \times 18.5\% \times 9/365 = 0.54$$

Current Date Rate * Late Days

This option is similar to the one above, with one exception. It uses the interest rate valid on the day when the Interest Invoice is issued. This interest rate is taken from this setting.

Flat Rate Per Debiting

Use this option if interest is to be charged based simply on the fact that an Invoice is overdue, not on the number of days it is overdue. In this case, the interest rate is an absolute rate, not an annual figure.

This option uses the interest rate valid on the day when the Interest Invoice is issued, taken from this setting.

Using the example above, interest will be charged for the last six days of March as follows—

$$117.50 \times 18.5\% = 21.74$$

Interest will be charged for April as follows—

$$117.50 \times 18.5\% = 21.74$$

If the original Invoice is paid on May 10th, interest will be charged for the first nine days of May as follows—

$$117.50 \times 18.5\% = 21.74$$

Include Invoices Not Due

Check this box if you would like Invoices which are not yet due for payment (i.e. unpaid Invoices whose Payment Terms have not yet expired) to be listed in Interest Invoices. Interest will not be charged on these Invoices. You might use this option if you want your Interest Invoices to act as statements as well.

You should only use this option if the Debiting Mode (above) is Running. Make sure this check box is switched off if your Debiting Mode is At Payment.

Increase Reminder Level

Each Invoice contains a code (the Reminder Level) that indicates the number of times it has been subject to a Reminder, or included on a Customer statement. Check this box if you also want the Reminder Level to be updated when an Interest Invoice is raised.

When sending Reminders (use the 'Documents' function described below on page 114) the Reminder Level determines the message to be printed on the Reminder. These messages are entered using the Reminder Texts setting.

The Reminder Level for each Invoice is visible on the 'Delivery' card of the Invoice screen.

Item Groups

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this setting.

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, different departments or different Salesmen.

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.

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

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

No.	Date		Comment	
	From	To		
1	960000	960999	1/1/2004 31/12/2004	London office
2	9600000	9609999	1/1/2004 31/12/2004	Manchester office
3	970000	970999	1/1/2005 31/12/2005	London office
4	9700000	9709999	1/1/2005 31/12/2005	Manchester office
5				
6				
7				
8				
9				
10				

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

Number Series - Receipts

Use this setting to define Number Series for Receipts in a similar manner to that described 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 Suppliers). Typical examples are cash, cheque, 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, FirstOffice does allow each Payment Mode to debit a different Account and to be paid into a different bank account. Note that this setting is also available in the Purchase Ledger.

You can enter many different Payment Modes, using the matrix 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.

Flip A

	Code	Account	Bank A/C No	Bank Name
1	Q	700	11223344	
2	C	720	11223345	
3	D	700	11223346	
4	S	890		
5	X	850	11223347	
6				
7				
8				
9				

Code Enter a unique code by which the Payment Mode is to be identified from elsewhere in FirstOffice.

Account **Paste Special** Account register, Nominal 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. This account number can be printed on the payment document (specified on flip B).

Bank Name Record the name of the bank where the account is held here.

Flip B

	Code	Account	Document	Comment
1	Q	700	REM_ADVICE	Cheque
2	C	720		Cash
3	D	700		DD/BGC
4	S	890		Suspense
5	X	850		Credit Card
6				
7				
8				
9				

Document**Paste Special**

Form register, System module

You can allocate a different payment document to each Payment Mode. This can be useful in the Purchase Ledger as it allows you to have a different design of Remittance Advice for each Payment Mode.

Comment

The comment entered here should be a brief description that will appear in the 'Paste Special' listing.

Payment Terms

Different Invoices can be assigned different terms for payment: last date for payment, Cash or Credit Note etc. Payment Terms are also used to establish systems of settlement discounts.

The entries in this setting are used also in the Purchase Ledger when you are entering Purchase Invoices from your Suppliers.

On first selecting the setting, the 'Payment Terms: Browse' window is displayed, showing all Payment Terms previously entered. 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.

Code Enter the unique Code by which the Payment Terms record is to be identified from elsewhere in FirstOffice. The Code may consist of one or two characters, and both numbers and letters can be used.

Net Days The credit period in days. If the Type (below) is set to “Normal”, when this Payment Term is used in Invoices and Purchase Invoices, the value entered here will be added to the Invoice Date to calculate the Due Date. If the Type is “Next Month” the Due Date will be the n:th day of the next month, where n is the number entered here.

Cash Discount % If the Type is “Normal”, enter the rate of discount for the cash discount, if any.

Cash Discount Days Specify here the maximum number of days allowed for a cash discount term. For example, if the setting is 10 days, the customer gets the assigned discount if you receive payment within 10 days.

Cash Account **Paste Special** Account register, Nominal Ledger/System module

If the Type is set to “Cash”, enter the Account to be debited (when a cash sale is approved) or credited (when a cash purchase is approved). If this is blank, the Cash Account on the ‘Debtors’ or ‘Creditors’ card of the Account Usage S/L or P/L setting respectively will be used. Cash Notes are described below in the section describing the “Cash” Type.

Text	Enter the name for the Payment Term, to be shown in the 'Payment Terms: Browse' window and the 'Paste Special' list.
Type	The Payment Terms can belong to one of four types. The type determines how the due date is calculated.
Normal	A normal payment. The value in the Net Days field shows how many days the Due Date is from the Invoice Date.
Credit	This type is used for Credit Notes, to make sure that the accounts receivable and payable are updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes.
Cash	<p>This type is used for cash payment. The number of days is not relevant. Invoices with this Payment Term are known as Cash Notes.</p> <p>In the Sales Ledger, when you approve a Cash Note, a Nominal Ledger Transaction will be created which debits the Cash Account (or, if that is blank, the Cash Account on the 'Debtors' card of the Account Usage S/L setting) 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.</p> <p>Cash Notes behave in a similar fashion in the Purchase Ledger. In this case, the Cash Account (or, if that is blank, the Cash Account on the 'Creditors' card of the Account Usage P/L setting) is credited. There is no need to enter a Payment.</p>
Next Month	<p>If you choose this type it means that the value in the field Net Days stands for that specific day of the month.</p> <p>Since it is a fixed date (if the field contains 15 it means the 15th of the month) instead of a certain number of days, this results in a credit period of between 15 and 45 days, depending on when the Invoice is created.</p>

Price Lists

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this setting.

Reminder Texts

You can print Reminders for sending to Customers whose Invoices have become overdue for payment. A separate Reminder document will be printed for each overdue Invoice, containing a message of increasing severity that depends on the number of previous Reminders. You can compose these messages in this setting.

Reminder Texts: Inspect

Comment: 1

Reminder 1: We would be grateful to receive your remittance as soon as possible.

Reminder 2: Please remit by return.

Reminder 3: Please remit in the next seven days pending legal action.

You should print Reminders using the 'Documents' function. They will be addressed to Customers whose Reminders check box on the 'Company' card of the Customer screen is switched on. This function is described below on page 114.

FirstOffice supports a single set of Reminder Texts. To enter your text, double-click 'Reminder Texts' in the 'Settings' list and then click [New]

when the browse window appears. If a set of Reminder Texts already exists, a record will be shown in the browse window. Double-click to edit. In both cases, when the record is complete, click the [Save] button in the Button Bar to save it.

Comment Enter a descriptive name for this set of Reminders.

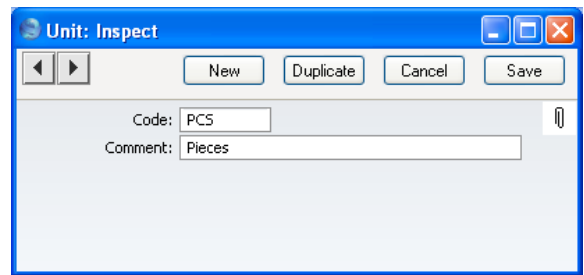
Reminder 1, 2, 3 Use these fields to enter three messages of increasing severity.

Each Invoice contains a Reminder Level (visible on the 'Delivery' card) indicating how many previous Reminders have been sent. When you next print a Reminder for an Invoice, the message it contains will be chosen depending on the Reminder Level of the Invoice. For example, if the Reminder Level of an Invoice is 2, the message will be taken from the Reminder 2 field in this setting, and so on. If the Reminder Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.

Units

Enter here the different shipping and pricing Units used in your business (e.g. single Items, pairs and dozens). Once you have entered your Units to this setting, you can assign them to your Items using the Unit field on the 'Pricing' card of each Item record. This is the quantity to which all prices refer. For example, if an Item is bought and sold in boxes of twelve, its Unit should be "Dozen". When the Item is included in a transaction of any kind (e.g. Goods Receipt or Invoice), the Quantity will refer to this Unit. If the Quantity in an Invoice is 2, this means "two boxes of twelve". The Base and Cost Prices of the Item will also refer to this Unit. If the Base Price is 85.00, this means "85.00 for a box of twelve".

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

A screenshot of a software dialog box titled "Unit: Inspect". The dialog has a blue title bar with standard window controls (minimize, maximize, close) on the right. Below the title bar is a toolbar with four buttons: "New", "Duplicate", "Cancel", and "Save". To the left of these buttons are two small navigation arrows. The main area of the dialog contains two text input fields. The first field is labeled "Code:" and contains the text "PCS". The second field is labeled "Comment:" and contains the text "Pieces". There is a small icon to the right of the "Code:" field.

Code

Enter the unique Code by which the Unit record is to be identified from elsewhere in FirstOffice. You can enter up to five characters, and you can use both numbers and letters.

Comment

Here you enter the name for the Unit record as it will be shown in the 'Units: Browse' window and the 'Paste Special' list.

The Invoice Register

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 can cause a Nominal Ledger Transaction to be created, thus generating the turnover and debtor figures in your monthly and yearly management reports. If required, the Nominal Ledger Transaction can also include a cost accounting element, helping to maintain a stock valuation in the Nominal Ledger. This creation process is automatic, requiring no intervention or work from you.

The following types of sales transaction can be recorded in the Invoice register—

1. Standard Invoices, or demands for payment, are issued where the goods have been delivered or work carried out before payment has been received. Payments against such Invoices should be recorded in the Receipt register, described below on page 75.
2. The Cash Note is issued when you receive payment at the same time as carrying out the work. When a Cash Note is entered to the Invoice register, FirstOffice will treat it as having being paid, so there is no need to enter a separate payment record in the Receipt register. FirstOffice can also look after the Nominal Ledger implications for you (debiting the Cash Account rather than the Debtor Account).
3. A Deposit is a payment made in advance of the goods being delivered or the work being carried out. Invoices for deposits (sometimes described as "Down Payment Invoices") can be entered in manner described in point (1) above. Where the payment is received before an Invoice has been raised, this should be recorded in the Receipt register as a Prepayment Receipt. These can be allocated to the Invoice when it is generated at a later date. Alternatively, they can be entered as Cash Notes as described in point (2) above.
4. Credit Notes are used 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, FirstOffice can look after these Nominal Ledger implications automatically.

If you would like FirstOffice to look after the Nominal Ledger implications of all these types of Invoice as described, switch on the Invoice option in the Sub Systems setting in the Nominal Ledger.

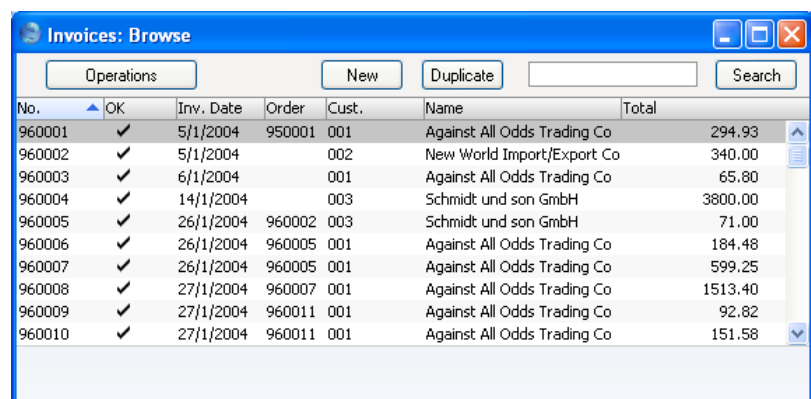
You can enter records to the Invoice register using the following methods—

1. You can enter them directly to the Invoice register. This method is suitable for all the types of sales transaction mentioned above.
2. You can create them remotely from the Sales Order register. This method will probably be used for standard Invoices; Down Payment Invoices can be created remotely from Receipts.

The use of the Invoice register, including each of these types of sales transaction, is now described in detail.

Before you start entering Invoices, you must define the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a journal number series for Invoices using the Number Series - Invoices setting.

To open the Invoice register, first ensure you are in the Sales Ledger module, then click the [Invoices] button in the Master Control panel. The 'Invoices: Browse' window is opened, showing Invoices already entered.



The screenshot shows a window titled 'Invoices: Browse' with a table of invoice data. The table has columns for No., OK, Inv. Date, Order, Cust., Name, and Total. The data is as follows:

No.	OK	Inv. Date	Order	Cust.	Name	Total
960001	✓	5/1/2004	950001	001	Against All Odds Trading Co	294.93
960002	✓	5/1/2004		002	New World Import/Export Co	340.00
960003	✓	6/1/2004		001	Against All Odds Trading Co	65.80
960004	✓	14/1/2004		003	Schmidt und son GmbH	3800.00
960005	✓	26/1/2004	960002	003	Schmidt und son GmbH	71.00
960006	✓	26/1/2004	960005	001	Against All Odds Trading Co	184.48
960007	✓	26/1/2004	960005	001	Against All Odds Trading Co	599.25
960008	✓	27/1/2004	960007	001	Against All Odds Trading Co	1513.40
960009	✓	27/1/2004	960011	001	Against All Odds Trading Co	92.82
960010	✓	27/1/2004	960011	001	Against All Odds Trading Co	151.58

Invoices are numbered consecutively and the Invoice Number is usually generated by the system. The Invoice Number is followed by a check mark (if the Invoice is approved), by the Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter “C” (or “K” in the case of some older Credit Notes) in the Total column, after the amount, while Interest Invoices are marked with an “I”.

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 also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. FirstOffice will search for the first record matching the keyword in the same column as the selected sorting order.

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

- Enter Invoices
- Inspect Invoices
- Approve Invoices
- Print the Invoices



Entering an Invoice

FirstOffice 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 Codes etc.

To enter a new Invoice, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight 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 original one, and the Due Date will be recalculated accordingly.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970119 Name: Against All Odds Trading Co
 Customer: 001

Terms Items Delivery Inv. Address Del. Address

Inv. Date: 22/6/2005 Our Ref.:
 Pay. Terms: 30 Attn.: Joseph Conrad
 Due Date: 22/7/2005 Salesman: JNW
 Trans. Date: 22/6/2005 Object:
 Service Del. Date: 22/6/2005 Official Ser. No.:

Item	Qty	Description	Object	P. Factor
1	10101	1 Transistor radio		
2	10102	1 Stereo cassette radio		
3	10111	1 Labour		
4				
5				
6				
7				
8				
9				
10				
11				
12				

Freight: 20.00 VAT: 17.33 Sub-Total: 99.00
 TOTAL: 116.33

☒ OK



You are not bound by the values suggested by FirstOffice. For most fields you can change the pre-set values into 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 five cards. At the top of each is the header. This contains the Invoice Number, the Customer Number and Name. At the bottom of the screen is the footer, which contains various totals. There are five named buttons ('tabs') in the header.

Terms Items Delivery Inv. Address Del. Address

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. If you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new 'Currency'

card containing the Currency and Exchange Rate will be inserted between the 'Items' and 'Delivery' cards.

It is likely that you will create many Invoices remotely from the Sales Orders screen, using the 'Create Invoice' function on the Operations menu. You will find that most of the fields described below will contain information carried over from the corresponding Sales Order. You can also create an Invoice by dragging an Order from the 'Orders: Browse' window to the 'Invoices: Browse' window.

Header

No.	Paste Special	Select from another Number Series
		When you create a new Invoice, FirstOffice will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Invoices setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Invoice Number is assigned when you first save the Invoice.
Customer	Paste Special	Customers in Customer register
		Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.
		If there is a Prepayment in the Customer's name that has not yet been allocated to an Invoice, a warning will appear when you enter the Customer Number. Prepayments are described in the 'On Account Receipts and Prepayments' section below on page 89.
Name		The Customer Name is entered after you have entered the Customer Number.

Terms Card

Terms	Items	Delivery	Inv. Address	Del. Address
Inv. Date: 22/6/2005	Our Ref.:			
Pay. Terms: 30	Attn.: Joseph Conrad			
Due Date: 22/7/2005	Salesman: JNW			
Trans. Date: 22/6/2005	Object:			
Service Del.Date: 22/6/2005	Official Ser. No.:			

Invoice Date

Paste Special

Choose date

The current date according to the computer's clock is entered as a default.

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.

Pay Terms

Paste Special

Payment Terms setting,
Sales/Purchase Ledger

Default taken from

Customer (Sales Pay Terms)

Payment Terms entered here will determine the Due Date (below), in addition simply to ensuring that the correct Payment Terms appear on Invoices. Payment Terms records entered using the Sales Ledger setting can enable a system of early settlement discounts to be established.

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

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 the record is then approved and saved, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Payment Term record or in the Account Usage S/L setting) 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 select 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.

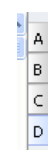
If an Invoice has a “Cash” or “Credit Note” Payment Term, the Invoice will not use the standard Invoice document when printed. Instead, the Cash Note or Credit Note (respectively) document will be used. Please refer to the ‘Printing Invoices’ section below on page 65 for more details.

Attn.	Paste Special	Contact Person register, Sales Support module
	Default taken from	Customer
	Record here the person for whose attention the Invoice is to be marked.	
Due Date	Paste Special	Choose date
	This is calculated by FirstOffice using the Invoice Date and the Payment Terms. It is the date on which the Invoice becomes due for payment.	
Salesman	Paste Special	Person register, System module
	Default taken from	Customer or current user
	The Salesman responsible for the sale should be registered here: there are many reports in the Sales Ledger that can be broken down by Salesman. It is also possible to assign commission on Items sold using the Bonus field in each Person record. You can change the Salesman after you have approved the Invoice.	
Trans. Date	The Transaction Date for the Nominal Ledger Transaction. If you are not using the Allow Trans. Date Changing option in the Transaction Settings setting in the Nominal Ledger, this must be the same as the Invoice Date and cannot be changed independently.	

Object	Paste Special	Object register, Nominal Ledger
	Default taken from	Customer (Sales Objects)
		<p>You can assign up to 20 Objects, separated by commas, to this Invoice and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.</p> <p>In any Nominal Ledger Transactions generated from this Invoice, any Objects specified here will be assigned to the credit posting to the Sales Account(s), the debit posting to the Cost Account (if you are using cost accounting), and the debit posting to the Debtor Account (if you are using the Objects on Debtor Account option in the Account Usage S/L setting).</p>
Service Del. Date	Paste Special	Choose date
		<p>The date the Items on the Invoice were delivered.</p> <p>If the Invoice was created from an Order, the date of the latest approved Delivery will appear here. If you entered the Invoice directly to the Invoice register without reference to a Sales Order, the Invoice Date will be placed here when you save the Invoice for the first time. In both cases, you can change the date if necessary. If you created the Invoice by duplicating a previous one, this date will not be changed to the current date (as will happen with the Invoice Date).</p>
Official Ser. No.		<p>In some countries it is a legal requirement to allocate an official serial number to each Invoice. This number may be supplied pre-printed on Invoice stationery.</p>

Items Card

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



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' window, 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.

Flip A

Invoice: Inspect

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

No.: 970119 Name: Against All Odds Trading Co

Customer: 001

Terms Items Delivery Inv. Address Del. Address

	Item	Qty	Description	Unit Price	%	Sum
1	10101	1	Transistor radio	10.00		10.00
2	10102	1	Stereo cassette radio	29.00		29.00
3	10111	1	Labour	40.00		40.00
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Freight: 20.00 VAT: 17.33 Sub-Total: 99.00

TOTAL: 116.33

☒ OK

Item

Paste Special

Item register

With the cursor in this field, enter the Item Number or Bar Code for each Item ordered. 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. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.

You must specify a Quantity before a Sum can be calculated for the Invoice row.

In the case of Invoices created from Orders, the Quantity will default to that delivered. You can reduce this if necessary. If you need to invoice a greater Quantity than was delivered, you must do so by adding a new row to the Invoice. Ensure that the Update Stock box on the 'Delivery' card is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. This box will only apply to Invoice rows that are not related to the Order.

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.

Any rows of text that you have entered on the 'Texts' card of the Item record will be moved into the Description field, using the next rows if necessary.

Terms Items Delivery Inv. Add			
	Item	Qty	Description
1	10101	1	Transistor radio
2	10104	1	Loudspeakers
3			Require cabling
4			Require stands
5			

Unit Price

The Unit Price according to the valid Price List for the Customer is brought in. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item record is brought in. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified on the 'Debtors' card of the Account Usage S/L setting that Base Prices include VAT.

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 in the 'System Module' chapter in Volume 1 of these manuals.

%

Discount percentage. It can be changed to an *adhoc* rate if necessary.

In the Round Off setting in the System module, you can determine whether the discount is to be applied to the Unit Price before it has been multiplied by the Quantity or to the Sum. In certain circumstances (where there is a very small unit price and a large quantity) this choice can cause the calculated discount to vary due to the rounding system used within FirstOffice. Please refer to the 'System Module' chapter in Volume 1 for details and an example.

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 VAT if the Price List specified is one that is Inclusive of VAT or if you have specified on the 'Debtors' card of the Account Usage S/L setting that Base Prices include VAT.

Flip B

A/C

Paste Special

Account register, Nominal
Ledger/System module

The Nominal Ledger Sales Account for this Item, which will be credited with the Sum in the Nominal Ledger Transaction generated by this Invoice. A default is offered, taken from the record in the Price register for the Item/Price List combination. If there is no such record, or it has no Sales Account specified, the default will be taken from the Item record, the Item Group or from the 'VAT' card of the Account Usage S/L setting. You can change this default in a particular Invoice row if necessary.

V-Cd	Paste Special	VAT Codes setting, Nominal Ledger
	<p>The VAT Code entered here determines the rate at which VAT will be charged on this Item and the Output VAT Account to be credited. A default is offered, taken from the Sales VAT Code field in the Customer record. If that field is empty, the default is taken from the Item, the Item Group or from the 'VAT' card of the Account Usage S/L setting. You can change this default in a particular Invoice row if necessary.</p> <p>If you have checked the VAT Code Control option on the 'Debtors' card of the Account Usage S/L setting, the VAT Code specified here must be the same as that specified for the Sales Account in the Account register. If the VAT Codes don't match, you will not be able to save the Invoice.</p>	
<i>Flip C</i>		
Cost	Default taken from	Item (Cost Price + Extra Cost)
	<p>The unit Cost Price is used in Gross Profit and Margin calculations. You can change this figure if necessary.</p> <p>When you create Invoices from Orders, the Cost Price of each Item on the Invoice (and therefore its gross profit) can be taken from the Order or from the sum of the Cost Price and the Extra Cost from the Item record. If you wish to use the latter alternative, switch on the Update GP at Invoicing check box in the Cost Accounting setting in the Stock module. This can be more accurate if you are routinely updating Items' Cost Prices from Goods Receipts since these are likely to occur after the entry of the Sales Order.</p>	
GP	<p>The Gross Profit for the Invoice row is calculated by subtracting the Cost Price (multiplied by the Quantity) from the Sum. The figure is therefore absolute, not a percentage.</p>	
FIFO	<p>The average FIFO unit cost of the Items on this row. This figure is brought in automatically when the Invoice is approved, but is only shown for Stocked Items in Invoices that have not been generated from a Sales Order. For Invoices that have been generated from a</p>	

Sales Order, FIFO values are shown in the appropriate Delivery record.

Flip D

Object

Paste Special

Object register, Nominal Ledger

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

In the Nominal Ledger Transaction generated from this Invoice, any Objects specified here will be assigned to the credit posting to the Sales Account and, if you are using cost accounting, the debit posting to the Cost Account. This assignment will merge these Objects with those of the parent Invoice (shown on the 'Terms' card).

P. Factor

Default taken from Item

The Price Factor is the quantity of the Item that can be bought by the Unit Price. For example, if the Unit Price of an Item refers to a box of 24 units, its Price Factor will be 24. The Price Factor will be brought in to the Invoice from the Item record automatically. When you enter a Quantity, FirstOffice will recalculate the Sum using the formula $\text{Sum} = (\text{Quantity} / \text{Price Factor}) * \text{Unit Price}$.

Footer

<input checked="" type="checkbox"/> OK	Freight:	20.00	VAT:	17.33	Sub-Total:	99.00
					TOTAL:	116.33

The Invoice Footer contains various running totals as described below. Whenever an Invoice row is added or changed, these totals are updated.

OK

Checking this box approves the Invoice and causes it to be entered in the Sales Ledger. A corresponding transaction will also be created in the Nominal Ledger. If the Invoice was entered directly (rather than created from a Sales Order), stock levels of any Stocked Items on the Invoice will be adjusted. Because of these consequences, once this box has been checked and the

Invoice saved, you will no longer be able to make changes to the Invoice. Exceptions to this rule are the Reminder Level and Last Reminder Date fields on the 'Delivery' card and the Salesman field on the 'Terms' card.

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 in the 'System Module' chapter in Volume 1 of these manuals.

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

Freight

The Freight setting allows a fixed amount for Freight to be added automatically to each Invoice. If you are using this setting, the appropriate amount will be placed in this field when you enter a Customer Number. You can change the figure if necessary. The VAT Code and the Sales Account for the freight charge will be taken from the Item specified in the Freight setting.

If you are not using the Freight setting, enter a freight amount if applicable. In this case, VAT will not be charged and the amount will be posted to the appropriate Sales Account for the Zone of the Customer, set on the 'VAT' card of the Account Usage S/L setting.

VAT

The VAT total for the Invoice.

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

In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Sub-Total

The total for the Invoice, excluding VAT.

TOTAL

The total for the Invoice, including VAT.

This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module. In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Delivery Card

Terms	Items	Delivery	Inv. Address	Del. Address
Del. Terms:	<input type="text"/>	Del. Mode:	<input type="text"/>	<input checked="" type="checkbox"/> Update Stock
Order No.:	<input type="text"/>	Cust. Ord. No.:	<input type="text"/>	
Rem. Level:	<input type="text"/>	Last Rem. Date:	<input type="text"/>	
Interest:	18.50			
Comment:	Order Comment			

Del. Terms**Paste Special**

Delivery Terms setting, Sales Support module

Default taken from

Customer (Sales Del. Terms)

Specify the Delivery Terms for this Invoice here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board.

Del. Mode**Paste Special**

Delivery Modes setting, Sales Support module

Default taken from

Customer (Sales Del. Mode)

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

Order No.

In cases of Invoices created from Sales Orders using the automatic invoicing function, FirstOffice will enter the Order Number in this field.

Update Stock**Default taken from**

Account Usage S/L setting, Sales Ledger

Use this option if you need stock levels for the Items on the Invoice to be reduced when the Invoice is approved. This only affects Items that are Stocked Items. No check of the availability of stock will be made, unless you are using the Do Not Allow Over Delivery option in the Stock Settings setting in the Stock module.

Switching this option on will also cause cost accounting postings (for use when maintaining stock values in the Nominal Ledger) to be included in the Nominal Ledger Transaction generated when the Invoice is approved.

Both effects of this check box will only occur in those cases where Deliveries are made at the invoicing stage, from Invoices without related Sales Orders.

In the case of Invoices created from Orders, if you need to invoice a greater Quantity than was delivered, you must do so by adding a new row to the Invoice. Ensure that this Update Stock box is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. In this situation, this box will only apply to Invoice rows that are not related to the Order.

Note that when you raise a Credit Note, this check box will be switched off by default, whatever the status of the Invoices Update Stock option in the Account Usage S/L setting. If you are using cost accounting (maintaining stock valuations in the Nominal Ledger), it should be left turned off because otherwise the stock value will be updated with an incorrect FIFO amount. For details about updating stock from Credit Notes, please refer to the section entitled 'Credit Notes and Stock' below on page 71.

Cust. Ord. No. Record the Customer's Purchase Order Number here. Where an Invoice has been created from an Order, the Customer's Order Number will be brought in automatically.

Rem. Level This Reminder Level indicates how many Reminder documents have been printed for this Invoice. You can update this field yourself, or it can be updated automatically whenever a Reminder or a customer statement is printed.

You can print Reminders using the Reminder document (described below on page 114). A separate Reminder will be printed for each overdue Invoice, and it will contain one of three messages of increasing severity (defined in the Reminder Texts setting). When you next print a Reminder for this Invoice, the message it contains will be chosen depending on this Reminder Level. For example, if the Reminder Level of the Invoice is 2, the message will be taken from the Reminder 2 field in the Reminder Texts setting, and so on. If the Reminder

Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.

You can change this field after you have approved the Invoice.

Last Rem. Date The last date a reminder or statement was printed for this Invoice is recorded here. You can change this field even after approving the Invoice.

Interest **Default taken from** Interest setting, Sales Ledger

If payment for this Invoice is late, you can use the 'Create Interest Invoices' Maintenance function to charge interest. The figure in this field is the annual rate that this function will use to calculate the interest on this Invoice, if you have specified in the Interest setting that interest is to be calculated using the interest rate applicable at the Invoice Date. This figure will be brought in from the Interest setting but you can change it for this Invoice if necessary. Interest Invoices will not be created if the Interest check box on the 'Company' card of the Customer screen is switched off. Please refer to the 'Maintenance' section below on page 99 for full details of the 'Create Interest Invoices' function.

Comment **Default taken from** Customer

Record here any comment about this Invoice: the comment can be printed on the Invoice document. The default is taken from the Order Comment field of the Customer record.

Inv. Address Card

Terms		Items		Delivery		Inv. Address		Del. Address	
Invoice To:	Burntwhistle Lodge								
Address:	High Malberry								
	Staffs TF5 6TY								
VAT Reg.:	2		VAT Zone						
Telephone:	01857 122544		<input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Inside EU (Post VAT) <input type="radio"/> Outside EU <input type="radio"/> Outside EU (Post VAT)						
Fax:	01857 445788								

Invoice to Address Default taken from Customer

The Customer's address, as entered on the 'Contact' card of the Customer record. If you need to change something for this Invoice only, you can do so. Permanent changes should be made in the Customer register.

VAT Zone Default taken from Customer

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

VAT Reg. Default taken from Customer

The Customer's VAT registration number. It is important that this field contains a value if the Customer is in the "Within EU" Zone as this information is then required for EU VAT reporting purposes.

Phone, Fax Default taken from Customer

The Customer's telephone and fax numbers, as entered on the 'Contact' card of the Customer record.

Del. Address Card
Delivery Address Default taken from Customer

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

When all Items have been entered, 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.

In multi-user systems, FirstOffice will assign the next available Invoice Number to the Invoice when you save it for the first time. You will still be able to make changes until you approve the Invoice by clicking the OK check box. When this is done and the Invoice saved once again, it will be entered to the Sales Ledger, a Nominal 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.

Open the Invoice register using the button in the Master Control panel. The 'Invoice: New' window is shown, with Invoice Number and Date entered. The cursor is already in the Customer Number field. Press Ctrl-Return (Windows and Linux) or ⌘-Return (Macintosh) to activate the 'Paste Special' feature. This brings up the 'Paste Customer' window.

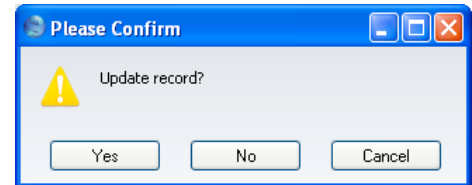
Select a Customer from the list by double-clicking on its name (or by using the cursor keys and pressing Return). Press Return again and Customer information such as Name and Address is placed in the appropriate fields on the Invoice screen.

Press Return again to move the insertion point to the Item field, the top left-hand field in the Invoice rows grid. Again, you can use 'Paste Special' to

select an Item. Select an Item by double-clicking. Press Return to bring information such as the Item Name, Base Price, Sales Account number and VAT 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 the Invoice has not been saved, you can also cancel it entirely by clicking [Cancel] or the close box. In that case you will be asked to confirm the cancellation—



If the Invoice had been saved, but not approved, you would still be able to cancel it completely, using 'Delete' on the Record menu.

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, or the Preview icon if you want to print to screen.

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 Sales Ledger.

When you approve and save an Invoice, if so defined in the Sub Systems setting in the Nominal Ledger, a transaction will be created and automatically transferred to the Nominal Ledger. This transaction will be assigned a journal number that is the same as the Invoice Number.

The Sales Ledger is organised so that incoming payments can only be registered against approved Invoices. There are three 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' on the Operations menu. By holding down the Shift key

you can highlight a batch of Invoices to approve at a single stroke using this method.

3. Use the 'OK Invoices' Maintenance function to approve a range of Invoices.



After approving an Invoice, only the Salesman, Last Reminder Date, Reminder Level and Comment fields may be altered.

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 in the 'System Module' chapter in Volume 1 of these manuals.

Nominal Ledger Transactions from Invoices

When you approve and save an Invoice, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. Please refer to the 'Accounting Principles' chapter in Volume 1 of these manuals for full details of this Transaction.

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

Error Messages

When you approve Invoices, if so defined in the Sub Systems setting in the Nominal Ledger, Transactions are automatically generated and put in your Nominal Ledger journal.

An error message will appear if an Account or other setting is incorrect. All Account numbers used by the Invoice, which may have been offered as defaults from the Account Usage S/L setting, Items or Item Groups, or Customers or Customer Categories, must exist in the Account register in the System module. Number Series for the current period must also exist. The VAT Codes used must be defined.

While the Invoice is still on screen, you can correct the error, by adding the missing Account(s) to the Account register or by changing the Account used in the Invoice.

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

Printing Invoices

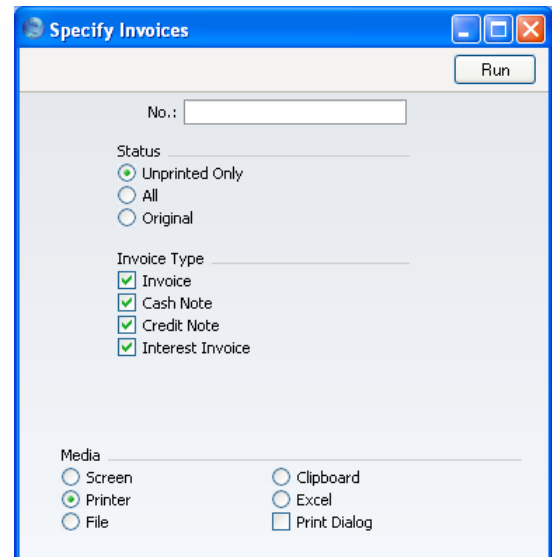
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

To do a test print-out, save the Invoice and then click on the Printer icon in the Button Bar before you approve the Invoice. If you are not using the No Test Printout option in the Configuration setting in the System module, the Invoice will be printed with the text “Test Printout” diagonally 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, 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. Select ‘Documents’ from the File menu or click the [Documents] button in the Master Control panel. Double-click ‘Invoices’ in the resulting 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 Invoices previously printed will have the word “Copy” printed diagonally across the page as a watermark.
Original	This option also prints all Invoices in range. However, any Invoices previously printed 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.

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

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

You can also print a single Invoice by clicking on the Printer icon when that Invoice is shown on the screen. If you want to print to screen, click the Preview icon.

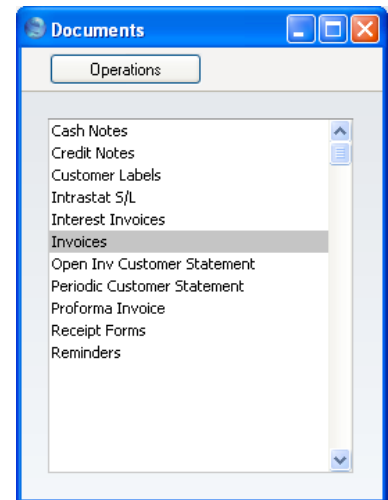
Invoices can also be printed automatically on approval. This is controlled using the Auto Actions setting in the System module. Please refer to the ‘Auto Actions’ section in the ‘System Module’ chapter in Volume 1 for details.

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 using the ‘Documents’ function on the File menu, and you should choose the Original option.

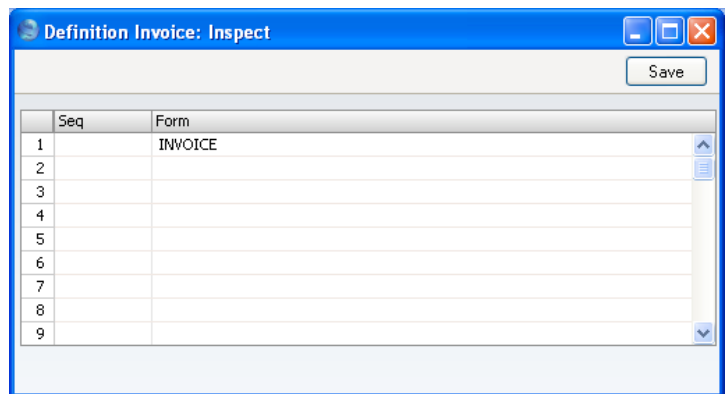
Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the invoice form and name it “INVOICE”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Invoice”. A sample Invoice Form is supplied with FirstOffice: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Ledger using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.

3. Click [Documents] in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Invoices'.



4. Select 'Define Document' from the Operations menu.
5. 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).



6. 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.
7. Repeat the previous six steps in turn for the Cash Note, Credit Note and Interest Invoice 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 is always used instead of the Invoice document.
Credit Note	If the Invoice has Payment Terms of the “Credit Note” type, the Credit Note document is always used instead of the Invoice document.
Interest Invoice	If the Invoice was created using the ‘Create Interest Invoices’ Maintenance function (described below on page 99), the Interest Invoice document is always used instead of the Invoice document.

In each of the three cases described above, if the document does not have an associated Form (steps 4-6 above), FirstOffice will give the warning “Can’t find document”. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Printing Delivery Notes if you are not using Sales Orders

If you are not using the Sales Order register in the Sales Support module, you can use the ‘Define Document’ screen described above to print Delivery Notes together with Invoices. Stock levels for the Items sold will be adjusted when the Invoice is approved, providing they are Stocked Items and providing the Update Stock check box on the ‘Delivery’ card of the Invoice is switched on. Follow this procedure—

1. Using the Form register in the System module, check that you have a Form named “INVOICE” and one named “DELIVERY_NOTE”. Re-design them to your requirements if necessary (full details of how to do this are in the ‘System Module’ chapter in Volume 1 of this manual). Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Invoice” (for the former) and “Delivery Note”.
2. As described in the previous section, select the Sales Ledger module using the [Select Module] button in the Master Control panel and click the [Documents] button, also in the Master Control panel. Highlight ‘Invoices’ in the ‘Documents’ list window.
3. Select ‘Define Document’ from the Operations menu.
4. Use the Sequence column to determine the order in which the Forms will be printed. If, for example, you need a Delivery Note to be printed first, on the first line enter “1” as the Sequence Number and

“DELIVERY_NOTE” 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 “INVOICE” as the Form.

5. Click [Save] to save the Invoice definition. From now on, whenever the Invoice document is printed, the Invoice itself will be preceded by a Delivery Note. This feature can be repeated for virtually all documents in FirstOffice.

Credit Notes

If you want to credit an Invoice that you have issued, you should do as follows—

1. Click the [Invoices] button in the Master Control panel. The ‘Invoices: Browse’ window is opened, showing all registered Invoices.
2. Click [New] or enter the appropriate keyboard command. Alternatively, find the Invoice to be credited in the list, highlight it and click [Duplicate].

Note: if the Invoice to be credited is an Interest Invoice, you must click [New]. You cannot duplicate Interest Invoices in order to credit them.

3. The ‘Invoice: New’ window is opened as described above. Enter the Invoice in the normal way, but change the Payment Terms to “CN” (Credit). In the first row of the specification area, a crediting message is entered. Enter the number of the Invoice to be credited, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.

Note: this assumes a Payment Term record with a Code of “CN” and of type “Credit Note” has been entered using the Payment Terms setting.

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

Invoice: New

Operations New Duplicate Cancel Save

No.: 970123 Name: Against All Odds Trading Co

Customer: 001

Terms Items Delivery Inv. Address Del. Address

Inv. Date: 25/6/2005 Our Ref.:
 Pay. Terms: CN Attn.: Joseph Conrad
 Due Date: 25/6/2005 Salesman: JNW
 Trans. Date: 25/6/2005 Object:
 Service Del. Date: 22/6/2005 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 970119			
2	1	Transistor radio	10.00		10.00
3	1	Stereo cassette radio	29.00		29.00
4	1	Labour	40.00		40.00
5					
6					
7					
8					
9					
10					
11					
12					

Freight: 20.00 VAT: 17.33 Sub-Total: 99.00

☐ OK TOTAL: 116.33

- 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 to be entered into the Sales Ledger and, if so defined in the Sub Systems setting in the Nominal Ledger, for Nominal Ledger Transactions to be created.

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 in the 'System Module' manual.

Crediting Part of an Invoice

Quite often you will need to credit only a part of an Invoice, rather than the whole Invoice. In most accounting systems, it would be necessary first to remove the entire original Invoice, and then to re-enter the Items that will be invoiced.

Since most systems lack the option of copying an Invoice, part crediting can sometimes take a very long time. FirstOffice offers a very simple and intuitive way to do this.

To credit part of an Invoice, start by duplicating the original Invoice, and enter a “CN” in the Payment Terms field. 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 cash Payment Term) with a negative value.

Credit Notes and Stock

If you are using a FIFO stock system and/or cost accounting (maintaining stock values in the Nominal Ledger), two complications can arise from the issuing of a Credit Note—

1. some Credit Notes will involve the return of goods to stock, whereas others may not; and
2. FIFO becomes impossible to calculate, as it is difficult to establish the actual cost of the goods being returned. For example, if you buy three Items costing 10.00, 11.00 and 12.00, and sell two of them, their FIFO costs will be 10.00 and 11.00 respectively. If one is returned, without intervention the system has no way of knowing whether it is the 10.00 Item or the 11.00 Item.

For these reasons, it is recommended that you follow these steps when issuing Credit Notes—

1. The original Invoice should first be credited, using the process described above. When the Payment Terms field is changed to “CN”, the Update Stock check box on the ‘Delivery’ card is switched off. This should not be switched on again as doing so will mean that the Nominal Ledger stock valuation will become inaccurate: the wrong FIFO value (that of the next stock item, 12.00 in the example above) will be used. Instead,

approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger).

2. Receive the Item(s) back into stock using the Goods Receipt register in the Stock module. This will correctly update stock levels and, if you have so determined in the Sub Systems setting, the Nominal Ledger stock valuation.

Because the system cannot obtain a FIFO valuation, it is recommended that you set the cost prices manually in the Goods Receipt: you may first need to find out the true value of the returned goods from flip C of the original Invoice (in the case where there is no related Sales Order) or from the original Delivery record using a report such as the Stock Out Journal or Item History.

Operations Menu



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

OK

This command is available on the Operations menu only from 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. 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 Nominal Ledger, this action causes 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.

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 in the 'System Module' chapter in Volume 1 of these manuals.

Invoice Status

This command creates a quick report, only available through this menu. This report summarises all aspects of the Invoice, including Items and payment history. In the illustration below, the Invoice in question has a Credit Note against it.

Invoice Status
Radio Import/Export Ltd

HansaWorld, Print date: 25/6/2005 13:59

Invoice History

No	Date	Amount	Balance
S/INV:970119	22/6/2005	116.33	116.33
Credit:970123	25/6/2005	-116.33	0.00
			0.00

No	Date	Customer	Type	Total
970119	Invoice	22/6/2005	22/7/2005	
	001		Against All Odds Trading Co	
	1		Burntwhistle Lodge	
			High Malberry	
			Staffs TFS 6TY	
			Joseph Conrad	
				GBP
10101	1	Transistor radio	10.00	10.00 1
10102	1	Stereo cassette radio	29.00	29.00 1
10111	1	Labour	40.00	40.00 1
FREIGHT	1		20.00	20.00 1
Weight	Total Items	Object	VAT Amount	99.00
0.00	3		17.33	

Order Comment

Sales Order

Number	Date	Location	Total

Deliveries

Number	Date	Location	Total

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

Item Status

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

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this function.

Print Proforma Invoice

Use this function to print a Proforma version of the Invoice on screen. This might be necessary on occasions where it is necessary to get payment in advance. A Proforma Invoice differs from a normal Invoice in that the Invoice Number is preceded by the word “Proforma” and in that, even for Invoices that have not been approved, the words “Test Printout” will not appear.

The Form used by this function is determined as follows—

1. Using the Form register in the System module, design the proforma and name it “PROFORMA_INVOICE”. A sample proforma is supplied with FirstOffice: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Ledger module using the [Select Module] button in the Master Control panel.
3. Select ‘Documents’ from the File menu or click [Documents] in the Master Control panel. The ‘Documents’ list window is opened: highlight ‘Proforma Invoices’.
4. Select ‘Define Document’ from the Operations menu.
5. In the subsequent window, enter “PROFORMA_INVOICE” in the Form field of the first line (you can use ‘Paste Special’ to ensure the spelling is correct).
6. Click [Save] to save the Proforma Invoice Form definition. From now on, the proforma invoice form that you have designed will be used, from the ‘Documents’ function and from the Operations menu function.

Connect to Prepayment

Please refer to the ‘On Account Receipts and Prepayments’ section below on page 89 for a full description of this function.

Open NL Transaction

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

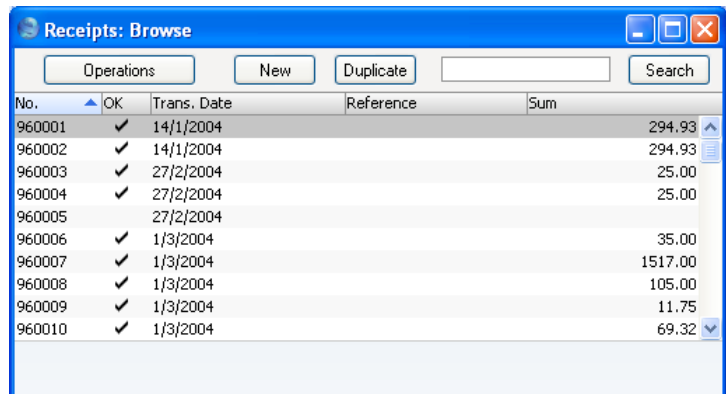
On selecting the function, the Transaction will be opened in a new window.

The Receipt Register

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

Entering a Receipt

In the Sales Ledger module, click the [Receipts] button in the Master Control panel. The 'Receipts: Browse' window is opened, showing Receipts already entered.



No.	OK	Trans. Date	Reference	Sum
960001	✓	14/1/2004		294.93
960002	✓	14/1/2004		294.93
960003	✓	27/2/2004		25.00
960004	✓	27/2/2004		25.00
960005		27/2/2004		
960006	✓	1/3/2004		35.00
960007	✓	1/3/2004		1517.00
960008	✓	1/3/2004		105.00
960009	✓	1/3/2004		11.75
960010	✓	1/3/2004		69.32

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 Reference and the total amount of the Receipt.

To enter a new Receipt, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight 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.

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.

Receipt: Inspect

Operations New Duplicate Cancel Save

Ser. No.: 9700067 Trans. Date: 22/6/2005 Reference:

Pay. Mode: Q Comment: Cheque

	Inv.No.	Cust.No.	Pay.Date	Reference	Bank Amount	Received Val
1	970034	001	22/6/2005		123.33	123.33
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

☒ OK Deposited: 123.33

First a run-through of the fields.

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

The number of the Receipt: FirstOffice will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Receipts setting. You may change this number, but not to one that has already been used.

Trans. Date **Paste Special** Choose date

The Transaction Date for the Receipt: the date when the Receipt is posted to your Nominal Ledger.

Reference You can use this field if you need to identify the Receipt by any means other than the Receipt Number (e.g. a bank reference in the case of credit transfers or BACS payments).

The Reference is shown in the 'Receipts: Browse' window, allowing you to search for a Receipt with a particular Reference. This Reference will be copied to the Reference field of any Nominal Ledger Transaction generated from this Receipt.

Pay Mode**Paste Special**

Payment Modes setting,
Sales/Purchase Ledger

The Payment Mode is the method of payment (e.g. cheque, credit card or cash). It determines the Nominal Ledger Account that will be debited by the Receipt.

On a single Receipt it is possible to enter payments from different Customers against different Invoices. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.

Comment**Default taken from**

Payment Mode

The text for the Payment Mode. This text may be changed.

Use the grid area that takes up most of the screen to list the Invoices being paid by this Receipt. A single Receipt can be allocated to several Invoices, and/or feature payments in different Payment Modes. The Payment Mode reflects not only the payment method (i.e. cheque, cash or credit card) but also the Bank Account debited. So, all payments received in a single day can be entered using a single Receipt record, irrespective of Payment Mode. It is recommended that, to facilitate reconciliation with the bank's statement of account, you should use one Receipt record to represent the monies paid into the bank on a single paying-in slip.

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

You can also bring Invoices into a Receipt by opening the 'Invoices: Browse' window, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Invoice 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 Invoice No field in the first empty row.

Flip A

Inv. No.	Paste Special	Open, approved Invoices, Invoice register
	<p>The number of the Invoice being paid. When you enter an Invoice Number, if the Invoice qualifies for an early settlement discount, a discount row will be inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.</p> <p>Note that when you use 'Paste Special', only unpaid Invoices will appear in the selection list. However, Invoices against which an unapproved Receipt has been entered are treated as unpaid and thus will be listed. Sorting the 'Paste Special' selection by Customer will allow you quickly to find the Invoice that is being paid.</p> <p>If you do not know which Invoices are being paid by a particular Receipt, leave this field blank and enter the Customer Number in the next field instead. After you have entered the value of the payment in the Received Value field, use the 'Distribute Receipt' function on the Operations menu to allocate the Receipt to the Customer's oldest outstanding Invoices.</p> <p>If the Receipt is a Prepayment or On Account Receipt from a Customer with an account (marked using the On Account box on the 'Company' card of the Customer screen) for which an Invoice has not yet been raised, leave this field blank and enter a Prepayment Number on flip C instead. This is fully described in the 'On Account Receipts and Prepayments' section below on page 89.</p>	
Cust. No.	Paste Special	Customers in Customer register
	Default taken from	Invoice or Sales Order
	<p>Entered by FirstOffice when you enter an Invoice Number (or when you enter a Prepayment Number that is also an Order Number on flip C). In the case of account Customers, type in the Customer Number and use the 'Distribute Receipt' function on the Operations menu to select the Invoices being paid.</p>	
Pay Date	<p>The date when the payment was made. If you are not using the Allow Trans. Date Changing option in the</p>	

Transaction Settings setting in the Nominal Ledger, this date must be the same as the Transaction Date (in the header) and cannot be changed independently.

Bank Amount	Default taken from	Received Value
	The amount paid in to your Bank Account. Usually, this will be the same as the Received Value (below). Do not use this field to subtract bank fees from the amount paid: the Bank Fee field on flip E is provided for this purpose.	
Received Val	Default taken from	Outstanding amount on Invoice or Sales Order total
	The amount received against the Invoice. You can change the default figure in the event of partial payments or overpayments.	
	When you enter a Prepayment Number that is also an Order Number on flip C, the Order total will appear here.	

Flip B

Open Inv. Value	The outstanding amount of the Invoice being paid. This field cannot be changed.
Invoice Val	The amount received.

Flip C

P. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Receipt to be debited to different Bank Accounts.	
Cheque No.	Record the number of the cheque used for the payment here.	
Prepay. No.	Paste Special	Sales Order register
	If the payment is a Prepayment (i.e. one where it is not possible to specify an Invoice Number on flip A), you should enter a Prepayment Number here. This can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Sales Order against which the deposit has	

been received. If you want to ensure that only Sales Order Numbers can be used, switch on the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Support module. If you use a Sales Order number, the Customer on flip A will be changed to that of the Order, and the Bank Amount and Received Value will be changed to the Order total.

When you raise an Invoice to be set against the Prepayment, you can connect the two using the 'Connect to Prepayment' function on the Operations menu of the Invoice screen. This is fully described in the 'On Account Receipts and Prepayments' section below on page 89. If a deposit or prepayment exists without a Prepayment Number, it will not be made available to that function and connecting it to an Invoice will be more difficult. Prepayments that do not have a Prepayment Number will not be shown in the Prepayment History report.

You can immediately raise an Invoice to be set against the Prepayment. Please refer to the section below on page 86 describing the 'Create Down Payment' Operations menu function for details.

Flip D

Text

FirstOffice will enter the Customer's Name, as entered in the Customer register. You may change this if you wish.

V-Cd, VAT Val

These fields are only used if you are using the Post Receipt VAT and/or Post Prepayment VAT options on the 'Debtors' card of the Account Usage S/L setting. Users of the Cash VAT scheme in the UK will need to use both options, users resident in the Baltic States may only need to use the Post Prepayment VAT option, and users in Poland may only need to use the Post Receipt VAT option.

If you are using the Post Receipt VAT option, your output VAT liability is calculated from your Receipts, not from your Invoices. In this case, the VAT Code and VAT Value will be brought in to these fields automatically when you enter an Invoice Number on flip A (the VAT Code comes from the first row of the

Invoice). When you approve and save the Receipt, the VAT amount will be moved from the temporary VAT Output Account to the final one (the O/P Account), as specified in the VAT Codes setting in the Nominal Ledger.

The Post Receipt VAT option also adds a VAT element to On Account Receipts. Once again, the O/P Account for the VAT Code is credited and the Output Account for the VAT Code is debited with the VAT amount.

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

If you are using the Post Prepayment VAT option, when you enter and approve a Prepayment Receipt with a VAT element, the O/P Account for the VAT Code will be credited and the Prepayment VAT Account specified on the 'Exchange Rate' card of the Account Usage S/L setting will be debited.

In the case of Prepayments whose Prepayment Number is not an Order Number, the Domestic VAT Code from the Customer or from the 'VAT' card of the Account Usage S/L setting will be placed here as a default when you enter the Prepayment Number. The VAT Value will then be calculated from the Received Value. If the Prepayment Number is an Order Number, the VAT Code and VAT Value will be brought in automatically from the Order (the VAT Code comes from the first row of the Order).

In all cases, if a particular VAT Code does not have an O/P Account, the VAT (C/A) Account from the 'Debtors' card of the Account Usage S/L setting will be used instead.

Flip E

Bank Fee

Enter any fee charged by the bank for this payment. Bank fees will be debited to the Bank Fee Account specified on the 'Debtors' card of the Account Usage S/L setting and credited to the Bank Account specified in the Payment Mode.

Note that this field allows you to specify a Bank Fee for each row (or for a single particular row) on the Receipt, remembering that each row can have a different Payment Mode and therefore a different debit (Bank) account. If you want to record a single Bank Fee for the entire Payment, use the 'New Fee' function on the Operations menu.

Footer

OK

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

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 in the 'System Module' chapter in Volume 1 of these manuals.

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

Deposited

The sum of the Bank Amounts: the total for this Receipt.

Checking and Approving Receipts

Before you approve a Receipt, you should check it to ensure that no mistakes have been made in entering it to FirstOffice.

Once you have checked it, there are two ways to approve a Receipt—

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' on 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.

The approval causes the Receipt to be inserted into your Sales Ledger. Except when expressly instructed otherwise, only approved Receipts are shown in reports. Just as with Invoices, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is generated and passed to the Nominal Ledger when the Receipt is approved.



After approving a Receipt, it cannot be altered.

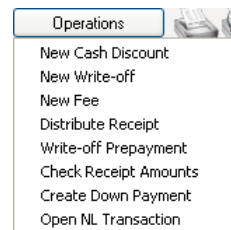
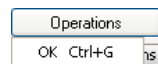
You can use Access Groups to control who can approve Receipts. To do this, deny access to the 'OKing Receipts' Action. Access Groups are described in the 'System Module' chapter in Volume 1 of these manuals.

Nominal Ledger Transactions from Receipts

When a Receipt is approved and saved, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. Please refer to the 'Accounting Principles' chapter in Volume 1 of these manuals for full details of this Transaction.

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

Operations Menu



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

OK

This command is available on the Operations menu only from 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. 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 Nominal Ledger, this action causes Nominal Ledger Transactions to be created for each Receipt in the selection and that therefore once it has been carried out you will no longer be able to modify those Receipts.

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 in the 'System Module' chapter in Volume 1 of these manuals.

New Cash Discount

In normal circumstances, when an Invoice is paid, a settlement discount will be calculated automatically when you enter the Receipt. This discount depends on the Payment Terms of the Invoice and the Receipt Date. The 'New Cash Discount' function is provided for more individual circumstances. After you have specified an Invoice Number, change the Received Value to the figure paid (i.e. the Invoice Total less cash discount). Press Tab or Return (but make sure the cursor is in the same row) and select this function. A new row will be created, containing the phrase "Cash Disc". As a default, the Received Value field will be set to the figure that remains outstanding on the Invoice: you can change this figure as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on the 'Debtors' card of the Account Usage S/L setting will be debited.

New Write-off

You can use this function to write off an Invoice. Specify the Invoice to be written off 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. Press Tab or Return (but make sure the cursor is in the same row) and then select this function. A new row will be created, containing the phrase "Write off". The Received Value field will be set to the remaining outstanding amount (i.e. the amount that is to be written off). This can be changed if you do not want to write off the whole of the outstanding amount. Approve and save the Receipt in the usual way. When the Nominal Ledger Transaction is created, the Write Offs Account specified on the 'Exchange Rate' card of the Account Usage S/L setting will be debited. If you need to write off several Invoices, use the 'Write off Invoices' Maintenance function described in the 'Maintenance' section below on page 102.

New Fee

You should use this function when you need to pay a single bank charge for the whole Receipt. If you need to register separate bank charges for each Receipt row, use the Bank Fee field on flip E.

Start by entering the Invoice number in the left-hand column. Change the Received Value to the amount less bank charges. Then select 'New Fee' from the Operations menu. A new row will be created, containing the phrase "Fee". Enter the Bank Fee in the right-hand Amount field. When the Nominal Ledger Transaction is created, the Bank Fee Account specified on the 'Debtors' card of the Account Usage S/L setting will be debited. 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.

Distribute Receipt

In certain cases a Customer can pay a lump sum without indicating any Invoice Numbers. In this circumstance, specify the Customer Number and enter a Received Value and then select this command. FirstOffice will spread the amount over one or more Invoices as appropriate, starting with the oldest.

Move the cursor out of the Amount field before running this function.

Write-off Prepayment

Use this function when you need to write off a Prepayment. Specify the Customer on the first row of the grid. Move to flip C and specify the Prepayment to be written off in the Prepay. No field. Press Tab or Return (but make sure the cursor is in the same row) and then select this function. The open Prepayment value will be brought in as a negative figure.

When you approve and save the Receipt, the resulting Nominal Ledger Transaction will be the reverse of that created from the original Prepayment.

Check Receipt Amounts

This command creates a quick report, only available by using this function. This report shows, for each row on the Receipt, the Invoice being paid, how much was paid and how much remains outstanding.

You must save the Receipt by clicking the [Save] button in the Button Bar before you can produce the report.

Create Down Payment

You can raise an Invoice immediately from the Receipt screen when you received a deposit (or 'Down Payment') against an Order.

Enter a Down Payment by the Customer, but leave the Invoice Number blank. Instead, specify a Prepayment Number on flip C. For the purpose of the 'Create Down Payment' function, this must be the Order Number of the Order against which the Down Payment has been received. Use 'Paste Special' to obtain a list of Orders from which you can choose the correct one. The Customer on flip A will be changed to that of the Order, and the Bank Amount and Received Value will be changed to the Order total. Change the Received Value to the value of the Down Payment if this is different. The Customer must be one whose On Account box on the 'Company' card has been checked.

Receipt: New

Operations New Duplicate Cancel Save

Ser. No.: 9700068 Trans. Date: 22/6/2005 Reference: Pay. Mode: Q Comment: Cheque



Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1	001			991007	250.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

OK Deposited: 250.00

If you changed the Received Value, move the cursor out of that field but in all cases ensure that it is in the row containing the Down Payment. Make sure too that the Received Value is greater than zero and that the Inv No field in that row is blank. Then select 'Create Down Payment' from the Operations menu. An Invoice for the Down Payment is created immediately. It is opened

in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval. The text ("Deposit for" in the illustration) is taken from the Down Payments setting in the Sales Support module, while the VAT Code (and therefore the VAT calculation) and the Sales Account are taken from the Item specified in that setting.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970124 Name: Against All Odds Trading Co
Customer: 001

Terms Items Delivery Inv. Address Del. Address

Inv. Date: 22/6/2005 Our Ref.: 42
Pay. Terms: 30 Attn.: Joseph Conrad
Due Date: 22/7/2005 Salesman: JNW
Trans. Date: 22/6/2005 Object:
Service Del. Date: 22/6/2005 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Down Payment Deposit for Order No: 991007			212.77 770 1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Freight: VAT: 37.23 Sub-Total: 212.77
OK TOTAL: 250.00

Approve the Invoice and print it following the instructions earlier in this chapter. Then, close it using the close box. When you return to the Receipt, the Invoice Number field will have been filled in with the Number of the new Invoice, and the Prepayment Number will have been removed—

Receipt: New

Operations New Duplicate Cancel Save

Ser. No.: 9700068 Trans. Date: 22/6/2005 Reference:

Pay. Mode: Q Comment: Cheque

	Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1	970124	001				250.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

☐ OK Deposited: 250.00

Approve the Receipt and save it in the usual way by clicking [Save]. If you did not approve the Down Payment Invoice, you will not be able to save the Receipt because you cannot receive payments against unapproved Invoices.



Remember to save the Receipt for the Down Payment

You can only create one Down Payment Invoice from a particular Order. Subsequent Down Payment Invoices created from an Order will be for a zero amount.

This function creates an Invoice when a deposit is received for which no Invoice exists. If you choose not to create a Down Payment Invoice straight away, please refer to the next section, 'On Account Receipts and Prepayments' for details of allocating the payment to an Invoice raised later.

Open NL Transaction

When you approve and save a Receipt, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal 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.

On Account Receipts and Prepayments

You can use On Account Receipts and Prepayments 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 without specifying an Invoice Number on flip A. In the case of a Prepayment, specify a Prepayment Number on flip C instead. In the case of an On Account Receipt, leave both the Invoice Number and the Prepayment Number blank. These two special types of Receipt are now described in detail.

Prepayments

You will usually use a Prepayment Receipt when a Customer has paid a deposit against a Sales Order, before you have issued an Invoice for that deposit.

For each Customer likely to pay deposits, switch on the On Account check box on the 'Company' card. Then specify a separate control or suspense Account on the 'Exchange Rate' card of the Account Usage S/L setting, using the On Account A/C field.

When you receive a Prepayment from a Customer, you should record it in the Receipt register. Leave the Invoice Number blank, and instead specify a Prepayment Number should be specified on flip C. This can be a number of your own generation, the number allocated to the pre-payment by the Customer or, preferably, the number of the Sales Order against which the deposit has been received. Using 'Paste Special' from this field will open a list of Sales Orders from which the correct one can be chosen. If you want to ensure that only Sales Order Numbers can be used, switch on the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Support module. If you use a Sales Order Number, the Customer Number on flip A will change to that from the Sales Order and the Received Value will be changed to the Order value. Change this to the value of the deposit if this is different.

Receipt: New

Operations New Duplicate Cancel Save

Ser. No.: 9700069 Trans. Date: 22/6/2005 Reference:



Pay. Mode: Q Comment: Cheque

	Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1		005			2011	82.50
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

☐ OK Deposited: 82.50

The special Account for on account Customers is 806, since receiving a Prepayment creates a liability. The Nominal Ledger Transaction generated when the Receipt is approved and saved will credit the Received Value to this Account. The debit Account is taken from the Payment Mode as usual, as shown below —

Transaction: Inspect

Operations  

No.: 9700069 Trans.Date: 22/6/2005 Reference:

Text: Cheque

	Account	Object	Description	Debit	Credit	V-Cd
1	700	3	Cheque	82.50		
2	806		Prepayments Received		82.50	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 82.50 82.50

When you make a sale, you can raise an Invoice. When you do this, you can allocate the Prepayment to that Invoice so that it can be treated as paid.




If you used an Order Number as the Prepayment Number, it is likely that you will create the Invoice from the Order screen using the 'Create Invoice' Operations menu function (described in the 'Sales Support' chapter in Volume 3 of these manuals). When the 'Invoice: Inspect' window is opened, you will be warned that an open Prepayment (i.e. one that has not yet been allocated to an Invoice) exists in the Customer's name. This will remind you to allocate the Prepayment to the Invoice. If you enter the Invoice directly to the Invoice register, the same warning will appear when you enter the Customer Number. In this case, add the Items sold to the grid area in the usual way.

When you are certain that the Invoice is complete, select 'Connect to Prepayment' from the Operations menu. In the first blank row of the grid area, a reference to the Prepayment is entered. Enter the Prepayment Number of the Receipt row representing the Prepayment, using 'Paste Special' if necessary to bring up a list of open (unallocated) Prepayments. This list shows open Receipt rows with a Prepayment Number and without an Invoice

Number. Receipt rows that do not have a Prepayment Number or an Invoice Number will not be in this list: please refer to the 'On Account Receipts' section below on page 95 for details of allocating these to Invoices.

Select a Prepayment from the list by double-clicking. The Prepayment Number will be shown in the special Prepayment row. An amount will also be shown. This will be the whole open value of the Prepayment, or the value of the Items including VAT (i.e. the Invoice value) whichever is the lower. This figure will be credited to the Debtor Account when you approve and save the Invoice, so the Invoice will be treated as paid to that extent.

Invoice: New

Operations    New Duplicate Cancel Save

No.: 970125 Name: Moscow Trading Co
Customer: 005

Terms Items Delivery Inv. Address Del. Address

Inv. Date: 22/6/2005 Our Ref.:
Pay. Terms: 30 Attn.:
Due Date: 22/7/2005 Salesman: FF
Trans. Date: 22/6/2005 Object:
Service Del. Date: Official Ser. No.:



Item	Qty	Description	Unit Price	%	Sum
1		Customer's Prepayment Number	2011	Prepayment Invoice	82.50
2	10101	1 Transistor radio		62.50	62.50
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Freight: 20.00 VAT: 0.00 Sub-Total: 82.50
TOTAL: 82.50

☐ OK

When you approve the Invoice, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a payment against the Invoice. This maintains a correct Sales Ledger for the Customer —

Transaction: Inspect

Operations   New Duplicate Cancel Save

No.: 970125 Trans.Date: 22/6/2005 Reference:

Text: 005 Moscow Trading Co, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	750		S/L Control	82.50		
2	199		Sundry Income		82.50	2
3	750		S/L Control		82.50	
4	806		Prepayments Received	82.50		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 165.00 165.00

The status of the Invoice and of the Prepayment will now be as follows—

1. if the Invoice value is the same as the whole open value of the Prepayment, the Invoice is treated as paid and will not appear in the Open Invoice Customer Statement. The Prepayment is fully used up by the Invoice, so it is no longer regarded as open;
2. if the Invoice value is less than the whole open value of the Prepayment, the Invoice is treated as paid and will not appear in the Open Invoice Customer Statement. The Prepayment is not fully used up by the Invoice, so the remaining outstanding amount is still regarded as open; or
3. if the Invoice value is more than the whole open value of the Prepayment, the Invoice is treated as part-paid. The Prepayment is fully used up by the Invoice, so it is no longer regarded as open.

Note that it is important to ensure that the Invoice is complete before selecting 'Connect to Prepayment' from the Operations menu. The function calculates the amount shown in the special Prepayment row: this is the amount that will be credited to the Debtor Account and therefore the amount that goes towards paying off the Invoice. If the Invoice is incomplete when the function is selected to the extent that its total is less than the open value of the Prepayment, the Invoice total will be the amount shown in the special Prepayment row. When the remaining Items and/or Freight are added to the Invoice and it is then approved and saved, this is the figure that will be credited to the Debtor Account. So the Invoice will not be paid off to the extent that it should be, and a proportion of the Prepayment value will remain open.

If you select 'Connect to Prepayment' before the Invoice is complete (it may be that a late change is required) you can either change the amount shown in the special Prepayment row or you can delete the special Prepayment row and use 'Connect to Prepayment' once again. If you choose the former option, you will be prevented from entering an amount that is greater than the open value of the Prepayment, or greater than the Invoice total.



Ensure the Invoice is complete before using 'Connect to Prepayment'.

If you have used 'Connect to Prepayment' and you are unable to save the Invoice, the probable reason is that the date of the Prepayment is later than that of the Invoice. The date of the Prepayment must be the same as or earlier than that of the Invoice.

On Account Receipts

An On Account Receipt is one with no Invoice Number and with no Prepayment Number. It is possible to connect an On Account Receipt to a subsequent Invoice, but you cannot use the 'Connect to Pre-Payment' function. Instead, you should first enter and approve the Invoice without reference to the On Account Receipt. You must then register that it has been paid by the On Account Receipt. You can do this in a Receipt record as a two-step process—

The screenshot shows the 'Receipt: Inspect' window. At the top, there are buttons for 'Operations', 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'Ser. No.: 9700075', 'Trans. Date: 24/6/2005', 'Reference:', 'Pay. Mode: Q', and 'Comment: Cheque'. The main part of the window is a table with columns: 'Inv.No.', 'Cust.No.', 'Pay.Date', 'Reference', 'Bank Amount', and 'Received Val'. The table contains two rows of data: Row 1 shows an invoice number 970126, customer number 008, payment date 24/6/2005, and a bank amount of 164.50. Row 2 shows the same customer number and date, but with a negative bank amount of -164.50. The 'Received Val' column shows 164.50 for the first row and -164.50 for the second row. At the bottom, there is an 'OK' button and a 'Deposited:' field with the value 0.00.

	Inv.No.	Cust.No.	Pay.Date	Reference	Bank Amount	Received Val
1	970126	008	24/6/2005		164.50	164.50
2		008	24/6/2005		-164.50	-164.50
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

In order to update the Sales Ledger 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 illustration overleaf shows that an On Account Receipt of 1,000 has been received, some of which has been used up by an Invoice for 164.50 and some of which has gone towards an earlier outstanding balance.

Periodic Customer Statement

Periodic Customer Statement
Radio Import/Export Ltd
Detailed

HansaWorld, Print date: 25/6/2005 15:07
Period 1/1/2005 : 31/12/2005
Customer 008
Amounts in Currency
All Classes

008
The American Dream Inc

Trans. Date	Type	No	Debit	Credit	GBP
		Fwd Balance			0.00
22/6/2005	On Acc.	9700070		1,000.00	GBP -1,000.00
24/6/2005	INV	970126	164.50		GBP -835.50
24/6/2005	On Acc.	9700075		-164.50	GBP -671.00
24/6/2005	REC	9700075 (970126)		164.50	GBP -835.50
		Total	164.50	1,000.00	
		Net Change		835.50	
		Balance			-835.50
		Total	Fwd Bal	Net Change	Balance
		GBP		-835.50	-835.50

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that the occasional mistake will be made when entering Receipts. Once a Receipt has been approved, it cannot be changed, but mistakes can nevertheless be rectified easily using the following procedure. It is important that this procedure be followed, so that 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.

The Customer Register

Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details of this register.

The Item Register

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this register.

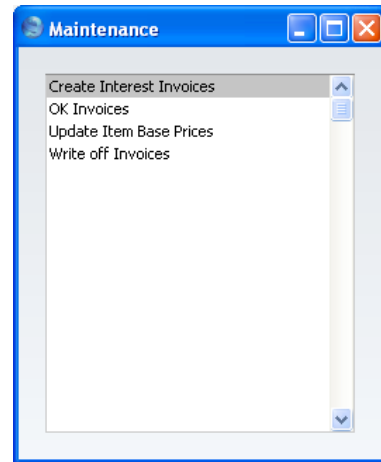
The Price Register

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this register.

Maintenance

Introduction

Maintenance functions allow you to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are four such functions available in the Sales Ledger. To use them, select 'Maintenance' from the File menu. The following window appears —



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

Create Interest Invoices

This function creates Invoices for interest on late payment and places them in the Invoice register. These Invoices are not approved, and it is therefore possible to modify or delete any of them before they are approved.

Interest Invoices can use a different Number Series to that used by other Invoices. If you would like to make use of this feature, specify the Number Series to be used in the Number Series Defaults setting in the System Module. Otherwise the first number sequence in the Number Series - Invoices setting will be used.

In order to create Interest Invoices, a number of conditions must be met—

- The Interest setting must be completed with the correct interest conditions. This setting is described above on page 31.
- An interest Item and, if appropriate, an interest fee Item, must be present in the Item register. If you intend to use special Sales Accounts for interest and interest fees, specify these in the Item records.
- For each Customer to whom Interest Invoices can be issued, switch on the Interest check box (on the 'Company' card of the Customer screen).

If this function does not create any Interest Invoices when expected and the conditions mentioned above have all been met, the probable causes are—

1. You have specified an Int. Invoice Date in the specification window that would result in Interest Invoices that are already due for payment. For example, if the Payment Terms in the Interest setting are 30 days and you specify an Int. Invoice Date that is more than 30 days ago, no Interest Invoices will be created. You should therefore change the Payment Terms or specify a more recent Int. Invoice Date.
2. There is no valid record in the Number Series - Invoices setting. This might be a fault in the setting itself, or it might be because the default Invoice Number in the Number Series Defaults setting is not in a valid Number Series. This problem will usually occur at the beginning of a new year.

Invoices in Period Paste Special

Reporting Periods setting,
System module

Interest will be charged on outstanding Invoices whose Invoice Dates fall within the period specified here.

Customer

Paste Special

Customers in Customer register

Range Reporting

Alpha

Enter the Number of the Customer (or range of Customer Numbers, separated by a colon) for whom you want to generate Interest Invoices.

Category

Paste Special

Customer Categories setting,
Sales Ledger

If you want to limit the selection to a certain Customer Category, enter the Category number here.

Period From Date, To Date

Paste Special

Choose date

The period for which the Interest Invoices are to be generated. The previous month is entered as the default. Edit the date range to suit your purposes.

If the Debiting Mode in the Interest setting is Running, interest will be charged on all overdue Invoices. If the Calculation method in the same setting is Inv. Date Rate * Late Days or Current Rate * Late Days, interest will be charged daily for this period. If the Calculation method is Flat Rate per Debiting, a single interest rate will be levied on each overdue Invoice.

If the Debiting Mode is At Payment, interest will only be charged on overdue Invoices for which payment was received during this period. If the Calculation method is Inv. Date Rate * Late Days or Current Rate * Late Days, interest will be charged daily for the entire overdue period. If the Calculation method is Flat Rate per Debiting, a single interest rate will be levied on each overdue Invoice for which payment was received.

Int. Invoice Date **Paste Special** Choose date

Enter a date to be used as the Invoice Date in the Interest Invoices generated in this run. If no date is entered, the current date will be used.

Including Period on Invoice

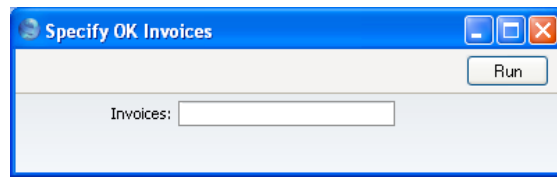
Switch this option on if you want the period (as defined using the From Date and To Date above) to be shown in a separate row on the Interest Invoices.

If it is necessary to issue a Credit Note against an Interest Invoice, you cannot use the normal method of duplicating the original Invoice and changing the Payment Terms. Instead, follow these steps—

1. Create a new record in the Invoice register. Do not duplicate the Interest Invoice.
2. After entering the Customer, change the Payment Term to one that is of the type “Credit Note”.
3. In the first row of the specification area, a crediting message appears. Enter the number of the Invoice to be credited, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.
4. Enter the Items for interest and invoicing fees with appropriate amounts. These Items for interest and invoicing fees should be the same as those specified in the Interest setting.
5. Check everything and approve the Invoice.

OK Invoices

This command allows you to approve several Invoices with one command.



Enter an Invoice Number or a range of numbers separated by a colon and press [Run]. The Invoices will be approved and for each a Nominal Ledger Transaction will be generated. Once the function has been run, you will no longer be able to modify or delete those Invoices affected.

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 in the 'System Module' chapter in Volume 1 of these manuals.

Update Item Base Prices

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for a description of this function.

Write Off Invoices

This function allows you to write off one or more Invoices. This might be necessary when you know with certainty that any outstanding Invoices for a particular Customer will not be paid, for example because of bankruptcy. The function can also be used to write off small differences remaining on the Sales Ledger. The function creates a record in the Receipt register that assumes the outstanding amount is to be written off.

The Receipts created by this function are not approved, and it is therefore possible to modify or delete them before they are approved. On approval, a Nominal Ledger Transaction is created in which the amount written off is debited to the Write Offs Account specified on the 'Exchange Rate' card of the Account Usage S/L setting.



Note that you must make an entry to at least one of the fields in the dialogue box shown below. Leaving all the fields blank will write off all outstanding Invoices.

Invoices**Range Reporting**

Numeric

Enter a specific Invoice Number or range of Invoice Numbers.

Customer**Paste Special**

Customers in Customer register

Enter the Number of a Customer whose unpaid Invoices you wish to write off.

Due More Than

If there are some very old Invoices in your Sales Ledger, you can write off those that are overdue by more than a particular number of days. Enter that number of days here.

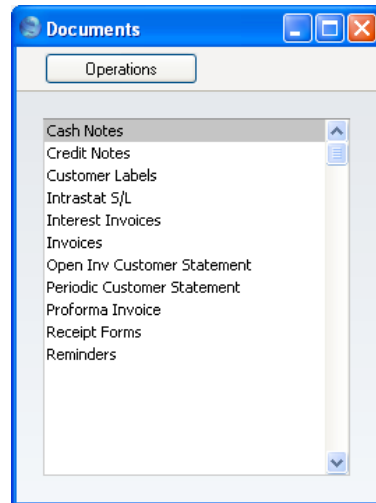
Max Amount

You can limit the process to Invoices with a total amount owing of less than the value entered in this field.

Documents

Introduction

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



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the documents that you want to be printed (e.g. which Invoices or Receipts are to be printed). The specification window for each document is described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine the Form that will be used when a document is printed, follow this procedure (when FirstOffice is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Sales Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Click once on each item in the list and select 'Define Document' from the Operations menu. In the subsequent window, assign a Form (or more than one Form) to each document: this window is fully described in the 'Documents' section of the 'FirstOffice's Work Area' chapter in Volume 1 of this manual.
4. You only need use the 'Define Document' function once for each document. Afterwards, Form selection will be automatic.

The selection process for each document is described below. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Customer Labels

This document prints name and address labels to Customers. It uses the Invoice Address on the 'Contact' card of the Customer screen. Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details.

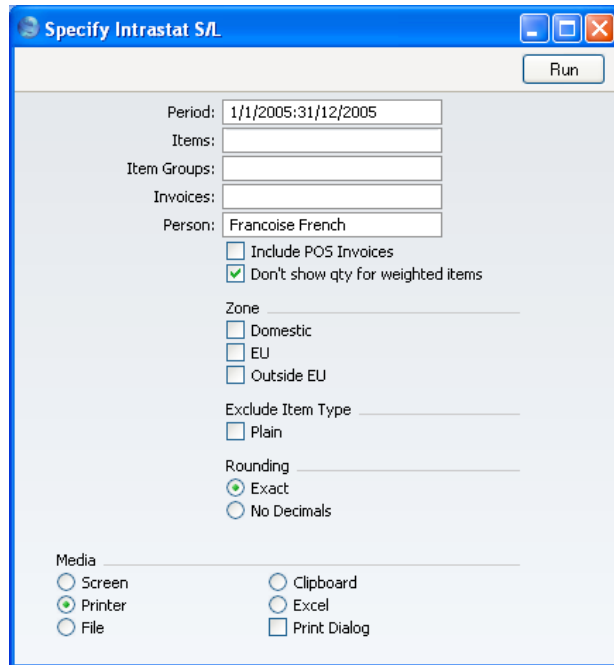
Intrastat S/L

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.

This document lists the Items sold to Customers in the EU Zone during the relevant period together with quantities and values. You should design the Form to conform to official requirements.

You can also export this information to a text file using the 'Intrastat Invoices' Export function.



Period

Paste Special

Reporting Periods setting,
System module

Specify the period for the report.

Items

Paste Special

Item register

Range Reporting

Alpha

Enter an Item Number or range of Item Numbers separated by a colon to have those Items listed in the report.

Item Groups	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha Enter an Item Group or range of Item Groups separated by a colon to have Items from those Item Groups listed in the report.
Invoices	Range Reporting	Numeric To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices to Customers in the EU Zone.
Person		Enter a contact name to be printed on the document (in the From Contact field).
Zone		The document can contain statistics compiled from Invoices received from Suppliers in any or all of the three Zones. Use these options to specify which ones. The EU option includes the Inside EU (Post VAT) Zone, while the Outside EU option includes the Outside EU (Post VAT) Zone. You must choose at least one option.
Exclude Item Type		
		Use this option to exclude Plain Items from the calculations.
Rounding		Choose the rounding method that you want to use.

Invoices

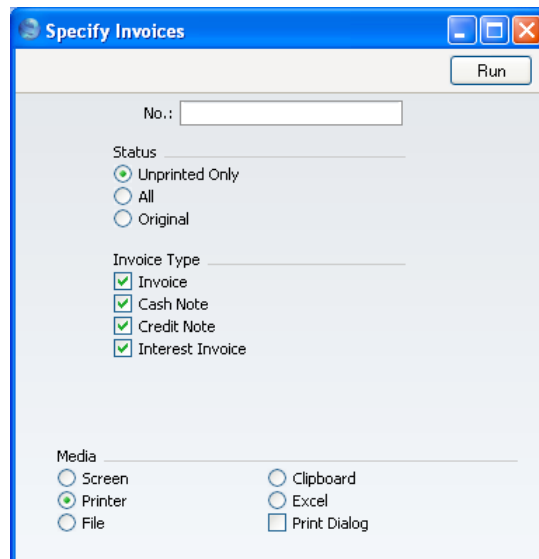
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

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. If you are not using the No Test Printout option in the Configuration setting in the System module, FirstOffice will print an Invoice marked “Test Printout” diagonally across the page as a watermark. Since you have not yet committed the Invoice by clicking the OK check box, you can check it and change it if necessary. This is true also for Cash Notes, Interest Invoices and Credit Notes. If you want to print to screen, click the Preview icon.

When you want to print the final Invoice, follow the instructions below.

1. Click the [Documents] button in the Master Control panel, or select 'Documents' from the File menu. In the subsequent list, double-click the Invoice type you want to use.

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 Invoices previously printed will have the word "Copy" printed diagonally across the page as a watermark. Invoices in the range that have not been approved will be printed. |
| Original | This option also prints all Invoices in range. However, any Invoices previously printed 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. Invoices in the range that have not been approved will be printed. |

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.

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.
Interest Invoice	An Interest Invoice is one created using the 'Create Interest Invoices' Maintenance function (described above on page 99). The Interest Invoice 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.

When designing the Form to be used when printing Invoices, two fields are available to print the Quantities. The Quantity field prints the same number of decimal places that were used in the Invoice record. The Quantity In field always prints two decimal places, rounding up or down where necessary.

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.

Cash Notes, Credit Notes, Interest Invoices

These options behave in the same manner as 'Invoices' already described. They are provided to enable you to assign a separate Form for 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. This should be done for each document that you are likely to use. Otherwise FirstOffice 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.

Open Invoice Customer Statement

The Customer Statements document contains a summary of the open (unpaid) Invoices issued to a Customer. It is similar to the report of the same name, but as it is a document you can design the printed output to meet your requirements using the Form register in the System module. Whereas the report is intended for internal use, the document is to be sent to the Customer.

Note that for a particular Customer to receive an Open Invoice Customer Statement, the Reminder check box on the ‘Company’ card of their Customer record must be switched on.

Specify Customer Statement

Run

Customer:

Category:

Days of delay (not less then):

☒ Increase Reminder Level

☐ Include Open Credit Invoices

Invoices

☒ Open

☐ Due

Media

☐ Screen

☒ Printer

☐ File

☐ Clipboard

☐ Excel

☐ Print Dialog

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements.		
Category	Paste Special	Customer Categories setting, Sales Ledger
	If you want to print statements for Customers of a particular Category, specify that Category here.	

Days of delay (not less than)

If you only wish to include Invoices in the statements that are overdue by more than a certain number of days, enter that number here.

Increase Reminder Level

Each Invoice contains a code (the Reminder Level) that indicates the number of times it has been subject to a reminder, or included on a Customer statement. Check this box if you want the Reminder Level to be increased when the statement is printed.

When sending reminders (see below) the Reminder Level determines the text to be used in the reminder letter.

The Reminder Level for each Invoice is shown on the statement and is visible on the 'Delivery' card of the Invoice screen.

Include Open Credit Invoices

Check this box if you want to include in the statement Credit Notes that have not yet been allocated to specific Invoices.

Invoices

Determine here which Invoices are to be included on the statement.

Open

This option lists all unpaid Invoices on the statement.

Due

This option lists only Invoices due for payment on the statement. These are Invoices whose Payment Terms have expired.

When you design the Form to be used when printing Statements, you can include the following fields if you need open Prepayment figures to be printed—

Prepayments/Unallocated Cash

prints a figure for total open Prepayment value

Total including Prepayments/unalloc. cash

prints the outstanding Invoice total less the total open Prepayment value.

Periodic Customer Statement

This document shows a record of all sales transactions for each Customer during a specified period. It differs from the Open Invoice Customer Statement in that paid Invoices and Receipts are shown in addition to unpaid Invoices. This document is similar to the report with the same name, but the design of the document is different.

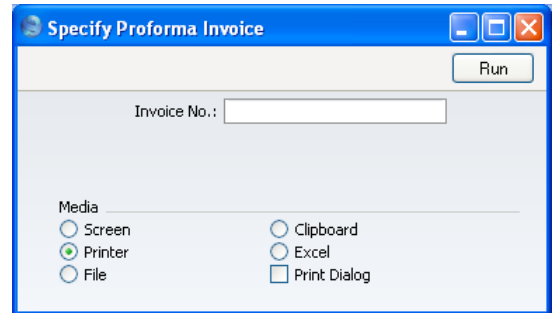
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements.	
Category	Paste Special	Customer Categories setting, Sales Ledger
	If you want to print statements for Customers of a particular Category, specify that Category here.	
Period	Paste Special	Reporting Periods setting, System module
	Specify a period to be covered by the statements.	

Customers with Balance Only

Check this box to exclude Customers with no current balance.

Proforma Invoices

You will usually need to print a Proforma Invoice when it is necessary to get payment in advance. A Proforma Invoice differs from a normal Invoice in that the Invoice Number is preceded by the word “Proforma” and in that, even for Invoices that have not been approved and irrespective of whether you are using the No Test Printout option in the Configuration setting in the System module, the words “Test Printout” will not appear.



Enter an Invoice Number or range of Invoice Numbers separated by a colon and then click the [Run] button in the Button Bar. Proforma Invoices are printed for all Invoices in the selection. They can be approved or unapproved, and they can be Invoices of any type (Invoices, Cash Notes, Credit Notes or Interest Invoices).

You can also print an individual Proforma when an Invoice is open on screen, using the ‘Print Proforma Invoice’ function on the Operations menu.

Receipt Form

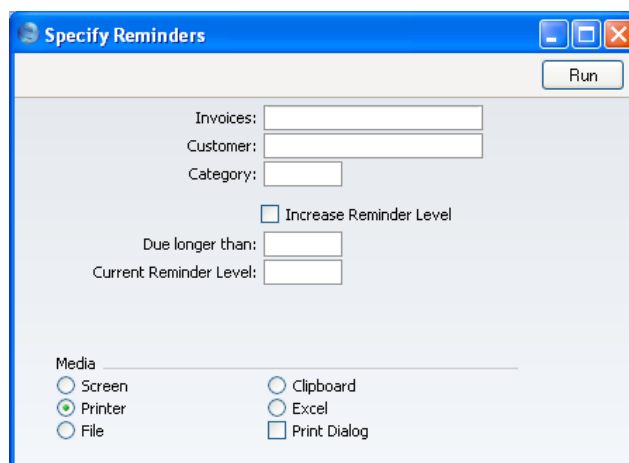
Use this document if you need to have a printed record of each Receipt. If a Receipt contains more than one payment, they will be printed on the same form if they are from the same Customer.

No.	Range Reporting	Numeric
	Print a document for a single Receipt (or a range of Receipts) by entering its Receipt Number here.	
Cheque No.	Use this field to print a Receipt with a particular cheque number, perhaps to see if that cheque has been received.	
Status	Use these options to print all Receipts in the selection, or just those that have not been printed before.	

Reminders

Whereas statements show a Customer's current credit position on a single page, if possible, Reminders show that position by printing a single page for each overdue Invoice. This might be useful in cases where a Customer has several overdue Invoices, since these documents can contain Reminder messages of increasing severity depending on the number of previous Reminders.

Note that for a particular Customer to receive Reminders, the Reminder check box on the 'Company' card of their Customer record must be switched on.



The 'Specify Reminders' dialog box contains the following fields and options:

- Invoices:** Text input field
- Customer:** Text input field
- Category:** Text input field
- ☐ **Increase Reminder Level**
- Due longer than:** Text input field
- Current Reminder Level:** Text input field
- Media:**
 - ☐ Screen
 - ☒ Printer
 - ☐ File
 - ☐ Clipboard
 - ☐ Excel
 - ☐ Print Dialog
- Run** button

Invoices**Paste Special**

Open, approved Invoices,
Invoices register

Range Reporting

Numeric

If necessary, enter here the Invoice Number (or range of Invoice Numbers) of the Invoice(s) for which you wish to print Reminders. Reminders will not be printed for Invoices that are not yet due for payment.

Customer**Paste Special**

Customers in Customer register

If necessary, enter here the Customer Number of the Customer for whom you wish to print Reminders.

Category**Paste Special**

Customer Categories setting,
Sales Ledger

If you want to print Reminders for Customers belonging to a particular Category, specify that Category here.

Increase Reminder Level

Each Invoice contains a Reminder Level (visible on the 'Delivery' card) that indicates the number of times it has been subject to a Reminder, or included on a Customer statement. Check this box if you want the Reminder Level to be increased before the Reminder is printed.

When you print a Reminder for an Invoice, it will contain one of three messages of increasing severity that will be chosen depending on the Reminder Level of the Invoice. These messages are defined in the Reminder Texts setting. For example, if the Reminder Level of an Invoice is 2, the message will be taken from the Reminder 2 field in the Reminder Texts setting, and so on. If this Increase Reminder Level box is checked, the Reminder Level in this example will be increased to 3 before the Reminder is printed, so the message will be taken from the Reminder 3 field in the setting.

When you first approve an Invoice, its Reminder Level will usually be blank. If you print a Reminder for such an Invoice, it will not contain a message. If you check this Increase Reminder Level box, the Reminder Level will be increased from blank to 1, so when the Reminder is printed it will contain the first message.

Due Longer Than By entering a number of days here, you can limit the reminders to Invoices due for longer than a certain period.

Current Reminder Level

Enter a Reminder Level here to limit the Reminders produced to those for Invoices of a particular Reminder Level.

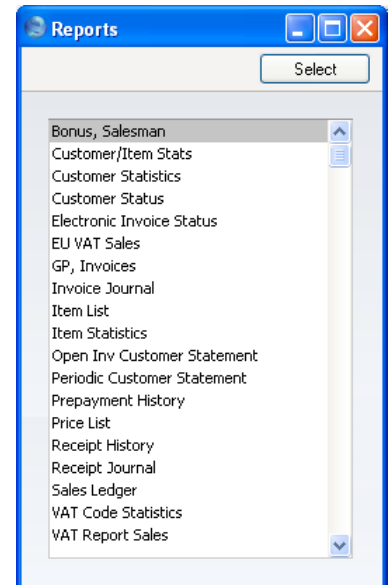
Note how this field interacts with the Increase Reminder Level box above. For example, if you use this field to print Reminders for Invoices with a Reminder Level of 2, the Increase Reminder Level box will set the Reminder Level of these Invoices to 3 and then print messages from the Reminder 3 field in the setting.

Reports

Introduction

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

The following reports are available in the Sales Ledger—



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

Where specified below, it is often possible to report on a selection range, such as a range of Customers, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

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

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

Bonus, Salesman

This report contains a bonus calculation for each salesman in the company. This calculation is based on an overall bonus percentage set for each salesman in the Person register in the System module.

Salesman	Paste Special	Person register, System module
	Range Reporting	Alpha
	Specify a salesman.	

Period	Paste Special	Choose date
		Enter a start and end date for the report.
Function		Specify here the level of detail required in the report.
	Detailed	This option shows for each Invoice a row-by-row analysis of the bonus earned by each salesman.
	Overview	This option provides a single-line summary for each salesman.
Calculate on		Specify here whether the bonus calculation should be based on the turnover or gross profit realised during the period.
Specify		<p>Select one alternative to choose whether the bonus is to be calculated from Invoices raised during the report period (i.e. the turnover or gross profit) or from the amount paid during the period. If you choose the second alternative, you have an additional choice of whether to include or exclude Cash Notes (Invoices whose Payment Term is of the Cash Type).</p> <p>If you choose the second alternative and there is a partly-paid Invoice in the selection, the bonus calculation will be made on the part payment only. If there is more than one Item on the Invoice, the part payment will be distributed to those Items proportionally. For example, if 10% of the Invoice has been paid, 10% of each Item will be taken as being paid. This will be relevant if you have chosen to calculate bonuses using different percentages set in each Item record.</p>

Customer/Item Statistics

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this report.

Customer Statistics

Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details of this report.

Customer Status

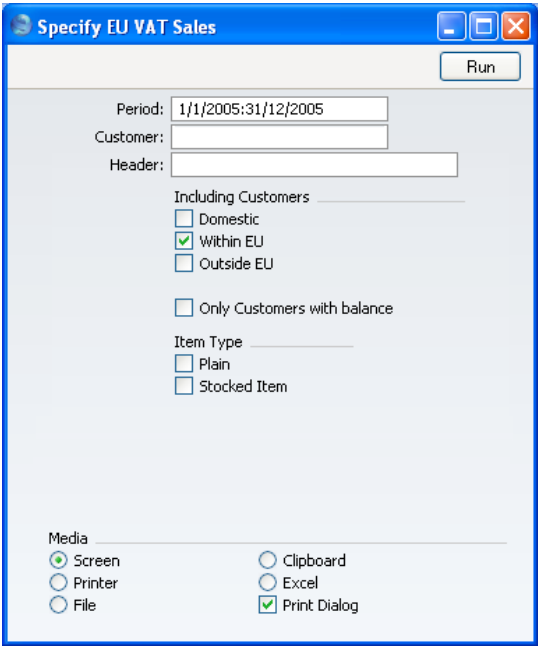
Please refer to the ‘Customers and Suppliers’ chapter in Volume 1 for full details of this report.

Electronic Invoice Status

This report is used in Finland. Please refer to your local FirstOffice representative for details.

EU VAT Sales

You will usually use this report to produce a list of all non-domestic EU sales, for the purpose of satisfying the EU VAT reporting requirements. For each Customer in the report, it shows Country, VAT Number and turnover including VAT for the specified period.



Period	Paste Special	Reporting Periods setting, System module
Enter a start and end date for the report.		

Customer	Paste Special	Customers in Customer 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.	
Header	Enter a title for the report. If left blank, the title “EU VAT Sales” is used.	
Including Customers		
	Use these options to include or exclude Invoices made out to Customers in particular Zones.	
Only Customers with balance		
	Check this box to exclude Customers with no current balance.	
Item Type	Use these options to include or exclude Items of various Types in the report. In some countries, only goods should be included in the report, not services.	
	If you do not check any of these boxes, the report will include Items of all Types.	

GP, Invoices

This report shows the calculated Gross Profit for Invoices. The gross profit is calculated from the individual Invoice rows.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period.
Invoice No	Range Reporting	Numeric
		Limit the report to a single or range of Invoices.
Customer, Salesman, Item, Item Group, Object		
		Limit the selection with a combination of these fields. For each, a 'Paste Special' link is available to the appropriate register or setting.
Function		Specify here the level of detail required in the report.
Overview		This option produces a report with one row per Invoice.
Detailed		This option shows the gross profit made on each row of each Invoice.

Status	Specify here whether approved and unapproved Invoices are to be included in the report.
Include	Check the boxes to include Invoices of different types in the report.

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. The type of Invoice can also be selected.

Invoice No	Range Reporting	Numeric
	Limit the report to a single or range of Invoices.	
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.	
Customer	Paste Special	Customers in Customer register
	If necessary, limit the report to a single Customer by entering a Customer Number here.	

Customer Category

Paste Special

Customer Categories setting,
Sales Ledger

If you want to restrict the report to Customers of a particular Category, specify that Category here.

Salesman

Paste Special

Person register, System module

Specify a salesman.

Object

Paste Special

Object register, Nominal Ledger

Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.

Function

Specify here the level of detail required in the report.

Overview

This choice gives a report with one row per Invoice, showing the Date, Customer, Type and Total.

Detailed

In addition to the information shown above, this option shows the Invoice Address, Due Date, Order Number and Contact. For each row of each Invoice, the Item Code, Name, VAT Code and Sum are shown. You can use this report as an archive file instead of a copy of each Invoice.

Status

Specify here whether approved and unapproved Invoices are to be included in the report.

Invoice Type

Check the boxes to include Invoices of different types in the report.

Sorting

The report can be sorted by Invoice Date or Number.

Item List

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this report.

Item Statistics

Please refer to the ‘Items and Pricing’ chapter in Volume 1 for full details of this report.

Open Invoices Customer Statement

This report summarises the outstanding Invoices of each Customer and thus will be used for debt-chasing purposes. For each Invoice is shown the Invoice Number, the Due Date, the Reminder Level, the outstanding amount and the number of days by which it is overdue. Note that, in all FirstOffice reports, the number of overdue days is shown as a negative figure.

Specify Open Invoice Customer Statement

Run

Customer:

Category:

Object:

Invoices

☒ Open

☐ Due

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Excel

☒ Print Dialog

Customer	Paste Special	Customers in Customer 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, Sales Ledger
	If you want to restrict the report to Customers of a particular Category, specify that Category here.	

Object	Paste Special	Object register, Nominal Ledger
		Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows. Unlike most reports, you can only enter a single Object here: if you enter a number of Objects separated by commas, the report will be empty.
Invoices		Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) Invoices are to be included in the report.

Periodic Customer Statement

This report is similar to the Open Invoices Customer Statement. However, whereas that report only shows open (i.e. unpaid) Invoices, this also shows paid Invoices and Receipts. You can therefore use it to produce a full Sales Ledger transaction history for a specified period.

When printed to screen, the Periodic Customer Statement has FirstOffice's Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

Specify Periodic Customer Statement

Run

Customer:

Category:

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

☐ Customers with Balance only

Function

☐ Overview

☒ Detailed

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Excel

☒ Print Dialog

Customer	Paste Special	Customers in Customer 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, Sales Ledger
	If you want to restrict the report to Customers of 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 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 Sales Ledger transaction in the selected period, including Invoices and Receipts.	

Prepayment History

This report is a list of Prepayments showing the Receipt Date and Number, the Customer, the Prepayment Number and the Amount. Depending on the report option, if the Prepayment has been allocated to an Invoice, the Invoice Date, Number and Value are also shown. A total open Prepayment balance is printed at the end of the report.

Period	Paste Special	Reporting Periods setting, System module
		The report period: the first row of the Reporting Periods setting is the default value.
Customer	Paste Special	Customers in Customer register
		To report on Prepayments from a particular Customer, enter their Customer Number here.
Prepay. No.	Paste Special	Open Prepayments
		To print the history of a single Prepayment, enter its Prepayment Number here. This is the number entered in the Prepay. No. field on flip C of the Receipt screen.
		Although the 'Paste Special' list shows open Prepayments only, you can enter the Number of a closed Prepayment (i.e. one that has been fully allocated to later Invoices) if necessary.

Setting Use these options to control the appearance of the report.

Sort on Prepayment Number

This option lists the Prepayments in Prepayment Number order. Where the Prepayment has been allocated to an Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.

Sort on Customer This option lists the Prepayments in Customer Number order. Where the Prepayment has been allocated to an Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.

List balances per Prepayment

This option simply lists the Prepayments showing the remaining open Prepayment balance.

List balances per Customer

This option simply lists the current open Prepayment balance for each Customer.

Price List

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this report.

Receipt History

This report summarises the payment history of each Customer. The report has two forms: a single line listing for each Customer, indicating the average age of Invoices when paid, the average number of days by which the paid Invoices were overdue (i.e. taking Payment Terms into account) and the current amounts of open and due Invoices. The detailed option shows for each Receipt the age of the Invoice being paid and the number of days by which it was overdue.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period.
Customer	Paste Special	Customers in Customer 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, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.

Function Specify the level of detail to be included in the report, as described above the illustration.

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.

Receipt No.	Range Reporting	Numeric
	Limit the report to a single or range of Receipts.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the report period. The first row of the Reporting Periods setting is the default value.	
Pay. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip C of each Receipt row. In the case of rows with no Payment Mode, that specified in the header will be used.	

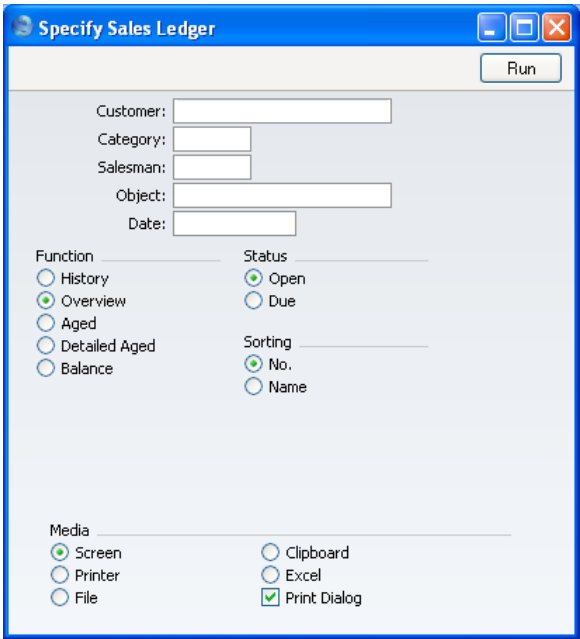
Status Specify here the types of Receipts that are to be included in the report.

Sales Ledger

The Sales Ledger report is a summary of the position on each Customer’s account. Together with the Open Invoices Customer Statement and Periodic Customer Statement reports, it is a very useful tool for debt-chasing purposes.

In its basic form, it shows Customer Name and Telephone Number and, for each Invoice, the amount outstanding, the Reminder Level, the Due Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want.

When printed to screen, the History and Overview options of this report have FirstOffice’s Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

A screenshot of a software dialog box titled "Specify Sales Ledger". It contains several input fields and radio button options. The fields include "Customer:", "Category:", "Salesman:", "Object:", and "Date:". Below these are two columns of radio buttons: "Function" with options "History", "Overview" (selected), "Aged", "Detailed Aged", and "Balance"; and "Status" with options "Open" (selected) and "Due". There is also a "Sorting" section with "No." (selected) and "Name". At the bottom, a "Media" section has "Screen" (selected), "Printer", "File", "Clipboard", "Excel", and "Print Dialog" (checked). A "Run" button is in the top right corner.

Customer **Paste Special** Customers in Customer 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, Sales Ledger If you want to restrict the report to Customers of a particular Category, specify that Category here.
Salesman	Paste Special	Person register, System module Specify a salesman.
Object	Paste Special	Object register, Nominal Ledger To list Invoices with a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.
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.
	History	With this option selected, the report lists for each Invoice any Receipts, partial payments and Credit Notes.
	Overview	This option is a summary showing an outstanding balance, due date and age for each unpaid Invoice.
	Aged	Select this option to show in a single line per Customer the outstanding totals of all unpaid Invoices sorted into ageing periods. The distribution of the age groups is defined using the Age Limits setting in this module. The age of each Invoice is calculated from its Due Date.
	Detailed Aged	This option lists for each Customer all individual unpaid Invoices, showing the ageing period in which each falls. The telephone number of the Customer is also shown. The age of each Invoice is calculated from its Due Date.
	Balance	This choice simply prints only the total outstanding balance for each Customer.

Status	Use these options to determine which Invoices are included in the report.
Open	Select this alternative to include all unpaid Invoices.
Due	Include only those Invoices that are due for payment (i.e. those whose Payment Terms have expired).
Sorting	The report can be sorted by Customer Number or Name.

VAT Code Statistics

In certain countries, the tax authorities require very detailed reports covering the VAT handling in companies. This report is designed for such situations.

Specify S/L VAT Code Statistics [Run]

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

Header:

Invoice No.:

☐ All VAT Codes

Specify ☒ OKed ☐ Not OKed

Invoice Type ☒ Excluding ☒ Including

Invoice Type ☒ Normal ☒ Credit

Sorting ☒ No. ☐ Trans. Date

Media ☒ Screen ☐ Clipboard ☐ Printer ☐ Excel ☐ File ☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter a start and end date for the report.
Header		Enter a title for the report. If left blank, the title “S/L VAT Code Statistics” is used.

Invoice No	Range Reporting	Numeric
	If necessary, enter here the Invoice Number of the Invoice (or range of Invoices) you wish to include in the report.	
All VAT Codes	By default, the report shows for each Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Invoice all VAT Codes, including those not used by the Invoice, switch this option on.	
Specify	Determine here whether approved and unapproved Invoices are to be included in the report.	
Invoice Type	Using the Base Price Including VAT option on the 'Debtors' card of the Account Usage S/L setting, you can enable or disable VAT calculation for Invoices. Switch on the Excluding check box to show those Invoices where VAT calculation has been disabled and the Including check box to show those where it has been enabled.	
Invoice Type	Determine here whether Normal Invoices and Credit Notes are to be included in the report. Down Payments, Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.	
Sorting	The report can be sorted by Invoice Number or Transaction Date.	

VAT Report Sales

This report satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your FirstOffice representative for more details.

Imports

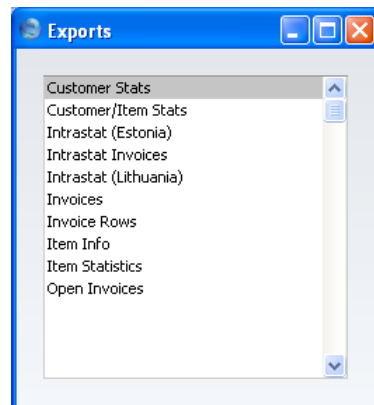
In the Sales Ledger module it is possible to import only a special banking file, used in certain circumstances for foreign bank payments. Contact your local FirstOffice representative about the use of this function.

Exports

Introduction

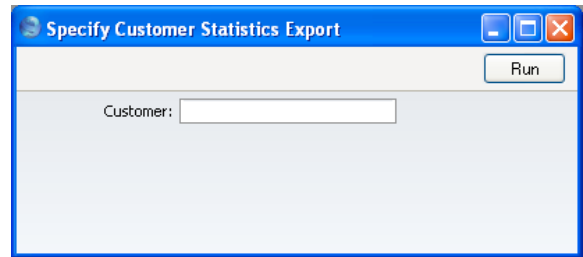
The 'Exports' function allows you to export certain information from your FirstOffice database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other FirstOffice databases or Companies using the 'Automatic' and 'Automatic, 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 FirstOffice is available to other applications via the medium of the text file.

To begin exporting, select 'Exports' item from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the Exports that you can produce from the Sales Ledger. Double-click the appropriate item. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Customer Statistics

This command exports monthly sales values for each specified Customer for the first period in the Reporting Periods setting (in the System module).

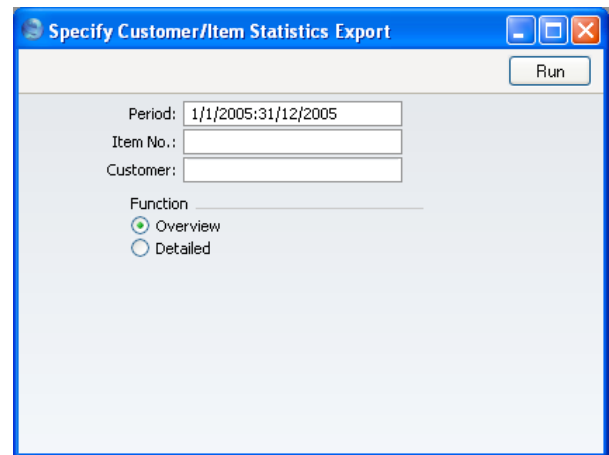


The dialog box titled "Specify Customer Statistics Export" has a "Run" button in the top right corner. Below the title bar, there is a label "Customer:" followed by a text input field.

Specify the Customer number, or a range of numbers.

Customer/Item Statistics

This export can be used for statistical analysis in an external software application. Enter a combination of Customer and Item numbers, and specify a time period. The result is a tab-separated file with three columns per month for each Customer/Item combination. These columns are quantity sold, value and gross profit.



The dialog box titled "Specify Customer/Item Statistics Export" has a "Run" button in the top right corner. Below the title bar, there are three input fields: "Period:" with the value "1/1/2005:31/12/2005", "Item No.:", and "Customer:". Below these fields is a section labeled "Function" with two radio buttons: "Overview" (which is selected) and "Detailed".

Intrastat (Estonia)

This function exports Intrastat information in the format required by the authorities in Estonia. Please refer to the description of the 'Intrastat

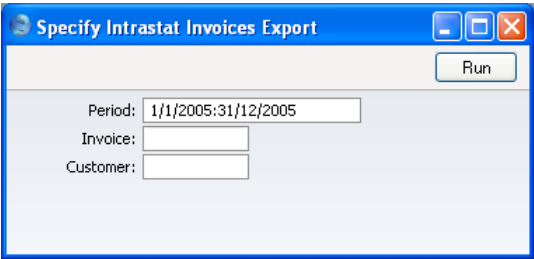
Invoices’ function immediately below and to your local FirstOffice representative for details.

Intrastat Invoices

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.

This function allows you to satisfy this requirement by exporting information from Invoices issued to Customers in the Within EU Zone. The export file will list the Items sold to those Customers during the relevant period together with quantities and values.

If you will be using this function, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number in the Company Info setting in the System module.



Period	Paste Special	Reporting Periods setting, System module
	Specify the period for the report.	
Invoices	Range Reporting	Numeric
	To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices to Customers in the EU Zone.	

Customer**Paste Special**

Customers in Customer register

Range Reporting

Alpha

To gather statistics from Invoices issued to a particular range of Customers, enter the first and last Customer Number in the range, separated by a colon. This can be useful if you have used a separate numbering system for Customers in the EU Zone.

Intrastat (Lithuania)

This function exports Intrastat information in the format required by the authorities in Lithuania. Please refer to the description of the 'Intrastat Invoices' function immediately above and to your local FirstOffice representative for details.

Invoice Rows

Specify Invoice Rows Export

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

No.:

Customer:

Item:

Delivery Mode:

Status

☒ Not OKed

☒ OKed

Invoice Type

☒ Invoices

☒ Cash Notes

☒ Credit Notes

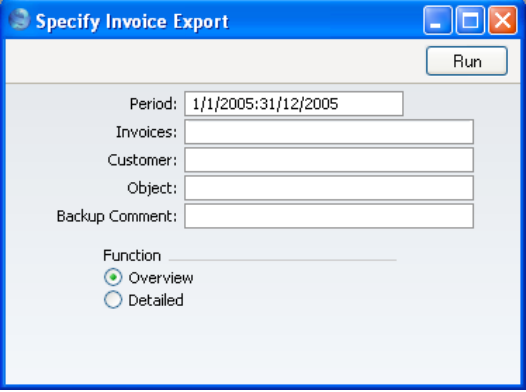
☒ Interest Inv.

Run

This will export the Invoice rows for a selection of Invoices. The rows will be exported in a simple table format, with one row per Invoice row. The data can be imported into other applications, spreadsheets, database programs or statistical analysis programs.

Invoices

This export produces a tab-separated file containing Invoice Number, Customer, net value, VAT amount and total amount for each Invoice in the selection.



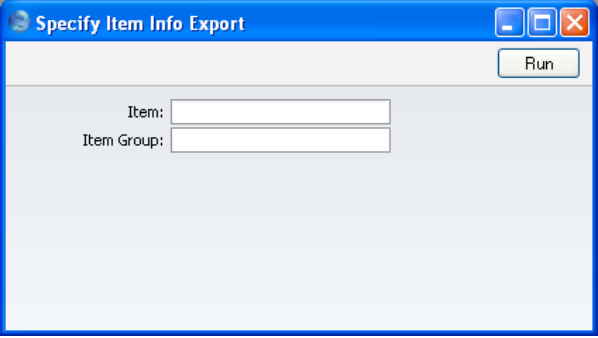
The 'Specify Invoice Export' dialog box features a blue title bar with standard window controls and a 'Run' button. The main area contains several input fields: 'Period' with the text '1/1/2005:31/12/2005', and empty fields for 'Invoices:', 'Customer:', 'Object:', and 'Backup Comment:'. At the bottom, there is a 'Function' section with two radio buttons: 'Overview' (which is selected) and 'Detailed'.

The export can be limited by specifying a period, Invoice Number (or range of Invoice Numbers, Object and/or Customer.

Use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Automatic' import function in the System module.

Item Info

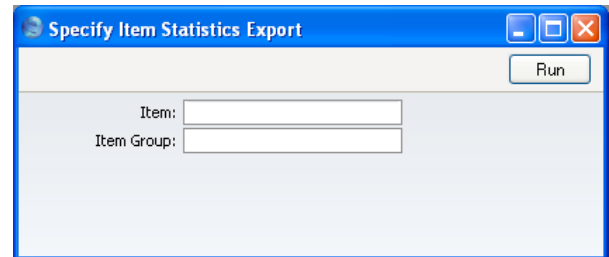
This command will export the Item file and all information. Enter a range of Item Numbers, and enter a file name in the file dialogue.



The 'Specify Item Info Export' dialog box has a blue title bar with window controls and a 'Run' button. It contains two input fields: 'Item:' and 'Item Group:', both of which are currently empty.

Item Statistics

Use this to export statistics about the various Items in your business. The result is a file with 12 + 12 monthly summaries for the first period in the Reporting Periods setting (in the System module). The first group of 12 contains quantities, and the second group of 12 contains sales values. Select a single Item or a range of Items, with the first and last Item separated by a colon.



Open Invoices

This command will export all approved unpaid Invoices in the system. The file can be used in connection with a change of financial systems, or as a FirstOffice back-up file. You can add a comment of up to 40 characters to help identify when the back-up was made.

***HansaWorld
FirstOffice
Professional
Purchase Ledger***

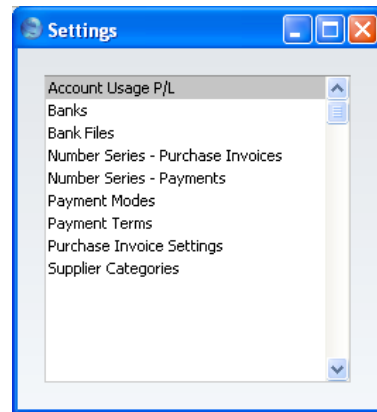
Chapter 2: The Purchase Ledger Module

This module is the primary tool for the handling of accounts payable, and all that is associated with the Purchase Invoices you receive from your Suppliers.

Settings

Introduction

The Purchase Ledger module has the following settings —



To edit a setting, ensure you are in the Purchase Ledger using the [Select Module] button in the Master Control panel, and click the [Settings] button, also in the Master Control panel, or select 'Settings' from the File menu. Then double-click the relevant item in the list.

Account Usage P/L

In this setting you will determine which Accounts are to be used as defaults by your Purchase Ledger transactions (i.e. Purchase Invoices and Payments). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, for the Items, Item Groups, Suppliers or Supplier Categories used in the transactions). A complete description of how FirstOffice selects these defaults can be found in the 'Accounting Principles' chapter in Volume 1 of this manual. Account numbers used here must be

defined in the Account register, otherwise FirstOffice will not be able to create transactions.

If you have imported the sample Chart of Accounts supplied with FirstOffice, you will find that most of the fields in the Account Usage P/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

The Account Usage P/L setting is spread over three cards. To view specific cards, click one of the three named tabs—



Most of the fields require you to enter Account codes. In each case, you can use the 'Paste Special' function (Ctrl-Return or ⌘-Return) to help you choose the correct Account. In the three VAT Code fields on the 'VAT' card, you can similarly use 'Paste Special' to choose the correct VAT Code.

Creditors Card

Account Fields

Creditors

When you approve a Purchase Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be credited to a Creditor Account. When you enter a Payment, its value will be debited to the same Account. This Account therefore shows how much your company owes at a particular time.

Enter here the Account Code of the Account that you wish to be used as your Creditor Account. It will be overridden if a separate such Account has been specified for the Supplier or its Supplier Category.

Prel. Creditors You can post a Purchase Invoice to a preliminary Account when you first receive it, and subsequently move the posting to the normal Creditor Account when you approve it. If you need to use this feature, which allows for the late amendment of the Cost Accounts used in Purchase Invoices, specify the preliminary Account to be credited here.

Cash The Account to be credited instead of the Creditor Account whenever you approve a cash purchase (Cash Note). Please refer to the section in the 'Sales Ledger' chapter above on page 40 describing the Payment Terms setting for details of Cash Notes.

The Account specified here will be overridden if a separate such Account has been specified for the Payment Term used in the Cash Note.

Prepayment VAT This Account is used together with the Post Payment VAT and/or Post Prepayment VAT options below. These options allow you to account for VAT based on Payments. When you approve a Payment, VAT will be moved from a temporary VAT Input Account to the final one. Usually, the final Input Account will be the I/P Account specified in the VAT Codes setting. If a particular VAT Code does not have an I/P Account, the VAT amount will be debited to this Account instead.

Cash Discount In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be credited with the discount amount. You can define settlement discounts using the Payment Terms setting (described in the 'Sales Ledger' chapter above on page 38).

Cash Discount VAT

This field should only be used in those cases when cash discounts taken are allowed to change the VAT amount noted on the original invoice. Check with local VAT regulations.

Check Boxes

Objects on Creditors A/C

With this setting on, FirstOffice will transfer the Object(s) entered for the Supplier to the 'Identifiers' card of all Purchase Invoices entered in their name.

When approving Purchase Invoices, any Objects specified on the 'Identifiers' card will be assigned to the debit posting to the Purchase Account(s) when a Nominal Ledger Transaction is generated. If this box is checked, they will be assigned to the credit posting to the Creditor Account as well.

Sub-ledger Checking

Check this box if you want to use the sub-ledger checking feature in the Purchase Ledger. This will mean that you will only be able to post to specified Accounts (such as Creditor Accounts) from the sub-ledger (i.e. from Purchase Invoices or Payments in the Purchase Ledger). If you then try to post to a controlled Account directly from the Nominal Ledger (using the Transaction register) you will get an alert message.

You can use this feature, for example, to ensure that Payments are issued from the Purchase Ledger rather than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Payment cannot be allocated against the appropriate Purchase Invoices. The feature also removes the risk of posting accidentally to your Creditor Account in Nominal Ledger Transactions.

For this feature to work, you must specify the Accounts which are to be included in the sub-ledger checking function (i.e. the Accounts which are not to be used in the Transaction register). Do this using the Control Accounts setting in the Nominal Ledger.

Note that this check box is used to control whether sub-ledger checking will take place for specified Purchase Ledger Accounts only. There is an option with the same name in the Account Usage S/L setting that performs an equivalent function for Sales Ledger Accounts.

Post Payment VAT

This option allows you to post VAT from Payments and On Account Payments. An On Account Payment is a Payment with no Purchase Invoice Number or Prepayment Number. This is a requirement in Latvia and for users of the Cash VAT scheme in the UK. If you need to use this option, you should enter I/P Accounts for all your VAT Codes (in the VAT Codes setting in the Nominal Ledger), or at least a Prepayment VAT Account in the field above.

UK Cash VAT users only should also switch on the Post Receipt VAT option on the 'Debtors' card of the Account Usage S/L setting and specify O/P Accounts for all VAT Codes. The Cash VAT scheme is described in the 'VAT Codes' section of the 'Nominal Ledger' chapter below on page 247.

Users in Poland can also use this option and the Post Receipt VAT option in the Sales Ledger, but should not use the Post Prepayment VAT options.

Post Prepayment VAT

This option allows the posting of VAT from Prepayments, a requirement for users of the Cash VAT scheme in the UK. Prepayments are Payments without a Purchase Invoice Number but with a Prepayment Number specified on flip D. If you are using this option, you should also specify an On Account VAT Account on the 'Exchange Rate' card and a Prepayment VAT Account in the field to the left of this check box.

Exchange Rate Card

	Creditors	Exchange Rate	VAT
Write Offs:	520		
On Account A/C:	755		
On Account VAT:	831		
Bank Fee:	500		

Write Offs

Please refer to the 'Currency' chapter in Volume 4 of these manuals for a description of this field.

On Account A/C

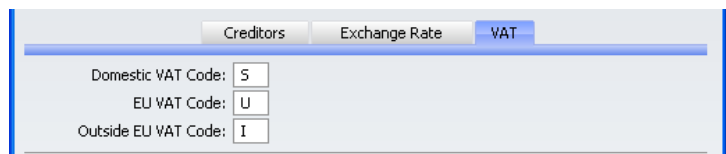
If you issue Prepayments or On Account Payments to a particular Supplier without reference to a specific

Invoice (usually before you have received the Invoice), you can enter them to the Payment register with a Prepayment Number on flip D (a “Prepayment”) or without a Prepayment Number (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 ‘Company’ card of the Customer record for the Supplier in question. When you enter and approve a Prepayment or On Account Payment, its value will be debited to this Account.

On Account VAT The Account specified here is used when the Nominal Ledger Transactions from Prepayments are to include a VAT element (i.e. if you are using the Post Prepayment VAT option described above). This is the case in Russia and for users of the Cash VAT scheme in the UK where VAT can be claimable on Prepayment Payments. When you receive a Prepayment Payment, you should specify the VAT Code and Amount on flip E. If the VAT Code field contains a value, the VAT Amount will be credited to the On Account VAT Account and debited to the I/P Account for the VAT Code (or the Prepayment VAT Account specified above) when you approve and save the Payment.

Bank Fee Enter here the Account Code of the Account to be debited by any bank charges you may incur when issuing Payments.

VAT Card



	Creditors	Exchange Rate	VAT
Domestic VAT Code:	S		
EU VAT Code:	U		
Outside EU VAT Code:	I		

Dom. VAT Code, EU VAT Code, Export VAT Code

VAT Codes determine the VAT Account that will be used when a Purchase Invoice is posted to the Nominal Ledger and the rate at which VAT will be charged. VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

You can specify a separate VAT Code for each Account. Enter here the VAT Code that you wish to be used as a

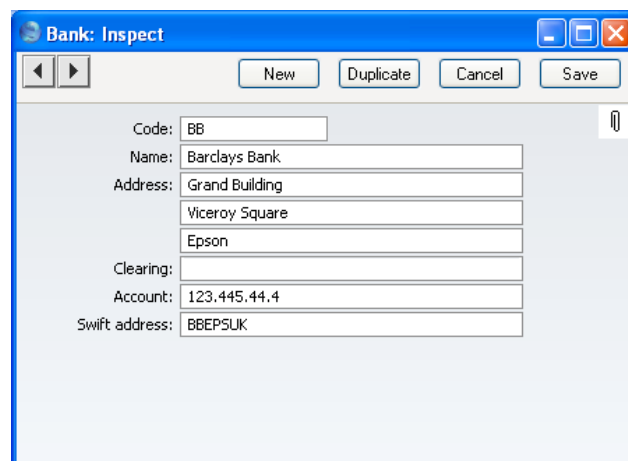
default, to be used whenever an Account that does not have its own VAT Code is used in a Purchase Invoice. Normally, if most of your company's Suppliers are registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

You should define three default VAT Codes: which one will be used in a particular Purchase Invoice will depend on the Zone of the Supplier concerned (set on the 'Company' card of the Customer record for the Supplier).

Banks

Use this setting to register the names and addresses of banks used by your Customers and Suppliers.

On first selecting the setting, the 'Banks: Browse' window is displayed, showing all Banks previously entered. Click [New] to bring up the 'Bank: New' window.



The screenshot shows a window titled "Bank: Inspect" with a blue header bar. Below the header are four buttons: "New", "Duplicate", "Cancel", and "Save". The main area contains several input fields with labels to their left:

- Code: BB
- Name: Barclays Bank
- Address: Grand Building
- Viceroy Square
- Epson
- Clearing:
- Account: 123.445.44.4
- Swift address: BBEP5UK

Enter a code and a name or description for each bank, together with the account numbers. Save the entry by clicking [Save].

Bank Files

In Denmark, Norway and Sweden it is common practice to pay Suppliers 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 FirstOffice 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.

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

When you double-click [Number Series - Purchase Invoices] in the 'Settings' list, the following window appears—

No.	Date		Comment		
	From	To			
1	960001	960999	1/1/2004	31/12/2004	London office
2	9600001	9600999	1/1/2004	31/12/2004	Manchester office
3	970001	970999	1/1/2005	31/12/2005	London office
4	9700001	9700999	1/1/2005	31/12/2005	Manchester office
5					
6					
7					
8					
9					
10					

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

Number Series - Payments

Use this setting to define Number Series for Payments, in a similar manner to that described above.

Payment Modes

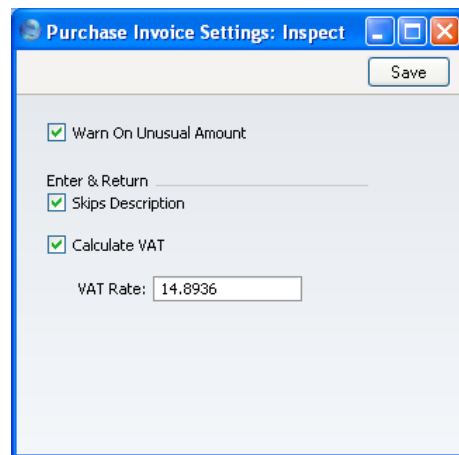
Please refer to page 36 in the 'Sales Ledger' chapter above for full details of this setting.

Payment Terms

Please refer to page 38 in the 'Sales Ledger' chapter above for full details of this setting.

Purchase Invoice Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Purchase Invoice screen.



Warn On Unusual Amount

When you define Accounts using the Account register (in the System module or the Nominal Ledger), you should specify whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts that will normally be used on one side only (for example, credit), a warning can be made to appear if you make an attempt, in the example,

to debit the Account from the Purchase Invoice screen. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Enter and Return

Use this option if you want the cursor to skip over the Description field in a Purchase Invoice row when you press the Enter or Return key. You will still be able to move the cursor into the Description field using the mouse or the Tab key if necessary.

Calculate VAT

Check the Calculate VAT box if you want FirstOffice to calculate the VAT amount for each Purchase Invoice when you enter a figure in the TOTAL field (in the Purchase Invoice header). The calculation will use the percentage entered in the VAT Rate field (below).

This feature is a useful time saving device in countries with a single standard VAT rate when you need to enter several Purchase Invoices at once. You can quickly enter the TOTAL for each Invoice and a VAT calculation will then be performed automatically. In the occasional instance of a Purchase Invoice containing a line not subject to standard rate VAT, you can change the result of the calculation manually.

The result of the calculation will be placed in the VAT field in the Purchase Invoice header. The purpose of this field is to provide a control figure. When you save the Purchase Invoice, the VAT total from the Invoice rows (shown in the Calc. VAT field in the footer) should be the same as this control figure. You will not be able to save the Purchase Invoice if this is not the case.

VAT Rate

Enter here the figure to be used in the VAT calculation if the Calculate VAT check box (above) is switched on.

The figure should be the percentage of the TOTAL that represents the VAT, obtained using the formula—

$$\frac{\text{Standard Rate VAT} \times 100}{(100 + \text{Standard Rate VAT})}$$

For example, if standard rate VAT is 17.5%, the formula gives $1750/117.5$, which is 14.8936, the figure to be entered.

The Purchase Invoice Register

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 Supplier, 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 Supplier;
- Unpaid Purchase Invoices in the register provide the basis for your creditor management reports; and
- Each Purchase Invoice can cause a Nominal 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.

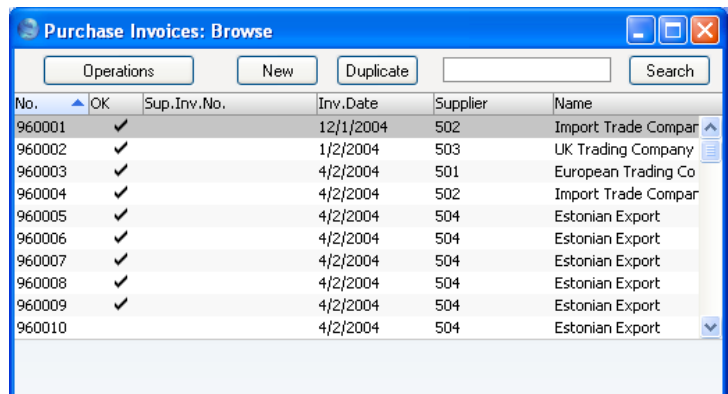
Four types of purchase transaction can be recorded in the Purchase Invoice register—

1. Standard Purchase Invoices are received where the goods have been delivered or work carried out before payment has been issued. Payments against such Purchase Invoices should be recorded in the Payment register, described below on page 178.
2. The Cash Note represents the issuing of a payment at the same time as the work is carried out. When a Cash Note is entered to the Purchase Invoice register, FirstOffice will treat it as having being paid, so there is no need to enter a separate payment record in the Payment register. FirstOffice can also look after the Nominal Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. A Deposit is the issuing of money before an Invoice has been received. These should be recorded in the Payment register as a Prepayment Payment. These can be allocated to the Invoice when it is received at a later date. Alternatively, they can be entered as Cash Notes in as described in point (2) above.
4. Credit Notes are used 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, FirstOffice can look after these Nominal Ledger implications automatically.

If you would like FirstOffice to look after the Nominal Ledger implications of all these types of Invoice as described, switch on the Purchase Invoice option in the Sub Systems setting in the Nominal 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, you must ensure you have defined the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a journal number series for Purchase Invoices using the Number Series - Purchase Invoices setting. Other settings can be adjusted as you go along.

To open the Purchase Invoice register, first ensure you are in the Purchase Ledger module, then click the [Purchase Invoices] button in the Master Control panel. The 'Purchase Invoices: Browse' window is opened, showing Purchase Invoices that have already been entered.



No.	OK	Sup. Inv. No.	Inv. Date	Supplier	Name
960001	✓		12/1/2004	502	Import Trade Compar
960002	✓		1/2/2004	503	UK Trading Company
960003	✓		4/2/2004	501	European Trading Co
960004	✓		4/2/2004	502	Import Trade Compar
960005	✓		4/2/2004	504	Estonian Export
960006	✓		4/2/2004	504	Estonian Export
960007	✓		4/2/2004	504	Estonian Export
960008	✓		4/2/2004	504	Estonian Export
960009	✓		4/2/2004	504	Estonian Export
960010			4/2/2004	504	Estonian Export

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 Supplier). The internal number is shown in the left-hand column, followed by a check mark (if the Purchase Invoice is approved), the Supplier's Invoice Number, the issue date and finally by the Supplier Number and Name and the Invoice total. Credit Notes have the letter "C" in the Name column, after the Supplier's Name.

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 also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. FirstOffice will search for the first record matching the keyword in the same column as the selected sorting order.

Entering a Purchase Invoice

To enter a new Purchase Invoice, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) 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 Invoice and Transaction Dates of the new Purchase Invoice will be the same as those in the original Purchase Invoice, and the Supplier Invoice Number will not be copied.

Purchase Invoice: Inspect

Operations New Duplicate Cancel Save

No.: 970077 Inv. Date: 23/6/2005 Trans. Date: 23/6/2005

Supplier: 503 Name: UK Trading Company Ltd

TOTAL: 64.63 Sup. Inv. No.: OP466678

VAT: 9.63

Terms Costs Identifiers

Pay Term: 30 ☐ Hold Due Date: 23/7/2005

Cash Discount: 3.23 ☐ Prel. Book. Discount Date: 3/7/2005

Reference: Credit of Invoice:

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	50.00	S
2	290		Cost of Carriage & Packing	5.00	S
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

☒ OK Calc VAT: 9.63

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

Terms	Costs	Identifiers
-------	-------	-------------

By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Supplier's Purchase Invoice you are working with. If you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be four cards. A new 'Currency' card containing the Currency and Exchange Rate will be inserted between the 'Costs' and 'Identifiers' cards.

Header

No.

Paste Special

Select from another Number Series

The number of the Invoice in your Purchase Ledger. When you enter a new Purchase Invoice, FirstOffice will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Purchase Invoices setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Invoice Number is assigned when you first save the Invoice.

Invoice Date

Paste Special

Choose date

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

The Transaction Date for the Nominal Ledger Transaction. You may thus separate Invoice and

Transaction Dates in your ledger. It determines the accounting period for the Invoice.



If you enter different Invoice and Transaction Dates, there will be a timing difference between the Purchase and Nominal Ledgers so long as the Invoice remains unpaid. This will be apparent when comparing the Aged Creditors report with the Creditor Control Account.

Supplier	Paste Special	Suppliers in Customer register
		Enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name, address and other information will be entered into the appropriate fields.
		If there is a Prepayment in the Supplier's name that has not yet been allocated to an Invoice, a warning will appear when you enter the Supplier Number. Prepayments are described in the 'On Account Payments and Prepayments' section below on page 190.
Name		The Supplier's Name is entered after you have entered the Supplier 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—
	Domestic, Inside EU (Post VAT) and Outside EU (Post VAT)	
		the sum of the Amounts of the rows plus VAT.
	Inside EU	the sum of the Amounts of the rows.
	Outside EU	the sum of the Amounts of the rows. No VAT is calculated in this case.
		The Zone is taken from the Customer record for the Supplier and can be seen on the 'Identifiers' card.
VAT		Enter the total VAT amount from the Purchase Invoice.
		The purpose of this field is to provide a control figure. When you save the Purchase Invoice, the VAT total

from the Invoice rows (shown in the Calc. VAT field in the footer) should be the same as this control figure. You will not be able to save the Purchase Invoice if this is not the case.

If you are using the Calculate VAT option in the Purchase Invoice Settings and the Invoice is from the Domestic, the Inside EU (Post VAT) or the Outside EU (Post VAT) Zones, the VAT amount will be calculated automatically (from the TOTAL figure above) using the percentage entered in the setting. You can change the resulting figure if it does not match that on the Invoice. This feature will be useful in countries with a single standard VAT rate.

If the Invoice is from the Inside EU or Outside EU Zones, this field is not filled automatically and should be left blank. In the case of the Inside EU Zone, VAT is calculated using the VAT Code of each row and is shown in the Calc VAT field in the footer of the 'Costs' card.

Sup. Inv. No.

The Supplier's invoice number. For reference; it can be printed on the remittance advice.

Terms Card

Terms			Costs	Identifiers
Pay Term:	30	<input type="checkbox"/> Hold	Due Date: 23/7/2005	
Cash Discount:	3.23	<input type="checkbox"/> Prel. Book.	Discount Date: 3/7/2005	
Reference:			Credit of Invoice:	

Pay Term

Paste Special

Payment Terms setting,
Sales/Purchase Ledger

Default taken from

Customer (Purch. Pay Terms)

Payment Terms entered here will determine the Due Date (below). Payment Terms records entered using the Sales Ledger setting can enable a system of early settlement discounts to be established.

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 the record is then approved and saved, the

appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will credit the Cash Account (as specified in the Payment Term record or in the Account Usage P/L setting) 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 Invoice field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

Cash Discount	The amount of the cash discount, if any. The figure will be calculated from the TOTAL using the formula attached to the specified Payment Term record.
Reference	Record here any additional code by which the Purchase Invoice can be identified.
Hold	Check this box if you wish to prevent this Purchase Invoice from being paid. You can do this after the Invoice has been approved.
Prel Book.	Used for preliminary (temporary) booking of Purchase Invoices. If you use this option, a Nominal Ledger Transaction will be generated for the preliminary booking when you next save the Invoice. Normal VAT and Cost Account postings take place, but, instead of the usual Creditor Account, a preliminary Account (defined on the 'Creditors' card of the Account Usage P/L setting) is credited. As long as the Purchase Invoice is in the temporary state, you can change the Cost Accounts in any of the Purchase Invoice rows. When you approve the Purchase Invoice, a new Nominal Ledger Transaction will be created, reversing the posting to the preliminary Account and replacing it with a debit to the normal Creditor Account. Any change in the Cost Accounts used will also be reflected in this Transaction. This check box is described in more detail in the 'Preliminary Booking' section below on page 169.

Due Date The last day for payment of this invoice, calculated by FirstOffice using the Invoice Date and the Payment Terms. You can change the Due Date, even after the Invoice has been approved. If you receive an extended credit time for this Invoice, it will be re-scheduled in your Purchase Ledger.

Discount Date The date by which you should pay the Invoice if you are to receive a cash discount. This will be calculated using the formula attached to the specified Payment Term record.

Credit of Invoice **Paste Special** Unpaid Purchase Invoices

If you are entering a Purchase Credit Note, (a “debit note”), 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 Invoice field blank when the Payment Term is of any other type.



Costs Card

Use the grid on the ‘Costs’ card to list the items and costs on the Purchase Invoice. This 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.



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.

Purchase Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970077 Inv.Date: 23/6/2005 Trans.Date: 23/6/2005

Supplier: 503 Name: UK Trading Company Ltd

TOTAL: 64.63 Sup.Inv.No.: OP466678

VAT: 9.63

Terms Costs Identifiers

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	50.00	S
2	290		Cost of Carriage & Packing	5.00	S
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

☒ OK Calc VAT: 9.63

*Flip A***Account****Paste Special**Account register, Nominal
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 Customer record for the Supplier has a Cost Account specified on the 'Terms' card, this will be entered as a default.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described in the 'Nominal Ledger' chapter below on page 225.

Object	<p>Paste Special Object register, Nominal Ledger</p> <p>You can assign up to 20 Objects, separated by commas, to this row. They will be transferred to the Nominal Ledger Transaction generated for this invoice, and can be used for your profit centre reports. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.</p> <p>In the Nominal Ledger Transaction generated from this Purchase Invoice, any Objects specified here will be assigned to the debit posting to the Purchase Account. This assignment will merge these Objects with those of the parent Invoice (shown on the 'Identifiers' card).</p> <p>If you don't use Objects, you can use a check box in the Purchase Invoice Settings setting to have the cursor skip over this field when you press Return or Enter.</p>
Description	<p>Default taken from Account</p> <p>The Account name is entered automatically. You can use a check box in the Purchase Invoice Settings setting to have the cursor skip over this field using a check box when you press Return or Enter. The text can be changed or written over.</p>
Amount	<p>The amount to be debited to the Cost Account.</p> <p>A convenient way of quickly entering the correct value is to move the cursor into the field and then to press the Enter or Return key. FirstOffice will enter the correct value to balance the Invoice, taking the TOTAL and any previous rows into account.</p>
V-Cd	<p>Paste Special VAT Codes setting, Nominal Ledger</p> <p>The VAT Code entered here refers to a VAT Code record in the VAT Codes setting in the Nominal Ledger. This will determine the rate at which VAT will be charged and the Input VAT Account to be debited.</p> <p>A default is offered, taken from the Purch. VAT Code field in the Customer record for the Supplier, from the Account record or from the 'VAT' card of the Account Usage P/L setting. In the last case, the appropriate VAT Code for the Zone of the Supplier will be used.</p>

Flip B

If you need to use FirstOffice’s Intrastat reporting feature, you should ensure the Item and Quantity fields on flip B of each Purchase Invoice are filled out correctly before approval. The Intrastat P/L document (described below on page 200) lists the Items that have been purchased from Suppliers in other EU countries. This document takes this information from these fields.

Item	Paste Special	Item register
		You may enter the Item number of the purchased Item here.
Qty		The quantity purchased can be entered here.

Footer

<input checked="" type="checkbox"/> OK	Calc VAT: <input type="text" value="9.63"/>
--	---

OK

When you check this box and save the record by clicking [Save], the Purchase Invoice will be approved and entered into the Purchase Ledger, and a corresponding Transaction will be created in the Nominal Ledger. Because of these consequences, you will no longer be able to make changes to the Purchase Invoice except to the Due Date and Comment fields.

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 in the ‘System Module’ chapter in Volume 1 of these manuals.

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

Calc. VAT

The VAT 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 rounding rules set in the Round Off setting in the System module. In the Nominal Ledger Transaction resulting from this Purchase Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Identifiers Card

Terms		Costs		Identifiers	
Comment:	<input type="text"/>				
Objects:	<input type="text"/>	VAT Zone			
Bank A/C:	<input type="text"/>	<input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Inside EU (Post VAT) <input type="radio"/> Outside EU <input type="radio"/> Outside EU (Post VAT)			
Bank Code:	<input type="text"/>				

Comment**Default taken from** Customer

Record here any comment about this Purchase Invoice.

Objects**Paste Special**

Object register, Nominal Ledger

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

In any Nominal Ledger Transactions generated from this Invoice, any Objects specified here will be assigned to the debit posting to the Purchase Account(s) and, if you are using the Objects on Creditor Account option in the Account Usage P/L setting, to the credit posting to the Creditor Account.

If you are using the Objects on Creditor Account option, any Objects specified for the Supplier will be copied here as a default.

Bank Code**Paste Special**

Banks setting, Purchase Ledger

The Bank where the Supplier's bank account is held. This is brought in from the Supplier record. It may be used in relation with foreign bank transactions.

Bank A/C

The Supplier's bank account number is brought in from the 'Company' card of the Customer record for the Supplier. When a Payment is issued against the Invoice, it will be shown on flip C of the Payment record. If necessary, it can be changed to allow payment to be sent to a different account.

VAT Zone Default taken from Customer

This information is taken from the Customer record for the Supplier, and indicates the origin of the Supplier. The selection of a VAT Code for each row depends on the Zone of the Supplier. The Zone cannot be changed for an individual Invoice: any change should be made in the Customer register before entering Invoices.

VAT is calculated as follows—

Domestic, Inside EU (Post VAT) and Outside EU (Post VAT)

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

Inside EU

Invoices received from other countries in the EU do not carry VAT. However, depending on the nature of the Invoice, VAT can be payable.

VAT is calculated using the VAT Code of each row. In any Nominal Ledger Transaction resulting from the Invoice, VAT is debited to the Input Account from the VAT Code and credited to the Output Account from the VAT Code. Therefore, it is recommended that a dedicated VAT Code be used for VAT on EU Acquisitions, with an Output Account that is not used in any other VAT Code.

It is usually recommended that you leave the VAT field in the header empty when entering Purchase Invoices from inside the EU.

Outside EU

VAT is not calculated. Any Nominal Ledger Transaction resulting from the Invoice will not include a VAT element.

Entering a Purchase Invoice - Example

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

Open the Purchase Invoice register using the button in the Master Control panel in the Purchase Ledger. When the 'Purchase Invoices: Browse' window appears, click the [New] button. The 'Purchase Invoice: New' window is shown, with internal Invoice Number entered. Enter the Invoice Date as shown on the Invoice and press the Return key twice. The Invoice Date is copied to the Transaction Date field. In almost all cases, these two dates should be the same otherwise your Creditor Account may differ from your Aged Creditor report. The insertion point is now in the Supplier Number field. Press Ctrl-Return (Windows and Linux) or ⌘-Return (Macintosh): this brings up the 'Paste Supplier' window.

Select a Supplier from the list by double-clicking on its name (or by using the cursor keys and pressing Return). Press Return again and Supplier information such as Name and Address is 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 VAT field, the tax amount (this latter is optional). Depending on the setting of the Calculate VAT check box in the Purchase Invoice Settings, the tax amount may be calculated automatically. Press Return again to move the insertion point to the Supplier Invoice Number field, and enter the number.

If the Payment Terms include a cash discount, FirstOffice will calculate the amount and display it in the Cash Discount field. The Discount Date field will show the expiry date of the discount.

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 get access to the Chart of Accounts, from which the appropriate Account can be chosen: search among the Accounts in the normal way, by Number or by Name. On pressing Return, the insertion point will move to the Description field, or skip to the Amount field, depending on the option you have selected in the Purchase Invoice Settings. Ensure the insertion point is in the Amount field and enter the row amount (excluding VAT).

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

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—

Domestic, Inside EU (Post VAT) and Outside EU (Post VAT)

the sum of the Amounts of the rows plus VAT.

Inside EU the sum of the Amounts of the rows.

Outside EU the sum of the Amounts of the rows. No VAT is calculated in this case.

If this is not the case, FirstOffice will display the error message: “Transaction out of balance”.

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

Preliminary Booking

It is possible to make a preliminary booking of a Purchase Invoice upon arrival. In some companies, Purchase Invoices are passed around within the organisation for some time, in order for the expense to be approved and classified properly.

When you use this option, you can enter the Invoice to the Purchase Invoice register as soon as you receive it. In the illustration below, a Purchase Invoice has been entered and the Prel. Book box checked.

Purchase Invoice: Inspect

Operations New Duplicate Cancel Save

No.: 970078 Inv.Date: 23/6/2005 Trans.Date: 23/6/2005
 Supplier: 503 Name: UK Trading Company Ltd
 TOTAL: 235.00 Sup.Inv.No.: OP466679
 VAT: 35.00

Terms Costs Identifiers

Pay Term: 30 ☐ Hold Due Date: 23/7/2005
 Cash Discount: 11.75 ☒ Prel. Book. Discount Date: 3/7/2005
 Reference: Credit of Invoice:

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	200.00	S
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

☐ OK Calc VAT: 35.00

When you save the Purchase Invoice, if so defined in the Sub Systems setting in the Nominal Ledger, FirstOffice will create a preliminary Nominal Ledger Transaction for the Invoice. This Transaction will contain normal VAT and Cost Account postings but, instead of the usual Creditor Account, a preliminary Account (defined on the 'Creditors' card of the Account Usage P/L setting) is credited.

Transaction: Inspect

Operations New Duplicate Cancel Save

No.: 970078 Trans.Date: 23/6/2005 Reference:



Text: 503 UK Trading Company Ltd, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	742		Stock Purchased	200.00		S
2	831		VAT Inputs Receivable prelim	35.00		
3	805		P/L Suspense a/c		235.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 235.00 235.00

Until you have approved the Invoice, you can still change it, even though this Transaction has been created. When you approve and save it, a new Nominal Ledger Transaction will be created, reversing the posting to the preliminary Account, replacing it with a debit to the normal Creditor Account.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No.: 970078 Trans.Date: 23/6/2005 Reference:

Text: 503 UK Trading Company Ltd, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	800		P/L Control		235.00	
2	805		P/L Suspense a/c	235.00		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: Total:

After you have entered the Purchase Invoice and caused the preliminary Transaction to be created, you can change the Cost Accounts in any of the Purchase Invoice rows. These changes will be reflected in the final Nominal Ledger Transaction, created when you approve the Purchase Invoice. Shown below is such a Transaction, where the Cost Account of 742 used at first has been changed to 440.

Transaction: Inspect

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

No.: 970079 Trans.Date: 23/6/2005 Reference: []

Text: 503 UK Trading Company Ltd, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	440		Gen Office Exps	200.00		S
2	800		P/L Control		235.00	
3	742		Stock Purchased		200.00	S
4	805		P/L Suspense a/c	235.00		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 435.00 435.00

If you credit a preliminary Purchase Invoice, you will no longer be able to change or approve it, and the preliminary Transaction will be treated as the final one. This ensures that the Nominal Ledger remains correct.

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 the Purchase Ledger, and, if so defined in the Sub Systems setting in the Nominal Ledger, for the Nominal Ledger Transaction to be generated. Approval also causes the Invoice record to be locked, so that it cannot be altered after this point. Payments can only be issued against approved Purchase Invoices.

There are two ways to approve an Invoice—

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

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 in the 'System Module' chapter in Volume 1 of these manuals.

Nominal Ledger Transactions from Purchase Invoices

When you approve and save a Purchase Invoice, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. Please refer to the 'Accounting Principles' chapter in Volume 1 of these manuals for full details of this Transaction.

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

Error Messages

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

An error message will appear if an Account or other setting is incorrect. All Account numbers used by the Purchase Invoice, which may have been offered as defaults from the Account Usage P/L setting, the Supplier or the Supplier Category, must exist in the Account register in the System module. The VAT Codes used must be defined, while Number Series for the current period must also exist.

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

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

Printing Purchase Invoices

You can print a Purchase Invoice, to facilitate approval or authorisation.

To print a Purchase Invoice, open it in a record window and click the Printer icon in the Button Bar. You must save the Purchase Invoice if the latest modifications are to be shown in the printed document. If you want to print to screen, click the Preview icon.

Alternatively, to print several Purchase Invoices at once, select 'Documents' from the File menu or click [Documents] in the Master Control panel and double-click 'Purchase Invoices' in the subsequent list.

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 will be credited.
2. Fill in the data in the normal way, but change the Payment Terms to "CN" and enter the number of the credited Invoice in the Credit of Invoice field on the 'Terms' card. Use 'Paste Special' to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.

Note: this assumes a Payment Term record with a Code of "CN" and of type "Credit Note" has been entered using the Payment Terms setting.

3. When you approve and save the Invoice, the Purchase Ledger will be updated, and a new Nominal Ledger Transaction will be generated.

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 in the 'System Module' manual.

If you leave the Invoice Number field blank, FirstOffice will create a special record in the Purchase Ledger. It may be corrected through a Payment record.

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 cash Payment Term) with a negative value.

Operations Menu



The Operations menus for Purchase Invoices are shown above. On the left is that 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. On the right is that for the 'Purchase Invoice: New' and 'Purchase Invoice: Inspect' windows.

OK

This command is available on the Operations menu only from 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. 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 this action causes Nominal 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.

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 in the 'System Module' chapter in Volume 1 of these manuals.

Invoice Status

This command creates a quick report, only available through this menu. This report summarises all aspects of the Invoice, including Accounts and payment history.

Invoice Status
Radio Import/Export Ltd

HansaWorld, Print date: 23/6/2005 23:43

Invoice History

No	Date	Amount	Balance
P/INV:970077	23/6/2005	64.63	64.63
PAYMT:960051	23/7/2005	-64.63	0.00
			0.00

No	Date	Supplier	Type	Total
970077	23/6/2005	UK Trading Company Ltd	OP466678	64.63 GBP
			VAT	9.63
742		Stock Purchased		50.00
290		Cost of Carriage & Packing		5.00

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

Balance

Before you can save a Purchase Invoice, the amount in the VAT field in the header must equal that in the Calc VAT field (which contains the VAT sum of the Invoice rows), and the TOTAL field must equal the sum of the Amounts of the Invoice rows plus the VAT. 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 cursor 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 field containing the cursor to be adjusted so that the Purchase Invoice balances, allowing it to be saved.

Open NL Transaction

When you approve and save a Purchase Invoice, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal 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.

Note: this function will only open the final Transaction, not any preliminary Transaction that might exist.

Connect to Prepayment

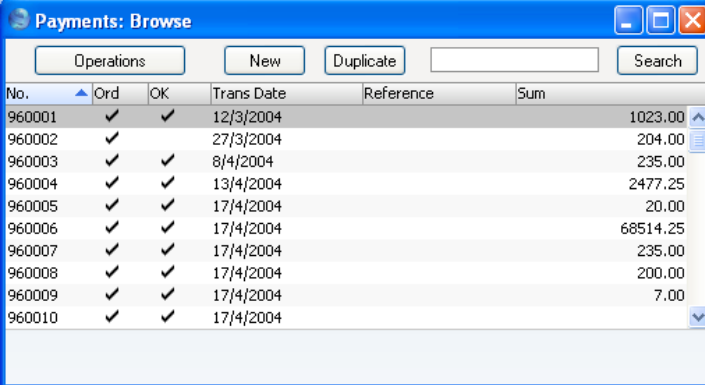
Please refer to the 'On Account Payments and Prepayments' section below on page 190 for a full description of this function.

The Payment Register

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 Suppliers and will help you to predict your cash flow accurately.

Entering a Payment

In the Purchase Ledger module, click the [Payments] button in the Master Control panel. The 'Payments: Browse' window is opened, showing Payments already entered.



No.	Ord	OK	Trans Date	Reference	Sum
960001	✓	✓	12/3/2004		1023.00
960002	✓		27/3/2004		204.00
960003	✓	✓	8/4/2004		235.00
960004	✓	✓	13/4/2004		2477.25
960005	✓	✓	17/4/2004		20.00
960006	✓	✓	17/4/2004		68514.25
960007	✓	✓	17/4/2004		235.00
960008	✓	✓	17/4/2004		200.00
960009	✓	✓	17/4/2004		7.00
960010	✓	✓	17/4/2004		

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, any reference and the total amount of the Payment.

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

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

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.

FirstOffice 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 (Windows and Linux users should press Ctrl-Enter, Macintosh users ⌘-Enter). You can also use this function to simplify the entering of Account Numbers, Supplier Numbers, Payment Modes etc. When a transaction window is open for data entry, you also have the Operations menu available. This menu is explained in the following sections.

Payment: Inspect

Operations New Duplicate Cancel Save

No.: 960051 Pay. Date: 23/7/2005 Trans. Date: 23/7/2005
 Pay. Mode: Q Own Bank A/C: 11223344 Reference:

No.	Supplier	Text	Bank Amount	Sent Val
1	970077	OP466678, UK Trading Company Ltd	64.63	64.63
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

☒ Ordered ☒ OK Withdrawn: 64.63

First, a run-through of the fields.

No.

Paste Special

Select from another Number Series

The serial number of the Payment: FirstOffice will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Payments setting. You may change this number, but not to one that has already been used.

Pay. Date	Paste Special	Choose date
	<p>The date when you want the Payment to be executed.</p> <p>Once you have Ordered a Payment, you can still change the Payment Date. After approval, however, no further changes are possible.</p>	
Trans. Date	<p>The date of the Nominal Ledger Transaction resulting from this Payment. This date is always the same as the Payment Date and cannot be changed independently.</p>	
Pay. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	<p>The Payment Mode is the method of payment (e.g. cheque, credit card or cash). It determines the Nominal Ledger Account that will be credited by the Payment.</p> <p>On a single Payment record it is possible to enter payments to different Suppliers against different Invoices. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.</p>	
Own Bank A/C	<p>The number for the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.</p>	
Reference	<p>You can use this field if you need to identify the Payment by any means other than the Payment Number (e.g. a bank reference in the case of credit transfers or BACS payments).</p> <p>The Reference is shown in the 'Payments: Browse' window, allowing you to search for a Payment with a particular Reference. This Reference will be copied to the Reference field of any Nominal Ledger Transaction generated from this Payment.</p>	

Use the grid area that takes up most of the screen to list the Purchase Invoices being paid by this Payment. A single Payment can be allocated to several Invoices, and/or feature payments in different Payment Modes. The Payment Mode reflects not only the payment method (i.e. cheque, cash or credit card) but also the Bank Account credited. So, all payments issued in a single day can be entered using a single Payment record, irrespective of Payment Mode.

If you need FirstOffice to print a remittance advice and/or a cheque, separate such forms will be printed for each Supplier included in the Payment record.

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

You can also bring Purchase Invoices into a Payment by opening the 'Purchase Invoices: Browse' window, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Invoice 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 Invoice No field in the first empty row.

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, if the Invoice qualifies for an early settlement discount, a discount row will be inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.</p>	
	<p>Note that when you use 'Paste Special', only unpaid Purchase Invoices will appear in the selection list. However, Purchase Invoices against which an unapproved Payment has been entered are treated as unpaid (unless the Payment's Ordered box is checked) and thus will be listed. Sorting the 'Paste Special' selection by Supplier will allow you to find the Invoice that is being paid quickly and easily.</p>	
	<p>If the Payment is a Prepayment or On Account Payment to a Supplier with whom you have an account (marked using the On Account box on the 'Company' card of the Customer record for the Supplier) for which an Invoice has not yet been received, leave this field blank and enter a Prepayment Number field on flip D instead. This is fully described in the 'On Account Payments and Prepayments' section below on page 190.</p>	

Supplier	Paste Special	Suppliers in Customer register
	Default taken from	Purchase Invoice
		Entered by FirstOffice when you enter an Invoice Number.
Text		The Supplier's Name is entered by FirstOffice, from the Customer register. You may change this if you wish. It will appear in the Text field of the Nominal Ledger Transaction.
Bank Amount	Default taken from	Sent Value
		The amount paid out of your bank account. Usually, this will be the same as the Sent Value (below): do not use this field to subtract bank fees from the amount paid: the Bank Fee field on flip F is provided for this purpose.
Sent Val	Default taken from	Outstanding amount on Invoice
		The amount paid against the Purchase Invoice. You can change the default figure in the event of partial payments or overpayments.
<i>Flip B</i>		
Open Inv. Value		The outstanding amount of the Invoice being paid. This field cannot be changed.
PInv Val		The amount being paid against the Purchase Invoice.
<i>Flip C</i>		
Bank Reference		This field is used in Estonia. Please refer to your local FirstOffice representative for details.
To Bank A/C		The number of the Supplier's bank account receiving the Payment is brought in from the 'Identifiers' card of the Purchase Invoice or from the 'Company' card of the Customer record for the Supplier.
<i>Flip D</i>		
P. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
		Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Payment to be credited to different Bank Accounts.

Cheque No.	<p>Record the number of the cheque used for the Payment here.</p> <p>If you print a cheque using the Payment Forms document, the cheque number will be recorded here automatically.</p>
Prepay. No	<p>If the payment is a Prepayment (i.e. one where it is not possible to specify an Invoice Number on flip A), you should enter a Prepayment Number here. This can be a number of your own generation or, preferably, a reference given to the prepayment by the Supplier.</p> <p>When you receive an Invoice to be set against the Prepayment, you can connect the two using the 'Connect to Prepayment' function on the Operations menu of the Purchase Invoice screen. This is fully described in the 'On Account Payments and Prepayments' section below below on page 190. If a deposit or prepayment exists without a Prepayment Number, it will not be made available to that function and connecting it to an Invoice will be more difficult. Prepayments that do not have a Prepayment Number will not be shown in the Prepayment History report.</p>

Flip E

VAT Val, V-Cd	<p>These fields are provided to satisfy a requirement of users in Latvia, where it can be necessary to post VAT on Payment. This is also the case for users of the Cash VAT scheme in the UK and for some users in Poland. If you are using the Post Payment VAT option in the Account Usage P/L setting, the VAT Code and VAT Amount will be brought in to these fields automatically when you enter a Purchase Invoice Number on flip A (the VAT Code comes from the first row of the Invoice). When you approve and save the Payment, the VAT amount will be moved from the temporary VAT Input Account to the final one (the I/P Account), as specified in the VAT Codes setting in the Nominal Ledger.</p> <p>The Post Payment VAT option also adds a VAT element to On Account Payments. Once again, the I/P Account for the VAT Code is debited and the Input Account for the VAT Code is credited with the VAT amount.</p>
----------------------	--

Take care with these fields when entering On Account Payments. As On Account Payments do not have an Invoice Number or a Prepayment Number, you must enter a VAT Code manually if you are using the Cash VAT scheme (i.e. if you are using the Post Payment VAT option). The VAT Value will then be calculated from the Sent Value. The Nominal Ledger Transaction resulting from the Receipt will not have a VAT element if the VAT Code or VAT Value is blank.

If you would like VAT to be posted from Prepayments, you should check the Post Prepayment VAT box on the 'Creditors' card of the Account Usage P/L setting. When you enter a Prepayment Number (on flip D), the Domestic VAT Code from the Supplier or from the 'VAT' card of the Account Usage P/L setting will be placed here as a default when you enter the Prepayment Number. The VAT Value will then be calculated from the Sent Value. The VAT Value will be credited to the On Account VAT Account and debited to the I/P Account for the VAT Code.

In all cases, if a particular VAT Code does not have an I/P Account, the Prepayment VAT Account from the 'Creditors' card of the Account Usage P/L setting will be used instead.

Flip F

Bank Fee

Enter any fee charged by the bank for this payment. Bank fees will be debited to the Bank Fee Account specified on the 'Exchange Rate' card of the Account Usage P/L setting. The Sent Value plus the Bank Fee will be credited to the Bank Account specified in the Payment Mode.

Note that this field allows you to specify a Bank Fee for each row (or for a single particular row) on the Payment, remembering that each row can have a different Payment Mode and therefore a different credit (Bank) account. If you want to record a single Bank Fee for the entire Payment, use the 'New Fee' function on the Operations menu.

*Footer***Ordered**

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.

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.

If, once a Payment has been issued, it transpires that the funds are not cleared from your company's bank account (perhaps because the cheque 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.

OK

Approve a Payment by clicking this check box. On clicking [Save] to save the Payment, if so determined in the Sub Systems setting in the Nominal Ledger, a Transaction will be generated crediting the Bank Account specified for the Payment Mode and debiting the Creditor Control Account of the Invoice being paid.

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 in the 'System Module' chapter in Volume 1 of these manuals.

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

Withdrawn

The sum of the Bank Amounts: 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.

Open the Payment register using the button in the Master Control panel. When the 'Payments: Browse' window appears, click the [New] button. The 'Payments: New' window is shown with a Payment Number already entered.

Press Enter to move the insertion point to the Payment Date field. Enter the date when you want the Payment to go out.

The next field is Payment Mode. You can choose between the various modes you have entered in Settings. FirstOffice will automatically enter the details such as the Bank account number.

Press Return again to move the insertion point to the Number field, the top left-hand field in the Payment rows grid. For each line, enter the Purchase Invoice Number from your Purchase Ledger. Ctrl-Enter (Windows and Linux) or ⌘-Enter (Macintosh) will activate the 'Paste Special' function, showing all open (unpaid) Supplier invoices.

Select a Purchase Invoice by double-clicking. Press Return to bring in information such as the Supplier Number and Name. Enter the amount you want to pay. Check the Ordered box to order a payment. When this is done you can print a Remittance Advice by using the 'Print Forms' function on the Operations menu or by clicking the Printer icon. This can also serve as your documentation for the person writing the cheques. If necessary, you can design the Remittance Advice form to incorporate a cheque.

Reconciling and Approving Payments

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

In such a situation, when you issue the cheque, enter the Payment in the usual way and check the Ordered box but not the OK box. Then click [Save]. This will ensure the Purchase Invoice(s) being paid will no longer be treated as open (due). You can order several Payments at once by highlighting them in a 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. If so defined in the Sub Systems setting in the Nominal Ledger, Nominal Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank Account specified in the Payment Mode. You can approve several Payments at once by highlighting them in the 'Payments: Browse' window and selecting 'OK' from the Operations menu.



After approving a Payment, it cannot be altered.

If an Ordered Payment is not included on the statement (perhaps because the cheque 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. When you approve the Payment, rows with red lines will not be included in the resulting Nominal Ledger Transaction.

Printing Payment Forms and Cheques

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

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

1. Using the Form register in the System module, design the remittance advice and the cheque and name them “REM_ADVICE” and “CHEQUE”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Payment” (in the former case) and “Payment Cheques”. A sample “REM_ADVICE” is supplied with FirstOffice: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Purchase Ledger using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.
3. Click [Documents] in the Master Control panel. 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 “CHEQUE” as the Form. You can, of course, specify on a third line that an internal authorisation document is also to be printed.

Seq	Form
1	REM_ADVICE
2	CHEQUE
3	
4	
5	
6	
7	
8	
9	

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

Note that following steps 3-6 will ensure that the same Form is used for Payments of all Payment Modes. However, if you have assigned a Form to a particular Payment Mode (in the Document field on flip B of the Payment Mode window), that Form will take precedence. It is therefore possible to assign different Forms to different Payment Modes, but with the disadvantage that it is not possible to attach sequences of Forms to each Payment Mode, as described in step 5 above.

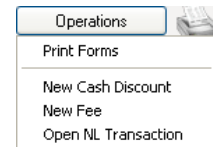
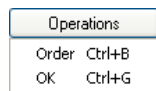
You can print the Payment Form using one of three methods—

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

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

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

Operations Menu



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

Order

This command is available on the Operations menu only from 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. 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.

OK

This command is available on the Operations menu only from 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. 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 Nominal Ledger, this action causes Transactions to be created for each Payment in the selection and that therefore once it has been carried out you will no longer be able to modify those Payments.

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 in the 'System Module' chapter in Volume 1 of these manuals.

Print Forms

Use this function to print any documents associated with the Payment, such as remittance advices, cheques or documents used to gain internal authorisation for the Payment. Please refer to the 'Printing Payment Forms and Cheques' section above on page 187 for full details of this function.

You can print unordered Payments any number of times, but once Ordered or approved they can only be printed once. This prevents the accidental issuing of duplicate cheques, should cheques be incorporated into your payment forms.

New Cash Discount

In normal circumstances, when you pay a Purchase Invoice, a settlement discount will be calculated automatically when you enter the Payment. This discount depends on the Payment Terms of the Invoice and the Payment Date. The 'New Cash Discount' function is provided for more individual circumstances.

If you have a Purchase Invoice for which you want to deduct a cash discount, start by entering the Purchase Invoice number in the left-hand column. Change the Sent Value to the amount less discount. Press Tab or Return (but make sure the cursor is in the same row) and then select 'New Cash Discount' from the Operations menu. A new row will be created, containing the phrase "Cash Disc" and the deducted amount, calculated by FirstOffice. You can change this figure as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on the 'Creditors' card of the Account Usage P/L setting will be credited.

New Fee

You should use this function when you need to pay a single bank charge for the whole Payment. If you need to pay separate bank charges for each Payment row, use the Bank Fee field on flip F.

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". Enter the Bank Fee in the right-hand Amount field. When the Nominal Ledger Transaction is created, the Bank Fee Account specified on the 'Exchange Rate' card of the Account Usage P/L setting will be debited. 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 NL Transaction

When you approve and save a Payment, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal 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.

On Account Payments and Prepayments

You can use On Account Payments and Prepayments when you issue payments to Suppliers without reference to specific Invoices (usually before you have received the Invoices). You can enter these payments to the Payment register without specifying a Purchase Invoice Number on flip A. In

the case of a Prepayment, specify a Prepayment Number on flip D instead. In the case of an On Account Payment, leave both the Invoice Number and the Prepayment Number blank. These two special types of Payment are now described in detail.



Prepayments

You will usually use a Prepayment Payment when you have paid a deposit to a Supplier against a Purchase Order, before you have received an Invoice for that deposit.

In the Customer records for every Supplier to whom you are likely to pay deposits, switch on the On Account check box on the 'Company' card. Then specify the separate control or suspense Account number on the 'Exchange Rate' card of the Account Usage P/L setting, using the On Account A/C field.

When you issue a Prepayment to a Supplier, you should record it in the Payment register. Leave the Purchase Invoice Number blank, and instead, specify a Prepayment Number on flip D. This can be a number of your own generation or, preferably, the number allocated to the pre-payment by the Supplier.

Payment: Inspect

Operations   New Duplicate Cancel Save

No.: 960052 Pay. Date: 23/7/2005 Trans. Date: 23/7/2005
 Pay. Mode: Q Own Bank A/C: 11223344 Reference:

No.	Supplier	P.Mode	Cheque No.	Prepay.No	Sent Val	
1	005			1023	1000.00	A
2						B
3						C
4						D
5						E
6						F
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

☒ Ordered ☒ OK Withdrawn: 1000.00

The special Account for on account Suppliers used in this example is 755 since raising a Prepayment creates an asset. The Nominal Ledger Transaction generated when the Payment is approved and saved will debit the Sent Value to this Account. The Credit Account is taken from the Payment Mode as usual—

Transaction: Inspect

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

No.: 960052 Trans.Date: 23/7/2005 Reference:

Text:

	Account	Object	Description	Debit	Credit	V-Cd
1	755		S/L Suspense a/c	1000.00		
2	700	3	Cheque		1000.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 1000.00 1000.00

When the Purchase Invoice arrives, you can allocate the Prepayment to that Invoice so that it can be treated as paid.



Enter the Invoice to the Purchase Invoice register in the usual way. When you enter the Supplier Number, you will be warned that an open Prepayment (i.e. one that has not yet been allocated to an Invoice) exists in the Supplier's name. This will remind you to allocate the Prepayment to the Purchase Invoice. Complete the grid area in the usual way.

When you are certain that the Purchase Invoice is complete, select 'Connect to Prepayment' from the Operations menu. A new row is inserted as the first row of the grid area, containing a reference to the Prepayment. Enter the Prepayment Number of the Payment row representing the Prepayment, using 'Paste Special' if necessary to bring up a list of open (unallocated) Prepayments. This list shows open Payment rows with a Prepayment Number

and without an Invoice Number. Payment rows that do not have a Prepayment Number or an Invoice Number will not be in this list: please refer to the 'On Account Payments' section below on page 196 for details of allocating these to Purchase Invoices.

Select a Prepayment from the list by double-clicking. The Prepayment Number will be shown in the special Prepayment row. An amount will also be shown. This will be the whole open value of the Prepayment, or the Invoice TOTAL (from the Purchase Invoice header) whichever is the lower. This figure will be debited to the Creditor Account when you approve and save the Purchase Invoice, so the Invoice will be treated as paid to that extent.

Purchase Invoice: New

Operations   New Duplicate Cancel Save

No.: 970080 Inv.Date: 26/7/2005 Trans.Date: 26/7/2005
 Supplier: 005 Name: Moscow Trading Co
 TOTAL: 1000.00 Sup.Inv.No.: M5481
 VAT:

Terms Costs Identifiers

Pay Term: 30 ☐ Hold Due Date: 25/8/2005
 Cash Discount: 50.00 ☐ Prel. Book. Discount Date: 5/8/2005
 Reference: Credit of Invoice:

Account	Object	Desc.	Amount	V-Cd
1	Prepayment Number	1023 Prepayment Inv▶	1000.00	0.00
2	420	Telephone Costs	1000.00	5
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

☐ OK Calc VAT:

When you approve the Purchase Invoice, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a Payment against the Invoice. This maintains a correct Purchase Ledger for the Supplier—

Transaction: Inspect

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

No.: 970080 Trans.Date: 26/7/2005 Reference: []

Text: 005 Moscow Trading Co, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	420		Telephone Costs	1000.00		S
2	800		P/L Control		1000.00	
3	800		P/L Control	1000.00		
4	755		S/L Suspense a/c		1000.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 2000.00 2000.00

The status of the Purchase Invoice and of the Prepayment will now be as follows—

1. if the Purchase Invoice value is the same as the whole open value of the Prepayment, the Purchase Invoice is treated as paid and will not appear in the Open Supplier Customer Statement. The Prepayment is fully used up by the Purchase Invoice, so it is no longer regarded as open;
2. if the Purchase Invoice value is less than the whole open value of the Prepayment, the Purchase Invoice is treated as paid and will not appear in any reports showing Open Purchase Invoices. The Prepayment is not fully used up by the Purchase Invoice, so the remaining outstanding amount is still regarded as open; or
3. if the Purchase Invoice value is more than the whole open value of the Prepayment, the Purchase Invoice is treated as part-paid. The

Prepayment is fully used up by the Purchase Invoice, so it is no longer regarded as open.

Note that it is important to ensure that the Invoice is complete before selecting 'Connect to Prepayment' from the Operations menu. The function calculates the amount shown in the special Prepayment row: this is the amount that will be debited to the Creditor Account and therefore the amount that goes towards paying off the Invoice. If the Invoice is incomplete when the function is selected to the extent that the TOTAL (as shown in the header, not as calculated from the Invoice rows) is zero (or is otherwise incorrect), this will be the amount shown in the special Prepayment row. When the Purchase Invoice is completed, approved and saved, this is the figure that will be debited to the Creditor Account. So the Purchase Invoice will not be paid off, and the Prepayment will remain open.

If you select 'Connect to Prepayment' before the Purchase Invoice is complete (it may be that a late change is required) you can either change the amount shown in the special Prepayment row or you can delete the special Prepayment row and use 'Connect to Prepayment' once again. If you choose the former option, you will be prevented from entering an amount that is greater than the open value of the Prepayment, or greater than the Purchase Invoice total.



Ensure the TOTAL of the Purchase Invoice is correct before using 'Connect to Prepayment'.

If you have used 'Connect to Prepayment' and you are unable to save the Invoice, the probable reason is that the date of the Prepayment is later than that of the Invoice. The date of the Prepayment must be the same as or earlier than that of the Invoice.

On Account Payments

An On Account Payment is one with no Purchase Invoice Number and with no Prepayment Number. It is possible to connect an On Account Payment to a subsequent Purchase Invoice, but you cannot use the 'Connect to Prepayment' function. Instead, you should first enter and approve the Purchase Invoice without reference to the On Account Payment. You must then register that it has been paid by the On Account Payment. You can do this in a Payment record as a two-step process —

Payment: New

Operations New Duplicate Cancel Save

No.: 960057 Pay. Date: 29/7/2005 Trans. Date: 29/7/2005
 Pay. Mode: Q Own Bank A/C: 11223344 Reference:

No.	Supplier	Text	Bank Amount	Sent Val
1	970081	Tampopo Noodle Co	164.50	164.50
2	512	Tampopo Noodle Co	-164.50	-164.50
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

☐ Ordered ☐ OK Withdrawn: 0.00

In order to update the Purchase Ledger 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 illustration below shows that an On Account Payment of 1,000 has been issued, which has been partially used up by an Invoice for 164.50.

Periodic Supplier Statement						
Operations			Search			
Periodic Supplier Statement			HansaWorld, Print date: 24/6/2005 00:01			
Radio Import/Export Ltd			Period 1/1/2005 : 31/12/2005			
Detailed			Suppliers 512 Tampopo Noodle Co			
			All Classes			
			Amounts in Currency			
512	Tampopo Noodle Co					GBP
Trans. Date	Type	No	Debit	Credit		Balance
		Fwd balance				0.00
27/7/2005	ONACC	960053	1,000.00 GBP			-1,000.00
29/7/2005	PINV	970081		164.50 GBP		-835.50
29/7/2005	ONACC	960057	-164.50 GBP			-671.00
29/7/2005	PAYM	960057, (970081)	164.50 GBP			-835.50
		Total	1,000.00	164.50		
		Net Change	835.50			
		Balance				-835.50
			Fwd Bal	Net Change		Balance
		GBP	0.00	-835.50		-835.50

Correcting Mistakes in Payments

Even with the tightest quality control, it is probable that the occasional mistake will be made when entering Payments. Once a Payment has been approved, it cannot be changed, but mistakes can nevertheless be rectified easily using the following procedure. It is important that this procedure be followed, so that the Supplier'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.

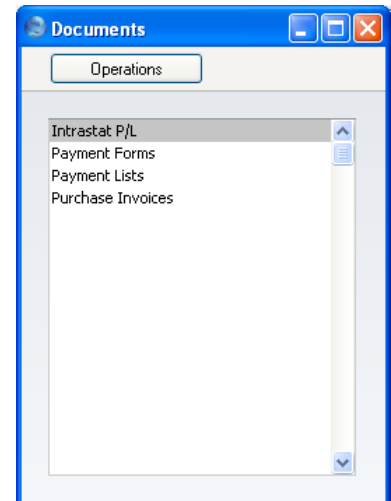
The Customer Register

Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details of this register.

Documents

Introduction

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



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Purchase Invoices or Payments are to be printed). The specification window for each document is described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine which Form is printed by each option in the 'Documents' window, follow this procedure

(when FirstOffice is supplied, a sample Form is attached to each document)—

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

The selection process for each document is described below. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Purchase Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Intrastat P/L

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.

This document lists the Items purchased from Suppliers in the EU Zone during the relevant period together with quantities and values. This information is taken from the fields on flip B of the relevant Purchase Invoices. When entering Purchase Invoices, make sure these fields are filled

out correctly before approving them. If you have the Purchase Orders Value Pack and will be creating Purchase Invoices from Purchase Orders (using the 'Create Purchase Invoice' function on the Operations menu of the Purchase Order screen), make sure you have chosen the Consolidate by Items and Project or Transfer Each Row Separately options in the Purchase Invoice Settings setting. These will ensure the appropriate information is transferred from Purchase Orders to Purchase Invoices automatically. These options are fully described in Volume 4 of these manuals.

You should design the Form to conform to official requirements.

You can also export this information to a text file using the 'Intrastat Purchase Invoices' Export function.

Period	Paste Special	Reporting Periods setting, System module
		Specify the period for the report.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number or range of Item Numbers separated by a colon to have those Items listed in the report.

Item Groups	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha
		Enter an Item Group or range of Item Groups separated by a colon to have Items from those Item Groups listed in the report.
Invoices	Range Reporting	Numeric
		To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices to Suppliers in the EU Zone.
Person		Enter a contact name to be printed on the document (in the From Contact field).
Zone		The document can contain statistics compiled from Invoices received from Suppliers in any or all of the three Zones. Use these options to specify which ones. The EU option includes the Inside EU (Post VAT) Zone, while the Outside EU option includes the Outside EU (Post VAT) Zone. You must choose at least one option.
	Exclude Item Type	
		Use this option to exclude Plain Items from the calculations.
	Rounding	Choose the rounding method that you want to use.

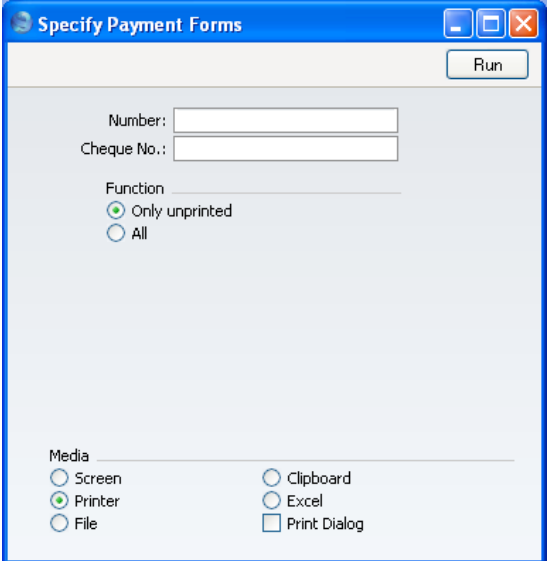
Payment Forms

The payment form is a document containing all information necessary to effect a payment. Please refer to the 'Printing Payment Forms and Cheques' section above on page 187 for details of how to ensure this function complies with your requirements.

When you print a payment form for a specific Payment record, all payments for a single Supplier are summed up. This means that instead of multiple forms, only one form per Supplier and Payment is printed.

A printed payment form is also useful as documentation of all the cheques issued by the program. In case you choose to write your cheques manually, the document provides you with a valuable tool for reconciliation.

This document can also be used for automatic cheque printing. Contact your FirstOffice representative for more information.

A screenshot of a Windows-style dialog box titled "Specify Payment Forms". It has a blue title bar with standard minimize, maximize, and close buttons. A "Run" button is in the top right corner. The dialog contains two text input fields: "Number:" and "Cheque No.:". Below these is a "Function" section with two radio buttons: "Only unprinted" (which is selected) and "All". At the bottom is a "Media" section with six radio buttons arranged in two columns: "Screen", "Printer" (selected), "File", "Clipboard", "Excel", and "Print Dialog".

Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:). The Unprinted button is pre-selected. Click All only if you want to print all payment orders: take care with this option not to issue duplicate cheques if cheques are incorporated into your payment form.

If you specify a Cheque Number, it will be incremented automatically if the Payment record contains payments to more than one Supplier, and will be recorded on flip D of the Payment record.

Payment Lists

The Payment List document gives you a summary of the Payments made, with a separate page for each Payment record.

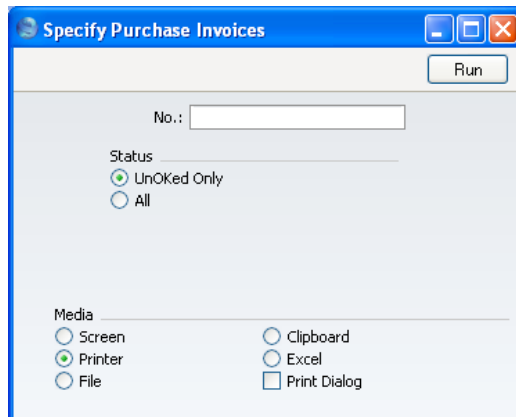
Enter the Payment Number for a single Payment, or a range of Payment Numbers, separating them with a colon (:). The All button is pre-selected. Click Non-printed only if you just want to print the new Payment records.

Purchase Invoices

The Purchase Invoice document contains a summary of all the information registered for a particular Invoice. This includes Supplier data, dates,

Payment Terms, Account usage etc. The documentation can serve as a support to the persons checking the invoice and authorising payments.

The document contains the same information as the Purchase Invoice Journal report, but is printed with one page per invoice.



The image shows a Windows-style dialog box titled "Specify Purchase Invoices". It has a blue title bar with standard window controls (minimize, maximize, close). Inside the dialog, there is a "Run" button in the top right corner. Below it is a text input field labeled "No.:". Underneath the input field is a "Status" section with two radio button options: "UnOKed Only" (which is selected) and "All". At the bottom of the dialog is a "Media" section with six radio button options arranged in two columns: "Screen", "Printer" (selected), "File" in the first column, and "Clipboard", "Excel", "Print Dialog" in the second column.

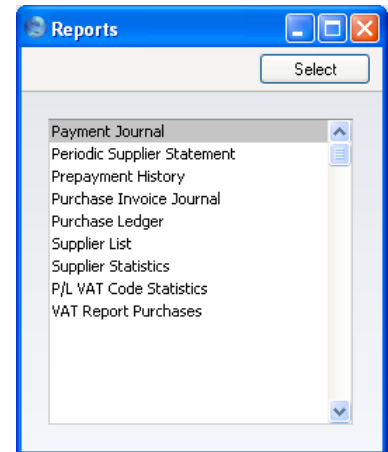
Enter the Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several. Use the Status options to determine that you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

Reports

Introduction

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

The following reports are available in the Purchase Ledger —



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

Where specified below, it is often possible to report on a selection range, such as a range of Suppliers, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

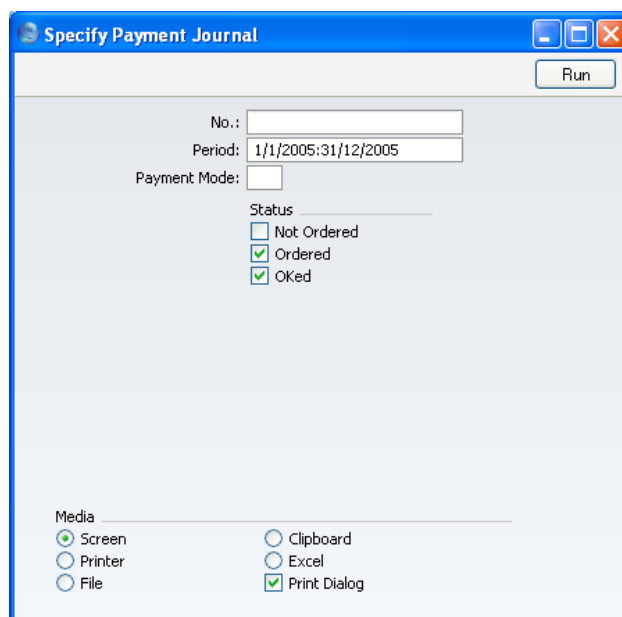
Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

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

With a report in the active window, use the 'Recalculate' command on the Operations menu to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

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.



The image shows a Windows-style dialog box titled "Specify Payment Journal". It contains several input fields and checkboxes. At the top right is a "Run" button. The fields include "No.:" (empty), "Period:" (containing "1/1/2005:31/12/2005"), and "Payment Mode:" (empty). Below these is a "Status" section with three checkboxes: "Not Ordered" (unchecked), "Ordered" (checked), and "OKed" (checked). At the bottom is a "Media" section with six radio buttons: "Screen" (selected), "Printer", "File", "Clipboard", "Excel", and "Print Dialog" (checked).

No	Range Reporting	Numeric
	Limit the report to a single or range of Payments.	
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 Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
		To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip C of each Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.
Status		Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

Periodic Supplier Statement

The Periodic Supplier Statement contains information about the current balance for each Supplier showing open (unpaid) Purchase Invoices (including those on Hold), paid Invoices and Payments. You can therefore use it to produce a full Purchase Ledger transaction history for a specified period.

When printed to screen, the Periodic Supplier Statement has FirstOffice's Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

Supplier	Paste Special	Suppliers in Customer register
	Range Reporting	Alpha
	To limit the report to a single Supplier, enter its Supplier Number here. Alternatively you can enter a range of Suppliers.	
Category	Paste Special	Supplier Categories setting, Purchase Ledger
	If you want to restrict the report to Suppliers of a particular Category, specify that Category here.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the first and last date of the period you want to include in the report.	
Function	Specify here the level of detail required in the report.	
Overview	This option produces a single line summary of each Supplier's credit situation.	
Detailed	This option shows each Purchase Ledger transaction in the selected period, including Invoices and Payments.	
Suppliers with Balance Only		
	To limit the report to only Suppliers with a current balance, check this box.	
Include Ordered Payments		
	Switch this check box on to include Payments that have been Ordered but not approved in the report.	

Prepayment History

This report is a list of Prepayments showing the Payment Date and Number, the Supplier, the Prepayment Number and the Amount. Depending on the report option, if the Prepayment has been allocated to a Purchase Invoice, the Invoice Date, Number and Value are also shown. A total open Prepayment balance is printed at the end of the report.

Period	Paste Special	Reporting Periods setting, System module
		The report period: the first row of the Reporting Periods setting is the default value.
Supplier	Paste Special	Suppliers in Customer register
		To report on Prepayments from a particular Supplier, enter their Supplier Number here.
Prepay. No.	Paste Special	Open Prepayments
		To print the history of a single Prepayment, enter its Prepayment Number here. This is the number entered in the Prepay. No. field on flip E of the Payment screen.
		Although the 'Paste Special' list shows open Prepayments only, you can enter the Number of a closed Prepayment (i.e. one that has been fully allocated to later Invoices) if necessary.

Setting Use these options to control the appearance of the report.

Sort on Prepayment Number

This option lists the Prepayments in Prepayment Number order. Where the Prepayment has been allocated to a Purchase Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.

Sort on Supplier This option lists the Prepayments in Supplier Number order. Where the Prepayment has been allocated to a Purchase Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.

List balances per Prepayment

This option simply lists the Prepayments showing the remaining open Prepayment balance.

List balances per Supplier

This option simply lists the current open Prepayment balance for each Supplier.

Purchase Inv Journal

This report is a chronological listing of the Supplier Invoices entered during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices received from a particular Supplier. You can also select the type of Invoice.

No.	Range Reporting	Numeric
	Enter a range of Purchase Invoices to include in the report.	
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.	
Supplier	Paste Special	Suppliers in Customer register
	If necessary, limit the report to a single Supplier.	
Object	Paste Special	Object register, System module
	You can use this field to list all Purchase Invoices with a particular Object. This refers to any Objects entered on the 'Identifiers' card of the Purchase Invoice, not those	

entered in the Purchase Invoice rows. If you enter a number of Objects separated by commas, only those Purchase Invoices featuring all the Objects listed will be shown.

Row Object	Paste Special	Object register, Nominal Ledger
		This field allows you to list all Purchase Invoices with a particular Object. This refers to any Objects entered in the Purchase Invoice rows. Only figures from those rows with the appropriate Object will be included in the report. If you enter a number of Objects separated by commas, only figures from those rows featuring all the Objects listed will be included.

Only Prel Booked Invoices

Check this box to list only those Supplier Invoices marked as preliminary.

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, Supplier's Invoice Number, Supplier and Total.
Detailed	In addition to the information shown above, this options shows for each row of each Invoice, the Account Code, Description, VAT Amount and Sum is shown. 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.

Purchase Ledger

The Purchase Ledger report is a summary of your account position with each Supplier. Together with the Periodic Supplier Statement report, it is a very useful tool for payment scheduling purposes. You can limit the selection to a specified period or to a certain Supplier. The type of Purchase Invoice shown can also be specified.

In its basic form, the report shows Supplier Name and Telephone Number and, for each Purchase Invoice, the amount outstanding, the Due Date or Discount Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want, as described below. Invoices whose Hold box has been checked are marked with an asterisk (*).

When printed to screen, the Overview option of this report has FirstOffice's Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record.

Supplier

Paste Special

Suppliers in Customer register

Range Reporting

Alpha

To limit the report to a single Supplier (or range of Suppliers), enter the Supplier Number here.

Category	Paste Special	Supplier Categories setting, Purchase Ledger
		If you want to restrict the report to Suppliers of a particular Category, specify that Category here.
Date		Enter a date to show the status of the Purchase Ledger on that date. If the field is left blank, the current date will be used.
Function		Use these options to control the level of detail shown in the report.
	Detailed	This option produces a report listing for each open Invoice any Payments, Credits and Payments on account.
	Overview	This option is a summary showing an outstanding balance, due date and age for each open Purchase Invoice.
	Aged	This gives a report showing the balances payable to each Supplier, broken down into ageing periods. The age groups are defined in the Age Limits setting in the Sales Ledger module.
	Balance	This option simply prints the total balance payable to each Supplier.
Status		Use these options to determine which Purchase Invoices are included in the report.
	Open	When this option is selected the report will contain all unpaid Purchase Invoices.
	Due	When this option is selected the report is limited to those Invoices that are due for payment.
Sorting		The report can be sorted by Supplier Number or Name.
Include Prel. Book		Use this check box to include Purchase Invoices marked as preliminary in the report.

Supplier List

Please refer to the 'Customers and Suppliers' chapter in Volume 1 for full details of this report.

Supplier Statistics

Please refer to the ‘Customers and Suppliers’ chapter in Volume 1 for full details of this report.

P/L VAT Code Statistics

This report contains information about VAT paid to each Supplier. The report is designed for use in countries where detailed VAT reporting is necessary.

Specify P/L VAT Code Statistics

Run

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

Header:

Invoice No.:

Category:

All VAT Codes

Sorting

No.

Trans. Date

Invoice Type

Normal

Credit

Media

Screen

Printer

File

Clipboard

Excel

Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period covered by the report.
Header		Enter a title for the report. If you leave this field blank, the title “P/L VAT Code Statistics” will be used.
Invoice No	Range Reporting	Numeric
		If necessary, enter here the internal Purchase Invoice Number of the Purchase Invoice (or range of Purchase Invoices) you wish to include in the report.

Category	Paste Special	Supplier Categories setting, Purchase Ledger
		To restrict the report to Suppliers of a single Category, enter a Category Code here.
All VAT Codes		By default, the report shows for each Purchase Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Purchase Invoice all VAT Codes, including those not used by the Invoice, switch this option on.
Sorting		The report can be sorted by internal Purchase Invoice Number or Transaction Date.
Invoice Type		Determine here whether Normal and Credit Invoices are to be included in the report. Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.

VAT Report Purchases

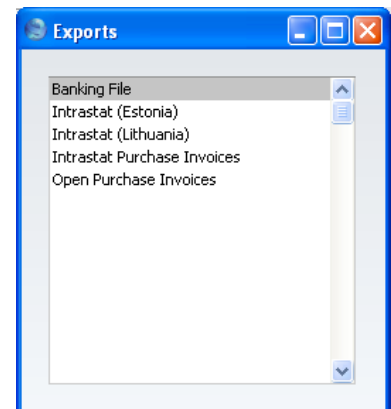
This report satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your FirstOffice representative for more details.

Exports

Introduction

The 'Exports' function allows you to export certain information from your FirstOffice database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other FirstOffice databases or Companies using the 'Automatic' and 'Automatic, 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 FirstOffice is available to other applications via the medium of the text file.

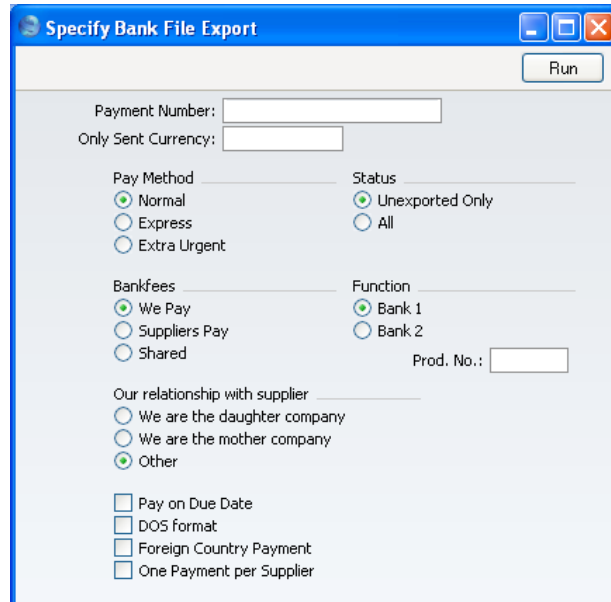
To begin exporting, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the Exports that you can produce from the Purchase Ledger. To proceed, double-click either item. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Banking File

Select this option when you want to export a selection of Payments from your Purchase Ledger. This file may then be sent to the bank for use by a credit transfer system, and serve instead of a printed payment order.

The operation of the function is dependent on the value entered to the VAT Law field in the Company Info setting in the System module, while the format of the export file is chosen in the Bank Files setting. The function is not operational for all countries: please refer to your local FirstOffice representative for full details.



The dialog box titled "Specify Bank File Export" contains the following fields and options:

- Payment Number:** A text input field.
- Only Sent Currency:** A text input field.
- Pay Method:** Radio buttons for Normal (selected), Express, and Extra Urgent.
- Status:** Radio buttons for Unexported Only (selected) and All.
- Bankfees:** Radio buttons for We Pay (selected), Suppliers Pay, and Shared.
- Function:** Radio buttons for Bank 1 (selected) and Bank 2.
- Prod. No.:** A text input field.
- Our relationship with supplier:** Radio buttons for We are the daughter company, We are the mother company, and Other (selected).
- Checkboxes:**
 - ☐ Pay on Due Date
 - ☐ DOS format
 - ☐ Foreign Country Payment
 - ☐ One Payment per Supplier

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. Click the All button if you want all Payments included in the export file.

Intrastat (Estonia)

This function exports Intrastat information in the format required by the authorities in Estonia. Please refer to the description of the 'Intrastat Purchase Invoices' function immediately below and to your local FirstOffice representative for details.

Intrastat (Lithuania)

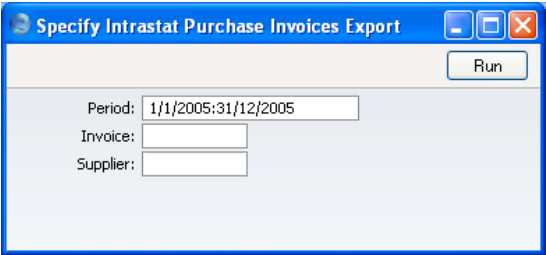
This function exports Intrastat information in the format required by the authorities in Lithuania. Please refer to the description of the ‘Intrastat Purchase Invoices’ function immediately below and to your local FirstOffice representative for details.

Intrastat Purchase Invoices

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.

This function allows you to satisfy this requirement by exporting information from Invoices received from Suppliers in the Within EU Zone. Please refer to the description of the Intrastat P/L document above on page 200 for more details (e.g. the information that should be entered on flip B of these Purchase Invoices). The export file will list the Items purchased from those Suppliers during the relevant period together with quantities and values.

If you will be using this function, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number in the Company Info setting in the System module.



Period	Paste Special	Reporting Periods setting, System module
	Specify the period for the report.	
Invoices	Range Reporting	Numeric
	To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used	

a separate Number Series for Purchase Invoices received from Suppliers in the EU Zone.

Supplier

Paste Special

Suppliers in Customer register

Range Reporting

Alpha

To gather statistics from Invoices received from a particular range of Suppliers, enter the first and last Customer Number in the range, separated by a colon. This can be useful if you have used a separate numbering system for Suppliers in the EU Zone.

Open Purchase Invoices

This command will export all unpaid Invoices in the system. The file can be used in connection with a change of financial systems, or as a FirstOffice back-up file. You can add a comment of up to 40 characters to help identify when the back-up was made.

***HansaWorld
FirstOffice
Professional
Nominal Ledger***

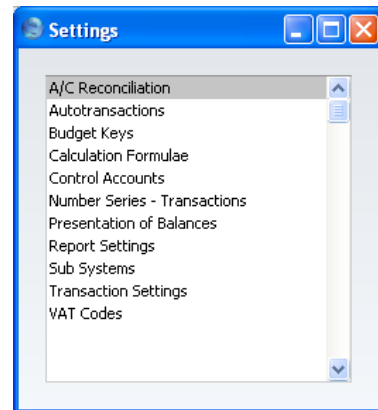
Chapter 3: The Nominal Ledger Module

The Nominal Ledger module is your tool for general accounting, budgeting, forecasting and analysis.

Settings

Introduction

The Nominal Ledger module has the following settings—



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

Account Reconciliation

You will most commonly use this setting to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in FirstOffice. To carry out this task, follow these steps—

1. Double-click 'A/C Reconciliation' in the 'Settings' list in the Nominal Ledger. The 'A/C 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 Transactions against the Bank Account.
3. Enter the Account Number representing your bank account.
4. Click the Unreconciled check box. All unreconciled Transactions for the specified Account will be listed. The figure in the Recon. Bal field shows the balance previously reconciled and should equal the opening balance on the bank statement.

If the number of unreconciled Transactions is greater than 300, FirstOffice will check the Overflow box at the bottom of the window. If this happens, enter a shorter Period to reduce the number of Transactions in the list.

The screenshot shows the 'A/C Reconciliation' window. At the top, there's a 'Period' field set to '1/1/2005:31/12/2005' and an 'Account' field set to '700'. Below these, there are checkboxes for 'Reconciled' (unchecked) and 'Unreconciled' (checked). To the right, 'Bal. Date:' is set to '1/7/2005' and 'Recon. Bal:' is '2552.15'. The main area is a table with columns: 'Trans. No.', 'Tr. Date', 'Description', 'Value', and 'Rec'. It lists 14 transactions, mostly cheques and payments, with their respective dates and values. The 'Rec' column contains 'R' for reconciled and '-' for unreconciled. At the bottom, there's an 'Overflow' checkbox (unchecked), a 'Reconciled:' field showing '217.50', and a 'New Bal:' field showing '2769.65'.

Trans. No.	Tr. Date	Description	Value	Rec
1	RECPT.970001	5/1/2005	Cheque, Cheque	100.00 R
2	RECPT.970002	5/1/2005	Cheque, Cheque	100.00 R
3	RECPT.970003	5/1/2005	Cheque, Cheque	9.75 R
4	RECPT.970004	5/1/2005	Cheque, Cheque	7.75 R
5	RECPT.970007	22/6/2005	Cheque, Cheque	114437.29 -
6	RECPT.9700067	22/6/2005	Cheque, Cheque	123.33 -
7	RECPT.9700069	22/6/2005	Cheque, Cheque	82.50 -
8	RECPT.9700070	22/6/2005	Cheque, Cheque	1000.00 -
9	RECPT.9700075	24/6/2005	Cheque, Cheque	0.00 -
10	PAYMT.960051	23/7/2005	Cheque	-64.63 -
11	PAYMT.960052	23/7/2005	Cheque	-1000.00 -
12	PAYMT.960053	27/7/2005	Cheque	-1000.00 -
13	PAYMT.960048	9/11/2005	Cheque	-35.31 -
14	PAYMT.960049	9/11/2005	Cheque	-33.31 -
15				
16				
17				

5. Compare the list of Transactions with the bank statement. Where a transaction is correctly shown on the statement, enter an "R" to the Rec field. The Transaction value will be added to the Reconciled total, which shows the total reconciled in this session, and to the New Bal figure, which represents the closing balance for the account.
6. If a Transaction appears in the bank statement but not in the list of unreconciled Transactions, you should add it to the Transaction register.

Examples of such Transactions might be payments into or out of your account by standing order, or bank charges.

You can do this without closing the window. Bring the Master Control panel to the front by clicking or by using the File menu. Click [Transactions] in the Master Control panel and enter the Transaction following the usual procedure described in the section entitled 'The Transaction Register' below on page 249. When you have saved it, return to the 'A/C Reconciliation' window and select 'Update' from the Operations menu. The new Transaction will be added to the list of unreconciled Transactions.

7. If the value of a Transaction shown in the list differs from that shown in the bank statement, you should enter a correcting Transaction to the Transaction register. Please refer to the section entitled 'Correcting Transactions' below on page 257 for full details. When you have done this, return to the 'A/C Reconciliation' window, select 'Update' from the Operations menu and mark both the original Transaction and the correction as reconciled.
8. Once you have checked all the Transactions on the bank statement, its closing balance should be the same as the figure in the New Bal field.

Note that nothing has been saved yet and clicking [Save] now would have the effect of losing the reconciliation information entered in this session. To save this information, select 'Commit' from the Operations menu before closing the 'A/C Reconciliation' window by clicking [Save].



Closing the 'A/C Reconciliation' window without having selected 'Commit' will lose all changes made.

In order to ease the task of bank reconciliation, it is recommended that, in the Purchase Ledger, you enter separate Payment records to represent each cheque issued and, in the Sales Ledger, you enter a single Receipt record recording every cheque paid into the bank on a particular paying-in slip. This will ensure that single Transactions will match single lines on the bank statement.

Autotransactions

Autotransactions are templates for accounting, which you can use to simplify the entering of Nominal, Sales and Purchase Ledger Transactions.

When a certain type of Transaction occurs repeatedly, you can create a template in which you put all the recurring data once and for all, e.g. a certain combination of Account numbers. Next time you wish to enter this type of Transaction, you can select the automatic function instead. This will create a ready-made Transaction, except for the data that is unique for this particular entry. Examples might include overhead allocations and recurring journals. Autotransactions can thus save labour and ensure that the correct Accounts are used every time.

Creating a new Autotransaction

Double-click 'Autotransactions' in the 'Settings' list in the Nominal Ledger. A list of existing Autotransactions appears. Click [New] in the Button Bar to enter a new record. When the Autotransaction has been entered, 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.

	Account	Description	Debit	Credit	VAT C
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Code	<p>This is the code that identifies this particular template. The code can consist of up to six alphanumeric characters. Each template must have a unique code, and you should use codes that do not duplicate Account numbers.</p> <p>When entering Nominal Ledger Transactions, specify this code instead of an Account to signify that this Autotransaction is to be used.</p>	
Name	<p>Assign a descriptive name to the template, e.g. "Sales VAT included". The name is then shown in the 'Autotransactions: Browse' window.</p>	
Account	Paste Special	Account register, Nominal Ledger/System module
	<p>Enter the Account numbers for the template, one per row.</p> <p>You can enter the hash sign (#) to this field, to signify that the Account number, Description and amount are to be copied from the preceding line of the Transaction when you use the template. # is obtained using Alt-3 on a UK Macintosh keyboard.</p> <p>You can enter the exclamation mark (!) to this field, to signify that the previous line of the Transaction is to be overwritten by the result of the Autotransaction. See the following example for a detailed description of how this works.</p> <p>You can link an Autotransaction with a particular Account number. Enter the code of the Autotransaction in the Auto. Trans. field of the Account record (in the System module). When you enter the Account number in a Transaction record, the Autotransaction will be entered on the following rows automatically.</p>	
Description	<p>Enter text to describe each Transaction here. You can also enter a # sign to copy text from the preceding line of the Transaction.</p>	
Debit, Credit	Paste Special	Calculation Formulae setting, Nominal Ledger
	<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.</p>	

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. You can also define a more complex formula using the Calculation Formulae setting (described below on page 234) and then enter the Code of that formula here. The Autotransaction will then apply the specified formula to the amount on the preceding line of the Transaction.

If you enter the amount or percentage in the Debit field, the calculated amount will be entered in the same column as the original amount. If you enter it in the Credit field, the calculated amount will be entered in the opposite column.

However, if you enter a Calculation Formula in the Debit field, it will calculate an amount based on the figure in the row above and enter the result as a Debit. If you enter it in the Credit field, the calculated amount will be entered as a Credit.

You can balance all the preceding lines of the Transaction by entering an equal sign (=) in the Debit or Credit field.

V-Cd

Paste Special

VAT Codes setting, Nominal Ledger

Enter any VAT Code to be entered to the Transaction row. This can be used to control the definition of reports.

Example

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. You might use such a template to allocate shares of overhead costs to Accounts representing four departments.

The screenshot shows the 'Autotransaction: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these, the 'Code' is set to 'DIST' and the 'Name' is 'Distribution of Overheads across Departments'. The main area is a table with columns: Account, Description, Debit, Credit, and VAT C. The table contains the following data:

	Account	Description	Debit	Credit	VAT C
1	!	#		10%	S
2	431			20%	S
3	432			30%	S
4	433			40%	S
5	831		17.5%		
6	700			=	
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when the Autotransaction is specified in a Transaction, the amount of 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 has been entered to the Debit field of the Autotransaction. In other words, the original figure entered will be reduced by 90%. The # sign in the Description field signifies that the original Description 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 431. 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 432 and 433 respectively.

The fifth line calculates VAT from the original figure at the standard rate of 17.5% and places it in a new row in the Transaction, posting to the VAT Inputs 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.

When you enter a Transaction, begin by entering the Account code for the relevant expense category, and the amount excluding VAT. On the second row, enter the code of the Autotransaction in the Account field.

Transaction: New

Operations   New Duplicate Cancel Save

No.: 2163 Trans.Date: 27/6/2005 Reference:

Text:

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A	1000.00		S
2	DIST					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 1000.00 Total: 1000.00 0.00

Press Return. The Autotransaction is entered by FirstOffice, and the amounts are recalculated as follows—

Transaction: New

Operations New Duplicate Cancel Save

No.: 2163 Trans.Date: 27/6/2005 Reference:

Text:

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A	100.00		S
2	431		Stationery Costs Dept B	200.00		S
3	432		Stationery Costs Dept C	300.00		S
4	433		Stationery Costs Dept D	400.00		S
5	831		VAT Inputs Receivable prelim	175.00		
6	700		Bank Current Account		1175.00	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 1175.00 1175.00

The example Autotransaction is designed to be used from the Nominal Ledger and is therefore double-sided to produce a balancing Transaction.

It may be that you will enter many overhead costs in the Purchase Ledger from the Suppliers' 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 Nominal Ledger, a balancing posting to a Creditor Account will be made automatically as normal. Payment will reach the Bank Account when the Purchase Invoice is paid. In addition, any Autotransaction used in the Purchase Ledger will not need to calculate VAT because that will be handled by the VAT Code.

You can also enter single-sided Autotransactions in the Account field in a Sales Invoice row.

Creating a new Autotransaction from an existing one

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens, listing existing records.

2. Click the Autotransaction you want to copy, and click [Duplicate] in the Button Bar. Alternatively, double-click the existing Autotransaction and, when it opens, click [Duplicate]. A copy of the selected Autotransaction is shown in the window. The title bar reads "Autotransactions: New", indicating that a new record has been created but not yet saved.
3. Edit the Autotransaction in the usual way, and enter the missing information. The new Autotransaction must be given a new, unique Code.
4. Save the record using the [Save] button or click [Cancel] to discard the record. Close the window by clicking the close box.

Changing an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens, containing a list of the Autotransactions you have defined.

2. Find the Autotransaction you need to change. 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. Double-click the row or press the Enter key.

The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.

4. Edit the Autotransaction in the usual way, and enter the missing information.
5. Confirm by clicking the [Save] button or discard the changes using the [Cancel] button. Close the window by clicking the close box.

Deleting an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens.

2. Find the Autotransaction you are interested in, using the Search field in the top right-hand corner of the window as described above if necessary.
3. Double-click the row or press the Enter key. 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.

Budget Keys

Budget Keys are one of the tools available in FirstOffice to help you calculate budgets. Budget Keys allow you to apply a formula to a yearly budget total in order to divide it into monthly figures.

For example, suppose that for a particular Account each month of the year is budgeted to have the same balance, except June, July and August, which are to have balances half the size of the other months. Enter a Budget Key value of 1 for each of the three summer months, and 2 for the other months. The sum will be 21, which then corresponds to the annual balance.

When the sum of the Budget Keys is 100, each month will have a certain percentage of the annual figure. You can use percentage values as Budget Keys, but you don't have to. And remember that in case you start entering percentage values that add up to 100, changing a value will also change the sum away from 100.

You should define your Budget Key records to co-ordinate with your budgeting methods. For example, if you start with an annual budget figure and break it down into quarterly totals, your Budget Keys should feature four lines, one for each quarter. If you work to monthly totals, each Budget Key should have twelve lines, and so on.

Please refer to the description of the Budget register below on page 263 to see how you can use Budget Keys to help calculate Budgets.

To enter Budget Keys, double-click 'Budget Keys' in the 'Settings' list. Then, open the 'Budget Key: New' window by clicking the [New] button. When the Budget Key record has been entered, 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.

	Value
1	10.00
2	12.00
3	15.00
4	25.00
5	45.00
6	40.00
7	30.00
8	25.00
9	20.00
10	15.00
11	10.00
12	5.00

- Code

This is a code that identifies the Budget Key, when used for budgeting. You can only use numbers and uppercase letters.
- Name

Give the key a descriptive name, e.g. "SALES." The name is shown in the "Budget Keys: Browse" window. Ideally, the Name should include a reminder of the number of periods (i.e. the number of rows used in the grid, usually 12 for monthly periods or four for quarterly periods) because Budget records should have the same number of periods as the Budget Keys they use.
- Sum

FirstOffice will fill in this field automatically with the sum of the monthly or quarterly key values.
- Value

Enter the monthly or quarterly key values.

Calculation Formulae

You can use this setting to define formulae that you can then use in Autotransactions.

Entering a Calculation Formula

Double-click 'Calculation Formulae' in the 'Settings' list. A list of existing Calculation Formulae appears. Click [New] in the Button Bar to enter a new record, or [Duplicate] to create a new record that is based on an existing one. When you have entered the Formula, 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.

	From	To	%	Amount
1	0.00	99.99	1.00	
2	100.00	199.99	5.00	
3	200.00	499.99	10.00	
4	500.00		20.00	
5				
6				
7				
8				
9				
10				
11				

To enter a Calculation Formula, follow these steps —

1. Enter the unique Code by which the Formula can be identified. This can consist of up to 12 alphanumeric characters. Do not use a code that could be mistaken for a formula (e.g. do not use a code of a number followed by a % sign such as "10%" or "+10%").
2. Assign a descriptive name to the Formula, to be shown in the 'Calculation Formulae: Browse' window.
3. Use the grid area to draw up the Formula. This can use any combination of percentages (entered in the % column) and fixed values (entered in the Amount column).

The example in the illustration above takes an amount and calculates from it a figure based on a graduated percentage scale, in a similar

manner to income tax calculations. It functions by adding the following figures together—

- 1% of the first 99.99 of any amount
- 5% of the next 99.99
- 10% of the next 299.99
- 20% of any remaining amount.

For example, applying the formula to the figure 5,000 produces 936.00 (1% from the first 99.99 = 1, 5% from the range 100-199.99 = 5.00, 10% from the range 200-499.99 = 30.00 and 20% on the rest = 900.00).

Using a Calculation Formula in an Autotransaction

You should place a Calculation Formula in an Autotransaction as follows. If you place it in the Debit field of the Autotransaction, the Formula will be applied to the value entered in the previous row of the Transaction and the result placed in the Debit field of the Transaction. If you enter the Formula in the Credit field of the Autotransaction, the result will be placed in the Credit field of the Transaction. In the illustration below, the code of the example Formula shown above has been entered to the Debit field of an Autotransaction—



The screenshot shows a window titled "Autotransaction: Inspect". At the top, there are buttons for "New", "Duplicate", "Cancel", and "Save". Below these are fields for "Code:" (containing "CALC1") and "Name:" (containing "Application of Calculation Formula"). The main area is a table with the following columns: "Account", "Description", "Debit", "Credit", and "VAT C". The table has 22 rows, numbered 1 to 22. Row 1 contains the value "285" in the "Account" column and "CALC1" in the "Debit" column. The other rows are empty.

	Account	Description	Debit	Credit	VAT C
1	285		CALC1		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Calculation Formulae in use

When you enter a Transaction, begin by entering the Account code for the relevant expense category, and the amount. On the second row, enter the code of the Autotransaction in the Account field.

Transaction: New

Operations   New Duplicate Cancel Save

No.: 2164 Trans.Date: 27/6/2005 Reference:

Text:

	Account	Object	Description	Debit	Credit	V-Cd
1	199		Sundry Income		5000.00	
2	CALC1					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: -5000.00 Total: 0.00 5000.00

Press Return. The Autotransaction is entered by FirstOffice, and the amounts are recalculated as follows—

Transaction: New

Operations New Duplicate Cancel Save

No.: 2164 Trans. Date: 27/6/2005 Reference:

Text:

	Account	Object	Description	Debit	Credit	V-Cd
1	199		Sundry Income		5000.00	
2	285		Commissions Payable	936.00		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: -3325.00 Total: 1675.00 5000.00

Control Accounts

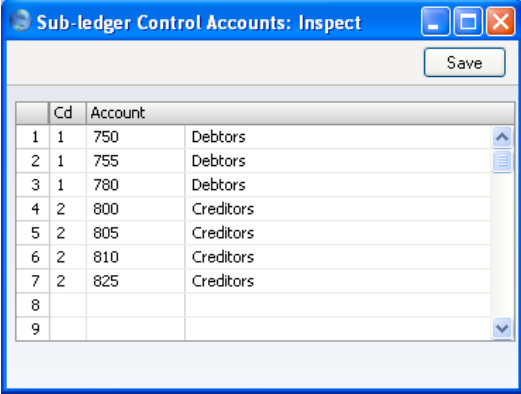
Use this setting to specify the Accounts that are to be part of the sub-ledger Control Accounts feature. You can activate this feature in the Sales and Purchase Ledgers using the Sub-ledger Checking check boxes on the 'Debtors' and 'Creditors' cards of the Account Usage S/L and Account Usage P/L settings respectively.

The feature prevents you from posting to the specified Control Accounts manually from the Transaction register in the Nominal Ledger. Instead, you will only be able to post to these Accounts (such as, on the Sales Ledger side, Debtor Accounts) from the sub-ledger (i.e. from Invoices or Receipts in the Sales Ledger). If you try to post to a controlled Account directly from the Nominal Ledger (using the Transaction register) you will be given an alert message.

You can use this feature, for example, to ensure that Receipts are received in the Sales Ledger rather than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Receipt cannot be allocated against the appropriate Invoices. The feature also removes the risk of posting accidentally to your Debtor Account in Nominal Ledger Transactions.

You must list every Account that you want to be part of the sub-ledger control feature (i.e. the Accounts which are not to be used in the Transaction register) in this setting, including the Debtor and Creditor Control Accounts that you have specified on the 'Debtors' and 'Creditors' cards of the Account Usage S/L and P/L settings respectively. To do this, double-click 'Control Accounts' in the 'Settings' list. The 'Sub-ledger Control Accounts: Inspect' window is shown.

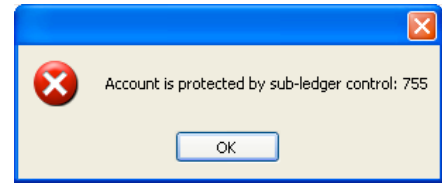
For each row, use the Code field to enter an Account Category. Two Account Categories are valid: 1 for accounts receivable (debtors), and 2 for accounts payable (creditors). In the Account field, enter the Account Number of the Control Account that you do not want to be used in the Nominal Ledger. Use 'Paste Special' if necessary. The text in the Type field is entered by the program, depending on the Account Category chosen.



	Cd	Account	Type
1	1	750	Debtors
2	1	755	Debtors
3	1	780	Debtors
4	2	800	Creditors
5	2	805	Creditors
6	2	810	Creditors
7	2	825	Creditors
8			
9			

Click [Save] to save the changes and close, or the close box to close without saving changes.

If you try to enter or change a Transaction posting to a protected Account, you will be given the following message—



If you are using the Sub-ledger Checking feature and need to specify separate Debtor Accounts for each Customer Category, those Accounts must first be listed in this setting. Similarly, all Accounts that are entered as Creditor Accounts in Suppliers and Supplier Categories must also be listed here.

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 do not define any Number Series, Transaction Numbers will start at 1 and continue consecutively.

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

On double-clicking 'Number Series - Transactions' in the 'Settings' list, the following window appears—

No.	Date		Comment
	From	To	
1	1001	1999	1/1/2004 31/12/2004 London office
2	10001	10999	1/1/2004 31/12/2004 Manchester office
3	2001	2999	1/1/2005 31/12/2005 London office
4	20001	20999	1/1/2005 31/12/2005 Manchester office
5			
6			
7			
8			
9			
10			

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

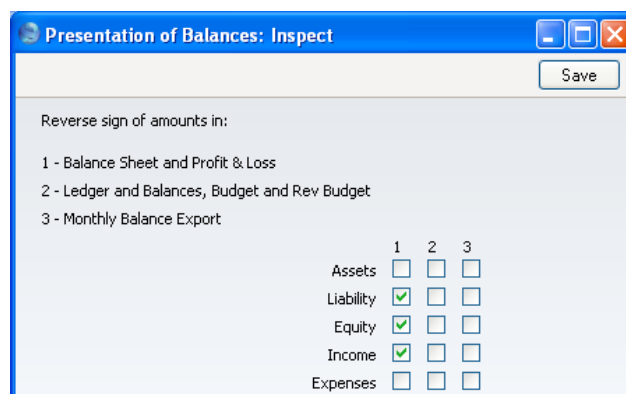
Presentation of Balances

Internally, FirstOffice interprets a Credit entry as a value that is subtracted from an account balance, while a Debit entry is added. Assets and costs are therefore stored as positive values, while liabilities, equity and incomes are negative.

These internal calculation and storage methods are often impractical when it comes to displaying balances in reports on the screen or on paper. Therefore, FirstOffice has a default setting for displaying balances, whereby some values are inverted, e.g. incomes, liabilities and equity are shown as positive values in reports. There are, however, many different accounting conventions in this world, and you are therefore given the option to change the default settings. You may have your own standard, or you may wish to exchange data with other accounting systems using conventions other than FirstOffice's default method.

It is not unusual for the board, the bank, auditors, and tax authorities to request different presentations of the company's figures. With FirstOffice's flexible method for presentation, you can solve this easily by changing the settings of Presentation of Balances. This can be done any time, e.g. between printing two reports of the same kind.

Open the 'Presentation of Balances' window by double-clicking 'Presentation of Balances' in the 'Settings' list.



As you can see, the window contains a set of check boxes. The five rows indicate different classes of accounts, and the three columns contain the different circumstances where the numbers are to be presented.

A checked box indicates that the field will be presented with the sign opposite to the internal representation. An empty box means that FirstOffice's internal sign will be used. Internally, FirstOffice regards all debits as positive numbers, and all credits as negative numbers.

The default setting is that values for Assets, Liabilities and Equity follow the internal values, while Revenues and Costs are presented with the opposite sign.

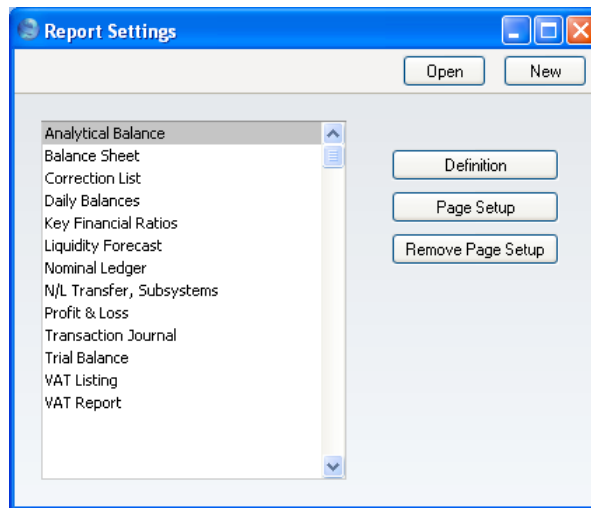
Check the boxes in the window to select your settings.

Confirm your changes by clicking [Save] or revert to the previously saved setting by clicking [Cancel].

Report Settings

The appearance and format of some Nominal Ledger reports can be changed 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, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, 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 chapter.



The [Definition] button can only be used with the four reports named above. The remaining three buttons can be used with all reports, in all modules. If you change to another module using the [Select 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. These settings will be used whenever the report is printed. Windows users can also use this function to choose the printer on which the report is to be printed. Click the [Remove Page Setup] button to revert to standard.

Sub Systems

The integration between FirstOffice's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

This setting controls when such automatic generation of Transactions is to be activated, and from which sub systems. Double-click 'Sub Systems' in the 'Settings' list to open the following window —

Sub System	From Date
<input checked="" type="checkbox"/> Invoices	1/1/2004
<input checked="" type="checkbox"/> Receipts	1/1/2004
<input checked="" type="checkbox"/> Purchase Invoices	1/1/2004
<input checked="" type="checkbox"/> Payments	1/1/2004
<input checked="" type="checkbox"/> Goods Receipts	1/1/2004
<input checked="" type="checkbox"/> Deliveries	1/1/2004
<input checked="" type="checkbox"/> Stock Depreciations	1/1/2004

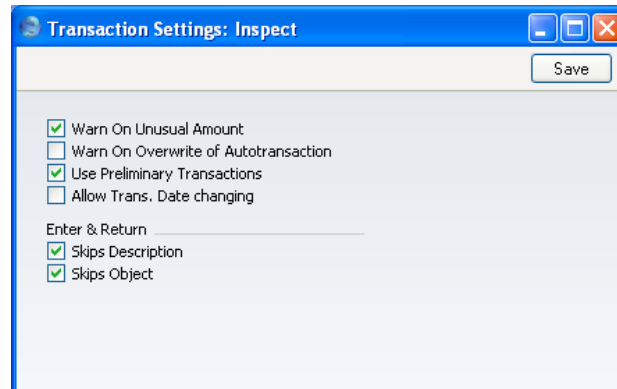
Check boxes containing a tick represent those Sub Systems from which Nominal Ledger Transactions will be generated. Use the date field to indicate the date from which Transactions are to be generated.

This function is particularly useful at the transfer to FirstOffice from another accounting system, when it is necessary to enter opening balances to FirstOffice. If an overall opening balance has been entered to the Debtor Account for example, any Invoices transferred from the old system and entered as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

It is therefore recommended that the check boxes be switched on according to your requirements, and for each a date entered which is later than the Transaction Date used for all your opening balance transactions. This will ensure that these will not be posted to the Nominal Ledger, and that there is no danger of forgetting to switch the check boxes on when new transactions are entered.

Transaction Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Transaction screen.



Warn on Unusual Amount

When you define Accounts using the Account register in the System module, you should specify whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts that are normally used on one side only (for example, debit), a warning can be made to appear if you try, in the example, to credit the Account when entering a Transaction. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Warn on Overwrite of Autotransaction

Check this box if you want FirstOffice to issue a warning if you try to alter anything, for example an Account number, when you use an Autotransaction.

Use Preliminary Transactions

This option allows Nominal Ledger Transactions to remain fully editable even after they have been saved. If you are using this feature, you can restrict its scope using the No Preliminary Transactions field in the Locking setting in the System module. If you enter a date in this field, only Transactions whose Transaction Date is later than this date will be modifiable (i.e. they

will be 'Preliminary' Transactions); Transactions whose Transaction Date is on or before that date will not be modifiable (i.e. they will be of 'actual' status).

When you print reports for a month that is not locked, the report heading will state that the report contains Preliminary Transactions.

You must lock months chronologically. You cannot close transactions for June while May is still open. (When a month is locked for Preliminary Transactions it is, however, still open for normal Transaction entry.)

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 Sales and Nominal Ledgers, visible when comparing the Aged Debtors report with the Debtor Account. Use this option if you would like to allow different registration and transaction dates.

Enter and Return When pressing the Return or Enter key, you can determine whether the cursor is to skip over the Object and Description fields in each row of the Transaction screen using these check boxes. If so, you can still move the cursor into those fields using the mouse or the Tab key if necessary.

VAT Codes

In order to comply with VAT regulations it is necessary to differentiate between domestic, EU and external trade. To solve this, FirstOffice makes use of VAT Codes, whereby any number of VAT Codes with different accounting specifications can be defined.

VAT Codes can be assigned to Customers, Suppliers and also to individual Sales and Purchase Accounts. The VAT Codes help FirstOffice to use the correct VAT percentage, to control the Nominal Ledger accounting and to provide VAT statistics. The standard VAT Codes used in the UK are supplied with the program.

To edit the VAT Codes, double-click 'VAT Codes' in the 'Settings' list. The following window appears—

The screenshot shows a window titled "VAT Codes: Inspect" with a "Save" button in the top right corner. Below the button is a table with the following data:

	Code	Excl %	Incl %	Outp A/C	O/P A/C	Inp A/C	I/P A/C	Description
1	0	0.00		830	836	831	837	Zero Rate (S)
2	1	17.50		830	836	831	837	Std Rate (S)
3	2	5.00		830	836	831	837	Export (S)
4	3	0.00		830	836	831	837	EU Exports (S)
5	4	0.00		832		833		EU Exports (Std)
6	5	17.50		830	836	831	837	Std rate (P)
7	2	0.00		830	836	831	837	Zero Rate (P)
8								
9								

To edit a VAT Code, simply click in the field to be changed and overwrite the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows—

Code Each VAT Code record should be identified by a unique Code.

Excl % Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT 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 VAT in order to calculate the VAT amount.

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

Specify here the VAT Outputs Account to be credited whenever this VAT Code is used in a sales transaction.

In any Nominal Ledger Transaction resulting from Purchase Invoices from the EU Zone, VAT is debited to the Input Account of the selected VAT Code and credited to the Output Account. Therefore, it is recommended that you use a dedicated VAT Code for VAT on EU Acquisitions, with an Output Account that is not used in any other VAT Code.

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

This field is only used if you are using the Post Receipt VAT and/or Post Prepayment VAT options on the 'Debtors' card of the Account Usage S/L setting. Users of the Cash VAT scheme in the UK will need to use both options, users resident in the Baltic States may only need to use the Post Prepayment VAT option, and users in Poland may only need to use the Post Receipt VAT option.

If you are using the Post Receipt VAT option, your output VAT liability is calculated from your Receipts, not from your Invoices. In this case, the Outp A/C will be treated as a preliminary VAT Output Account, to be credited whenever an Invoice is approved. When the Invoice is paid, the Transaction from the Receipt will include an extra VAT element, in which the VAT is moved from the Outp A/C to the O/P A/C. This therefore becomes the final VAT Output Account. The Post Receipt VAT option also posts VAT from On Account VAT Receipts (Receipts with no Invoice Number or Prepayment Number).

If you are using the Post Prepayment VAT option, VAT will also be posted from Prepayment Receipts (Receipts with no Invoice Number but with a Prepayment Number). VAT will be credited to the O/P A/C and debited to the Prepayment VAT Account specified in the Account Usage S/L setting.

In all cases, if a particular VAT Code does not have an O/P Account, the VAT (C/A) Account from the 'Debtors' card of the Account Usage S/L setting will be used instead.

If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Outp Account.

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

Specify here the VAT Inputs Account to be debited whenever this VAT Code is used in a purchase transaction.

I/P A/C	Paste Special	Account register, Nominal Ledger/System module
	<p>This field is only used if you are using the Post Payment VAT and/or Post Prepayment VAT options on the 'Creditors' card of the Account Usage P/L setting. This will be the case for users in Latvia and for users of the Cash VAT scheme in the UK. Users in Poland may only need to use the Post Payment VAT option.</p>	
	<p>If you are using the Post Payment VAT option, the value of the input VAT 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 VAT Input Account, to be debited whenever a Purchase Invoice is approved. When the Purchase Invoice is paid, the Transaction from the Payment will include an extra VAT element, in which the VAT is moved from the Inp A/C to the I/P A/C. This therefore becomes the final VAT Input Account.</p>	
	<p>If you are using the Post Prepayment VAT option, VAT will also be posted from Prepayment Payments (Payments with no Invoice Number but with a Prepayment Number). VAT will be debited to the I/P A/C and debited to the On Account VAT Account specified in the Account Usage P/L setting.</p>	
	<p>In all cases, if a particular VAT Code does not have an I/P Account, the Prepayment VAT Account from the 'VAT' card of the Account Usage P/L setting will be used instead.</p>	
	<p>If you are using this feature, don't forget to alter the definition of the VAT 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 VAT Code is always chosen.</p>	

The Transaction Register

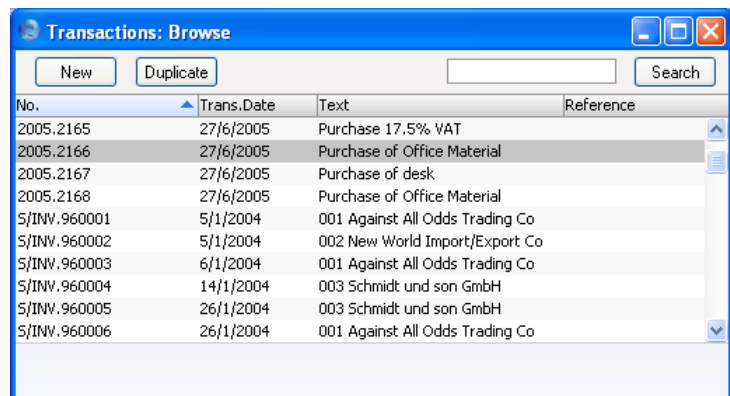
In a company, all accounting events are entered as Transactions. Depending on the nature of the Transaction, this can be done directly to the Transaction register or remotely from the Sales and Purchase Ledgers or the Stock module.

In FirstOffice, you can decide which Transactions are to be entered directly and which are to be created remotely from other Ledgers (or 'Sub Systems'). This is done using the Sub Systems setting described above on page 242.

Typically, Transactions representing Sales and Purchase Invoices, Receipts and Payments will be generated remotely from the Sales and Purchase Ledgers. Other types of transactions will be entered directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

Before you start entering Transactions, you must ensure that you have defined the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a basic journal number series for Transactions using the Number Series - Transactions setting in the Nominal Ledger.

To open the Transaction register, ensure you are in the Nominal Ledger, then click the [Transactions] button in the Master Control panel. The 'Transactions: Browse' window is opened, showing a list of Transactions already entered.



No.	Trans.Date	Text	Reference
2005.2165	27/6/2005	Purchase 17.5% VAT	
2005.2166	27/6/2005	Purchase of Office Material	
2005.2167	27/6/2005	Purchase of desk	
2005.2168	27/6/2005	Purchase of Office Material	
S/INV.960001	5/1/2004	001 Against All Odds Trading Co	
S/INV.960002	5/1/2004	002 New World Import/Export Co	
S/INV.960003	6/1/2004	001 Against All Odds Trading Co	
S/INV.960004	14/1/2004	003 Schmidt und son GmbH	
S/INV.960005	26/1/2004	003 Schmidt und son GmbH	
S/INV.960006	26/1/2004	001 Against All Odds Trading Co	

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the financial year: the

Transactions numbered 2005.2165 to 2005.2168 in the illustration are examples of this. The characters representing the financial 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 depending on their nature. 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 FirstOffice you may separate Transaction Date and Registration Date. This is particularly important in relation to your external reporting, e.g. the VAT reporting, and your internal accounting, where you may wish Transactions to go into the correct month.

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 Supplier involved.

As in other lists you can change the sort order by clicking on the column headings. The current sort column is shown with its heading underlined. You can also scroll the list using the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. FirstOffice will search for the first record matching the keyword in the same column as the selected sorting order.

There are four things you can do with your Transactions —

- Enter Transactions
- Inspect Transactions
- Make corrections
- Print the Transactions

Entering a Transaction

To enter a Transaction, first open the Transaction register using the [Transactions] button in the Master Control panel.

Then, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight 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.

The screenshot shows the 'Transaction: Inspect' window. At the top, there are buttons for 'Operations', 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'No.: 2165', 'Trans.Date: 27/6/2005', and 'Reference:'. A 'Text:' field contains 'Purchase 17.5% VAT'. The main area is a table with columns: Account, Object, Description, Debit, Credit, and V-Cd. The table contains three rows of data: Row 1: Account 355, Description 'Advertising', Debit 123.40, Credit 123.40, V-Cd 5; Row 2: Account 831, Description 'VAT Inputs Receivable prelim', Debit 21.60, Credit 21.60, V-Cd 5; Row 3: Account 700, Description 'Bank Current Account', Debit 145.00, Credit 145.00, V-Cd 5. At the bottom, there are fields for 'Difference: 0.00' and 'Total: 145.00'.

	Account	Object	Description	Debit	Credit	V-Cd
1	355		Advertising	123.40	123.40	5
2	831		VAT Inputs Receivable prelim	21.60	21.60	5
3	700		Bank Current Account	145.00	145.00	5
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 145.00 145.00

In the following list you will find short descriptions of each of the fields in the above picture.

Header

No	Paste Special	Select from another Number Series
		Transaction Number. When you enter a new Transaction, FirstOffice will enter the next unused number from the first record in the Number Series - Transactions setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Transaction Number is assigned when the Transaction is saved.
Trans. Date	Paste Special	Choose date
		The date of the Transaction does not have to coincide with the date when the Transaction was recorded. The last used Transaction Date is offered as a default.
Reference		An optional reference field whose contents are shown in the 'Transactions: Browse' window.
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 the Transaction can be saved. A balancing entry shows a zero difference in this field.
Total		These two fields show the sums of Debits and Credits for this 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 the Transaction can be saved.

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, Nominal Ledger/System module
		Specify here the Account used by the Transaction row.
		You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the

entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described above on page 225.

Objects	<p>Paste Special Object register, Nominal Ledger</p> <p>You can assign up to 20 Objects, separated by commas, to this Transaction row. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. Full details can be found in the description of the Object register below on page 270.</p> <p>You can use a check box in the Transaction Settings setting to have the cursor skip over this field when you press Return or Enter if you don't use Objects.</p> <p>If you enter more than one Object, they will automatically be sorted alphabetically when you move to the next field.</p>
Description	<p>A default Description is brought in from the Account record. It can be modified for this Transaction if necessary. As with Objects, you can have the cursor skip over this field when you press Return or Enter.</p>
Debit, Credit	<p>For each row, specify a debit or credit amount. The debits total must equal the credits total before the Transaction can be saved: each Transaction must therefore have at least two rows. If you are using the Warn On Unusual Amount option in the Transaction Settings setting and a particular Account can only have amounts posted to one side (debit or credit) you will be warned if you attempt to post a figure to the other side. Note that this warning will not be enforced and can be overridden.</p>
V-Cd	<p>Paste Special VAT Codes setting, Nominal Ledger</p> <p>You can mark each row in a Transaction with a VAT Code. The code may be entered automatically with the Account number, or manually. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct VAT Code (if any), since it will affect the accuracy of the figures for</p>

Net Sales and Net Purchases in your VAT Return, as shown in the illustration of the VAT Report Definition below on page 320.

Entering a Transaction - Example

As described above, FirstOffice provides several shortcuts to simplify your work when entering Transactions. You can bring a date into a date field using the Ctrl-Enter key combination (Macintosh users can press ⌘-Enter). 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 above on page 225.

1. Open the Transactions register by clicking the [Transactions] button in the Master Control panel. Then, click [New] or press Ctrl-N/⌘-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. FirstOffice suggests the next unused Transaction Number from the correct journal number series, and as Transaction Date the date from the last 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 VAT was 5.22, and the total 39.42. You paid by cheque from the company's current account.

The Transaction will look like this—

Transaction: Inspect

Operations

No.: 2166 Trans.Date: 27/6/2005 Reference:

Text: Purchase of Office Material

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A	25.00		S
2	440		Gen Office Exps	6.00		S
3	440		Gen Office Exps	3.20		S
4	831		VAT Inputs Receivable prelim	5.22		
5	700		Bank Current Account		39.42	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: Total:

- Click [Save] to enter the Transaction in the Nominal Ledger.

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 VAT. You are charged 20.00 for transport, and then of course VAT.

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 —

Transaction: New

Operations New Duplicate Cancel Save

No.: 2167 Trans.Date: 27/6/2005 Reference:

Text: Purchase of desk

	Account	Object	Description	Debit	Credit	V-Cd
1	604		FA - Cost of Fixt/Fittings	247.00		S
2	451		Carrier Charges	20.00		S
3	831		VAT Inputs Receivable prelim	26.70		
4	720		Petty Cash			
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 293.70 Total: 293.70 0.00

With the cursor in the Credit column, press the Return or Enter key. FirstOffice enters the correct credit amount to balance the entry for you. If you press Return or Enter again, the Transaction will be saved, closed and committed the Transaction to the Nominal 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 menu bar, allowing you to make several types of corrections after the Transaction has been entered.

Assume that you have entered the wrong VAT percentage, 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'.

Transaction: New

Operations New Duplicate Cancel Save

No.: 2168 Trans.Date: 27/6/2005 Reference:

Text: Purchase of Office Material

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A		25.00	S
2	440		Gen Office Exps		6.00	S
3	440		Gen Office Exps		3.20	S
4	831		VAT Inputs Receivable prelim		5.22	
5	700		Bank Current Account	39.42		
6	Correction to Transaction 2005.2166					
7	430		Stationery Costs Dept A		25.00	S
8	440		Gen Office Exps		9.20	S
9	831		VAT Inputs Receivable prelim		5.99	
10	700		Bank Current Account		40.19	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 79.61 79.61

- Enter the journal number of the transaction to be corrected, including the financial 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 is saved, and the old Transaction is marked as corrected automatically, as shown in the following picture—

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A	25.00		S
2	440		Gen Office Exps	6.00		S
3	440		Gen Office Exps	3.20		S
4	831		VAT Inputs Receivable prelim	5.22		
5	700		Bank Current Account		39.42	
6	Corrected by Transaction 2005.2168					
			Reg.Date 27/6/2005			
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 39.42 39.42

FirstOffice also provides you with another method to correct entries. In manual ledgers, errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. A note is made with the initials of the accountant, and a corrected entry is made with the next unused journal number. FirstOffice provides a similar method.

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, showing your initials 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.

Transaction: Update

Operations New Duplicate Cancel Save

No.: 2167 Trans.Date: 27/6/2005 Reference:

Text: Purchase of desk

	Account	Object	Description	Debit	Credit	V-Cd
1	604		FA - Cost of Fixt./Fittings	247.00		5
2	451		Carrier Charges	20.00		5
3	831		VAT Inputs Receivable prelim	26.70		
4	720		Petty Cash		293.70	
5	Signature	FF	Old Trans.Date 27/6/2005			
6	700		Bank Current Account		293.70	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Difference: 0.00 Total: 293.70 293.70

- If the error is in the header area of the Transaction (i.e., the Transaction Date is wrong), it can also be corrected using the 'Update Mark' function. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text or the Reference.

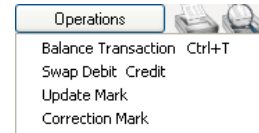
If you are using the Use Preliminary Transactions option (set in Transaction Settings), Transactions can be freely modified providing their Transaction Date falls within a month that has not been closed. There is no need to use the 'Update Mark' or 'Correction Mark' functions in this circumstance, since postings are not considered to be final until the month has been closed. If you attempt to use the 'Update Mark' function in a preliminary Transaction, pressing the Backspace key will not draw the correction line across the selected row but instead will remove the row altogether. Months are closed using the Locking setting in the System module: please refer to the 'System Module' chapter for full details.

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.

Operations Menu

When a Transaction is open in a record window, the Operations menu is available. The menu has four commands.



Balance Transaction

If the cursor is in one of the Transaction rows, selecting this command changes Debit or Credit value in that row, so that the Transaction balances. This is particularly practical when you have made an error of the amount in just one line.

An alternative to selecting this function is to place the cursor 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 [Save]. The erroneous Transaction is now cancelled. Full details are contained in the section above on page 257 entitled 'Correcting Transactions'.

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 section above on page 257 entitled 'Correcting Transactions'.

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 section above on page 257 entitled 'Correcting Transactions'.

The Budget Register

The Budget register allows you to enter a budget for the company - Account for Account.

FirstOffice provides various budgeting models, which can be combined in different ways. For example—

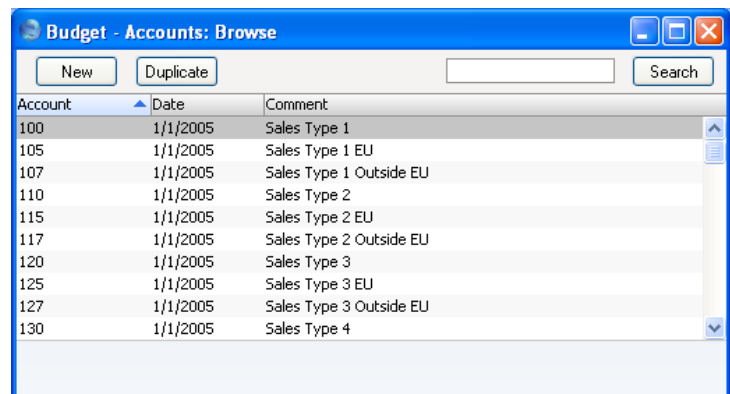
- absolute amounts, budgets with values for each month
- annual basis with key values - a budget showing how the annual values are distributed over months.

It is possible to change a budgeted value during the current accounting year. This may be tempting, if actual balances differ very much from those budgeted. It is, however, advisable to leave the budget unchanged, to enable a realistic evaluation of the quality of the budgeting process. Budgeting is a way of guessing about the future, and learning to become a good guesser is an important quality of a manager.

Entering Budgets

1. In the Nominal Ledger module, click the [Budgets] button in the Master Control panel.

The 'Budget - Accounts: Browse' window is opened, showing those Accounts for which Budgets have already been entered. You should enter a separate Budget record for each Account for a particular fiscal year.



Account	Date	Comment
100	1/1/2005	Sales Type 1
105	1/1/2005	Sales Type 1 EU
107	1/1/2005	Sales Type 1 Outside EU
110	1/1/2005	Sales Type 2
115	1/1/2005	Sales Type 2 EU
117	1/1/2005	Sales Type 2 Outside EU
120	1/1/2005	Sales Type 3
125	1/1/2005	Sales Type 3 EU
127	1/1/2005	Sales Type 3 Outside EU
130	1/1/2005	Sales Type 4

- Click [New] in the Button Bar or highlight a Budget record similar to the one you want to enter and click [Duplicate] in the Button Bar.

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

	Date	Values	Budget
1	1/1/2005		3769.84
2	1/2/2005		4523.81
3	1/3/2005		5654.76
4	1/4/2005		9424.60
5	1/5/2005		16964.29
6	1/6/2005		15079.37
7	1/7/2005		11309.52
8	1/8/2005		9424.60
9	1/9/2005		7539.68
10	1/10/2005		5654.76
11	1/11/2005		3769.84
12	1/12/2005		1884.92
13			
14			
15			
16			
17			
18			
19			
20			

Budget Sum: 95000.00

Account**Paste Special**

Nominal Ledger/Account
register, System module

Enter the number of the Account for which you want to enter a Budget.

Comment

The Account name will be placed in this field by FirstOffice.

Period

Enter the first and last date of the budget period.

Base Value

Enter the expected total for the budget period. Remember to enter sales and income values, liabilities and equity as negative (credit) values, and assets and costs as positive (debit) values.

You can treat this figure as a control total for the period. If the period is a year, for example, you can break the figure down into monthly or quarterly totals in the grid area. You can enter these figures yourself, working to the Base Value as a target, or you can calculate them from the Base Value using a Budget Key, specified in the next field.

Budg. Key**Paste Special**

Budget Keys setting, Nominal Ledger

The Budget Key is a useful tool for breaking an annual budget figure down to monthly totals if that process can be carried out using a formula. For example, experience may show that sales of a particular product always follow a set pattern with a certain percentage in each month. Alternatively, and more simply, you can use a Budget Key to break an annual rent figure down into twelve equal divisions.

The setting up of Budget Keys is fully described in the 'Settings' section above on page 232.

To apply a Budget Key to a Budget record, you should first enter a figure to the Base Value field. This figure should represent the budget for the whole period (perhaps a year). Then, specify an appropriate Budget Key and enter the start dates of each month or quarter on separate rows in the grid area. You should have the same number of period divisions (i.e. rows in the grid) as you have entered for the Budget Key. Then, choose 'Recalculate' from the Operations menu. For each row, a total (i.e. a monthly or quarterly total) will appear in the grid area. These will be calculated by apportioning the Base Value according to the ratios in the Budget Key. Finally, save the record.

Date

In the grid area, enter the start date for each of the budget periods. You can use any number of periods but, if you are using a Budget Key, you should have the same number of periods as you have entered for the Budget Key. If the Budget and Budget Keys have different numbers of periods, the Base Value and Budget Sum figures will not match after you have used the 'Recalculate' function.

You must enter a date for each budget period. To save labour and reduce the chance for error, the easiest way to enter Budget records is to use the [Duplicate] button to copy a Budget record with the dates already entered.

Values

Enter absolute values for each period.

If you have not specified a Budget Key, these Values will be moved to the right-hand column as soon as you select 'Recalculate' from the Operations menu.

If you have specified a Budget Key and Base Value, these Values will be treated as extra amounts to be added to the calculated figures in the right-hand column when you use the 'Recalculate' function.

Budget

FirstOffice will calculate this value for you when you select the 'Recalculate' command from the Operations menu.

Budget Sum

This field shows the total budget for the year. Unlike the figure that you entered in the Base Value field, this figure is calculated automatically by FirstOffice: it is the sum of the Budget figures in the grid. Therefore, if you revise the Budget and recalculate it using the 'Recalculate' function on the Operations menu, the Base Value will remain unchanged, so you can make a comparison between the original budgeted figure and the final one. The Budget Sum will also take into account any extra amounts in the Values column.

If you cannot explain the difference between the Base Value and the Budget Sum, the probable cause is that the Budget has a different number of periods (rows in the grid) to the Budget Key.

3. When you have entered Values in as many rows in the grid as you need, or you have chosen a Budget Key, select 'Recalculate' from the Operations menu and click [Save] to save, or [Cancel] to cancel.
4. Repeat steps 1 to 3 to set Budgets for all Accounts. Use the [Duplicate] button to assist with the data entry. Only one Budget record can be saved for each Account/Period combination.



For Budget figures to appear in Nominal Ledger reports for comparison purposes, at least one entry with a date must be made to the grid area of the Budget screen.

5. Two reports allow you to compare Budgets with actual figures: the Balance Sheet and the Profit & Loss report. These are described below on pages 285 and 311 respectively.

Inspecting or Changing Budgets

1. Open the 'Budget - Accounts: Browse' window by clicking the [Budgets] button in the Master Control panel. Find the Budget record you want to change, using the Search field if necessary.
2. Double-click the selected record.

The 'Budget - Account: Inspect' window is opened.

Go through the record and change the items as required. When you make an alteration, the window title will change to 'Budget - Account: Update'. When you have finished, remember to select 'Recalculate' from the Operations menu to update the Budget Sum.

You can delete the whole record using the 'Delete' function on the Record menu. Remember that you cannot undo a deletion of a record.

Printing Budget Definitions

It is possible to print a list of Budget definitions. Follow these steps—

1. Change to the System module by clicking the [Select Module] button in the Master Control panel.
2. Select 'Reports' from the File menu or click the [Reports] button in the Master Control panel.
3. Double-click 'System Documentation' in the 'Reports' list.
4. In the following window, click the Budget Model check box and press [Run].
5. A list of Budgets is printed.

The Brought Forward Balances Register (Opening Balances)

This register holds the opening balances for all Accounts. The register works in the same way as the Transaction register.

1. In the Nominal Ledger, click the [B/FW Balances] button in the Master Control panel.
2. Double-click the record you want to work with or click [New].

Brought Forward Balances: Inspect

No.: Trans.Date:

Description:

Objects:

	A/C	Name	Debit	Credit
1	700	Bank Current Account	12500.00	
2	710	Bank Deposit Account	362.00	
3	720	Petty Cash	125.45	
4	750	S/L Control	78500.00	
5	800	P/L Control		22580.00
6	830	VAT Outputs Payable prelim		12522.00
7	831	VAT Inputs Receivable prelim	5884.00	
8	825	Sundry Creditors		12500.00
9	950	Share Capital Issued		20000.00
10	960	Profit/Loss B/Fwd		29769.45
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Difference: Total:

3. Enter data as with Transactions.

4. If you are using Objects, you should enter a separate record to the Brought Forward Balances register for each Object and one for the total. For example, if you have a Cash Account with a balance of 100.00 that is divided between two departments so that 49.00 belongs to Department 1 and 51.00 to Department 2, enter three Brought Forward Balance records as follows—

1st record, Cash Account, no Objects, total figure (100.00)

2nd record, Cash Account, Object for Dept 1, figure for Dept 1 (49.00)

3rd record, Cash Account, Object for Dept 2, figure for Dept 2 (51.00)

5. Click [Save] to save the record.

Check the data by printing the Trial Balance report. The Total Balance on the last line should show 0.00 in the opening balance column.

For a more detailed description about opening balances and the B/FW Balances register, please refer to the 'Starting Work' chapter in Volume 1 of these manuals.

The Account Register

Please refer to the 'System Module' chapter in Volume 1 of these manuals for full details of this register.

The Object Register

FirstOffice supports the use of Objects, to allow your accounts to be classified and reported in several different categories or dimensions.

You can assign Objects to Customers and to individual Invoices and Nominal Ledger entries. When you assign an Object to a Customer, for example, FirstOffice will assign that Object automatically to all Invoices raised in the name of that Customer and to all Transactions generated from those Invoices. This gives you excellent possibilities to report for example sales per Object. In general, Objects are tools to improve the internal cost accounting capabilities in your business.

You can use Objects as selection criteria in many reports. If, for example, you have several profit centres in your business, and use Objects to separate income and expenditure for each of these, you can produce separate profit and loss statements for each profit centre.

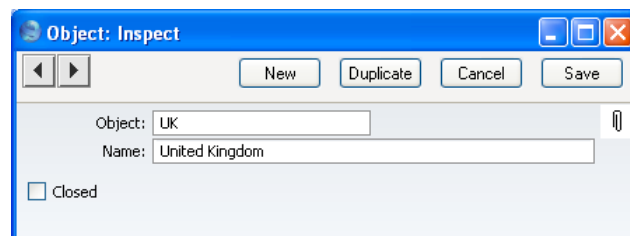
Using Objects, it is simple to separate the transactions belonging to different Objects when producing reports such as profit and loss, key ratios, etc.



You control the definition and use of Objects entirely. They are your own tools for your cost accounting.

All Objects in FirstOffice can span several years. This is a consequence of FirstOffice's continuous database, where the end of year is simply a user-defined reporting interval. Object balances are thus automatically transferred from one financial year to the next. This gives you the ability to keep track of the budget and results of an Object (e.g. a building project) for several years.

You can close an Object to prevent further use, by checking the Closed check box. If you want to open the Object again later, you simply click in the box again to remove the check.



Do try out the Objects and the different reports. This is an interesting way to get an insight into the status of the company - and there may be money to gain!

Defining, Inspecting, Changing and Deleting Objects

When you click the [Objects] button in the Master Control panel in the Nominal Ledger, the 'Objects: Browse' window is opened with a list of the currently defined Objects.

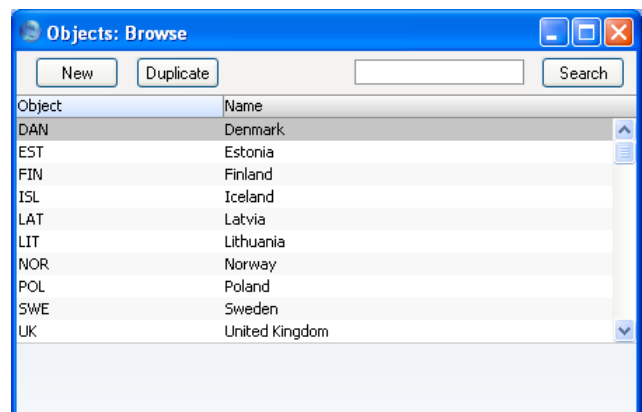
This operates in the same manner as all browse windows in FirstOffice: you can change the sort order by clicking the column headings, or search using the search box in the top right-hand corner.

Open an Object record by double-clicking one of the items in the list, or create a new Object using the [New] or [Duplicate] buttons in the Button Bar.

Delete an Object by opening it and then selecting 'Delete' from the Record menu. Remember that, as elsewhere in FirstOffice, deletions are permanent and cannot be reversed by the 'Undo' facility. You will not be able to delete Objects that have been used in Transactions.

Using Objects - an example

The following Objects have been entered —



Object	Name
DAN	Denmark
EST	Estonia
FIN	Finland
ISL	Iceland
LAT	Latvia
LIT	Lithuania
NOR	Norway
POL	Poland
SWE	Sweden
UK	United Kingdom

All invoiced sales are recorded with one of these Objects (representing their country of origin). The following reports are produced based on the data entered. First, we produce a Profit & Loss report showing all sales—

Profit & Loss			
Operations		Search	
Profit & Loss		HansaWorld, Print date: 27/6/2005 22:12	
Radio Import/Export Ltd		Period 1/1/2005 : 31/12/2005	
Last Reg Date 27/6/2005		Exact Notation	
		in %	
		All used accounts	
		Period	Accumulated
Sales			
100	Sales Type 1	317,693.00	317,693.00
110	Sales Type 2	337,198.00	337,198.00
120	Sales Type 3	356,636.00	356,636.00
130	Sales Type 4	375,405.00	375,405.00
135	Sales Type 5	32.41	32.41
145	Expenses Recovered	-600.00	-600.00
190	Carriage and Packing	154.00	154.00
196	Discounts Offered	72.43	72.43
197	Late Payment Invoicing Fee	20.00	20.00
198	Late Payment Interest	107.91	107.91
199	Sundry Income	174,196.39	174,196.39
Total Sales		1,560,915.14	1,560,915.14
Cost of Sales			
200	Cost Type 1	-200.00	-200.00
210	Cost Type 2	154.00	154.00
240	Stock Movements	1,397,167.79	1,397,167.79
245	Cost of Expenses	-600.00	-600.00
290	Cost of Carriage & Packing	5.00	5.00
299	Sundry Costs	279.98	279.98
Total Cost of Sales		1,396,806.77	1,396,806.77

We can then produce separate Profit & Loss reports for each Object, to analyse the performance of each country. Two such reports are illustrated below—

Profit & Loss
 HansaWorld, Print date: 27/6/2005 22:13
 Period 1/1/2005 : 31/12/2005
 Object DAN Denmark
 Exact Notation in %
 All used accounts

	Period	Accumulated
Sales		
199 Sundry Income	66,462.00	66,462.00
Total Sales	66,462.00	66,462.00

Profit & Loss
 HansaWorld, Print date: 27/6/2005 22:13
 Period 1/1/2005 : 31/12/2005
 Object EST Estonia
 Exact Notation in %
 All used accounts

	Period	Accumulated
Sales		
199 Sundry Income	98,726.00	98,726.00
Total Sales	98,726.00	98,726.00
Cost of Sales		
240 Stock Movements	67,108.00	67,108.00
Total Cost of Sales	67,108.00	67,108.00
Gross Profit	31,618.00	31,618.00
Net Profit	31,618.00	31,618.00

Similarly, producing a Nominal Ledger report for an individual Account and for one Object will only list Transactions for that Object.

Multiple Objects

FirstOffice allows you to assign more than one Object to a transaction. An example is when you wish to use a certain Object with a particular Customer, and another with a particular Item. Both Objects will appear in Nominal Ledger Transactions generated by Invoices for those Items made out to those Customers. With some careful organisation, you may then produce a very detailed and precise analysis of your business for the different combinations. To set up the right combination of Objects is usually quite a difficult analytical exercise, and it is quite easy to create nonsense results.

When you enter a transaction of any type, you can assign up to 30 Objects separated by commas separately to the transaction and to each row: each Object field can contain up to 60 characters. However, it is recommended that you use Object Codes with at least two characters, imposing a more usual limit of 20 Objects.

Documents

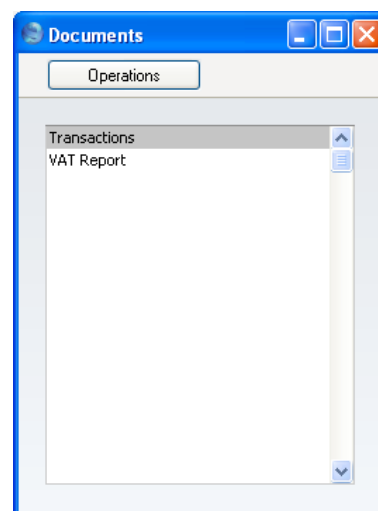
Introduction

The 'Documents' function allows you to print particular documents or Forms in batches.

There are only two documents available in the Nominal Ledger module of FirstOffice: Transactions and VAT Report.

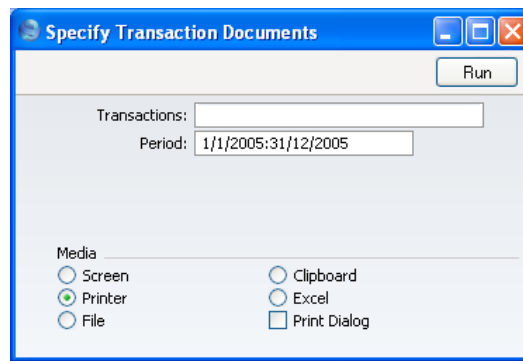
To print either document, follow this procedure—

1. Select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The 'Documents' list shows the two documents.



2. Double-click either item in the list as required.

3. If you have chosen the Transactions option a window is shown where you can specify which Transactions are to be printed—



Enter the Transaction number, or a range of numbers, separated by a colon (:). The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2005.3" or, for a range, "2005.3:20050". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.030003" or "S/INV.050003:S/INV.050010" for a range.

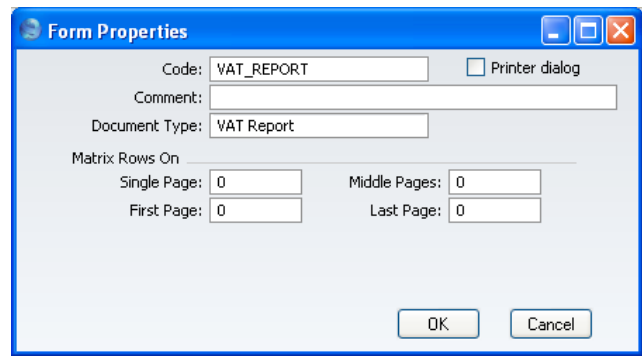
Enter a period if you need a different one to the default.

4. If you have chosen the VAT Report option specify the period to be covered in the document.
5. Click [Run] to print the documents.
6. Close the 'Documents' list with the close box.

The Design of the VAT Report document

You can use the VAT Report document to submit your VAT return to the relevant authority. It uses a Form with the Form Code of "VAT_RETURN". To edit this Form, follow these steps—

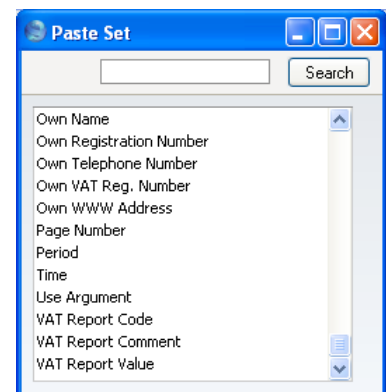
1. Switch to the System module. Click the [Forms] button in the Master Control panel.
2. The 'Forms: Browse' window is opened, listing Forms already entered. Find the "VAT_RETURN" in the list and double-click.
3. Select 'Properties' from the Operations menu.



The 'Form Properties' dialog box is shown. It has a title bar with standard window controls. Inside, there are several fields: 'Code' with the value 'VAT_REPORT', 'Comment' (empty), 'Document Type' with the value 'VAT Report', and a 'Printer dialog' checkbox which is unchecked. Below these, there is a section titled 'Matrix Rows On' containing four input fields: 'Single Page' (0), 'Middle Pages' (0), 'First Page' (0), and 'Last Page' (0). At the bottom right are 'OK' and 'Cancel' buttons.

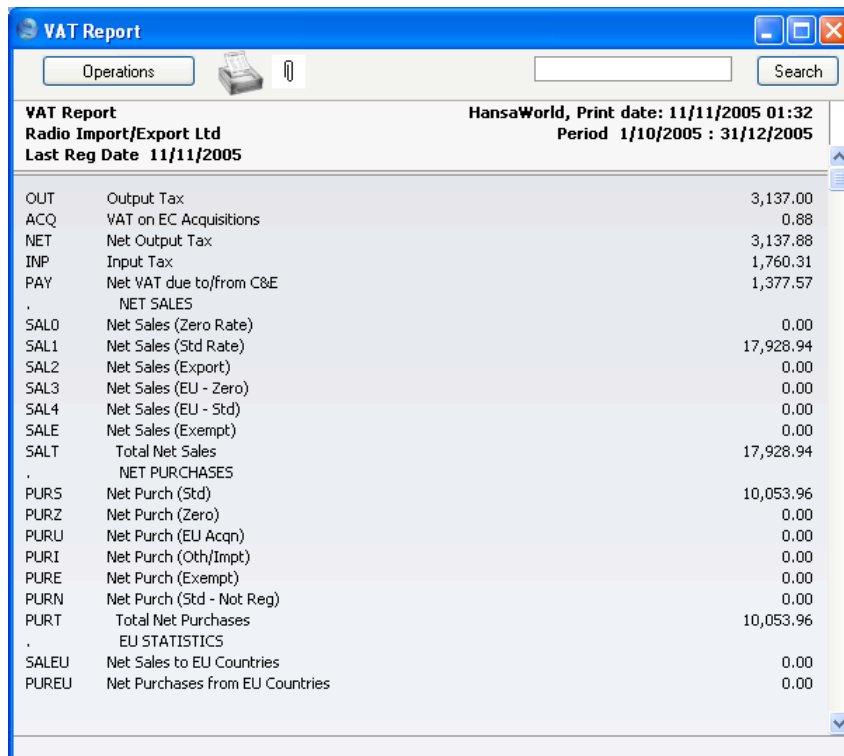
Using 'Paste Special' from the Document Type field, ensure the Form has been classified as a VAT Report. This will ensure that, you will only be able to include appropriate fields in the design. Click the [OK] button in the dialogue box.

4. Change the design of the Form as appropriate. To include fields, click the [Field] button and then draw a box on the Form where the field is to appear. You can move or resize it later if necessary. The 'Field' window opens. Enter the Field Name: use 'Paste Special' to see all available Field Names for the "VAT Report" Document Type.
5. Three fields have been provided to ensure the figures in the document are the same as those in the VAT Return report. These are shown at the bottom of the Field 'Paste Special' window—



The 'Paste Set' dialog box is shown. It has a title bar with standard window controls. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a list of field names: 'Own Name', 'Own Registration Number', 'Own Telephone Number', 'Own VAT Reg. Number', 'Own WWW Address', 'Page Number', 'Period', 'Time', 'Use Argument', 'VAT Report Code', 'VAT Report Comment', and 'VAT Report Value'. The list is scrollable, and the bottom three items are highlighted with a blue background.

These three fields contain the information that is shown in the VAT Return report. This is a sample report—



VAT Report Code	VAT Report Comment	VAT Report Value
OUT	Output Tax	3,137.00
ACQ	VAT on EC Acquisitions	0.88
NET	Net Output Tax	3,137.88
INP	Input Tax	1,760.31
PAY	Net VAT due to/from C&E	1,377.57
.	NET SALES	
SAL0	Net Sales (Zero Rate)	0.00
SAL1	Net Sales (Std Rate)	17,928.94
SAL2	Net Sales (Export)	0.00
SAL3	Net Sales (EU - Zero)	0.00
SAL4	Net Sales (EU - Std)	0.00
SALE	Net Sales (Exempt)	0.00
SALT	Total Net Sales	17,928.94
.	NET PURCHASES	
PUR5	Net Purch (Std)	10,053.96
PUR2	Net Purch (Zero)	0.00
PURU	Net Purch (EU Acqn)	0.00
PURI	Net Purch (Oth/Impt)	0.00
PURE	Net Purch (Exempt)	0.00
PURN	Net Purch (Std - Not Reg)	0.00
PURT	Total Net Purchases	10,053.96
.	EU STATISTICS	
SALEU	Net Sales to EU Countries	0.00
PUREU	Net Purchases from EU Countries	0.00

The text in the first column is stored in the VAT Report Code field, that in the second column is stored in the VAT Report Comment field and that in the third column is in the VAT Report Value field.

You can include each column in its entirety in your Form design or you can pick out individual pieces of information, using the Field Argument. For example, if you enter 3 as the Field Argument (as in the illustration below), this indicates that the field will show the information from the third row (for the VAT Report Value, 3,137.88 in the report shown above).

If you leave the Field Argument blank, the field will show all the values in the report in a column. Use the Spacing field to prevent the figures being superimposed on one another. In the case of 10 point Times, a Spacing of at least 10 points is recommended.

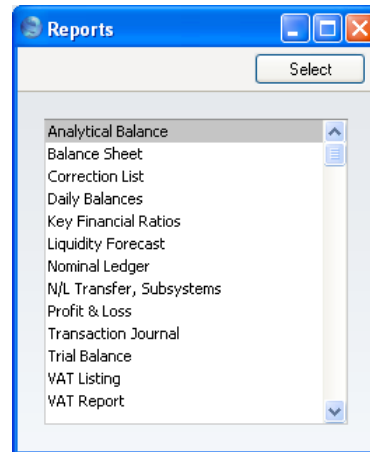
6. Click the [OK] button in the dialogue box to save the Field specifications, and repeat steps 4 and 5 as necessary until the design is complete.
7. Click the [Save] button in the Button Bar to save the Form.
8. Change to the Nominal Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
9. Highlight 'VAT Report' in the list and select 'Define Document' from the Operations menu. Ensure that "VAT_RETURN" is specified in the Form field. Click [Save] to save and close this window.

Reports

Introduction

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

The following reports are available in the Nominal Ledger—



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

Where specified below, it is often possible to report on a selection range, such as a range of Accounts, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Accounts 001 to 010, enter "001:010" in the Account field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer

by clicking the Printer icon at the top of the report window. You can also print the report to disk as a text file. This will be useful if you want to format the report in your house style before printing.

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

Definition of Nominal Ledger Reports

The appearance and format of some Nominal Ledger reports can be changed 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, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, 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 below.



If you have modified the standard Chart of Accounts or imported your own, you must change the Nominal Ledger report definitions accordingly.

Drill-down

FirstOffice has a unique drill-down feature in some of the reports when they are printed to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any of the Account numbers in the report. Subject to you having the necessary access rights, the Nominal Ledger report for the same Account and period is then 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 Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated overleaf.

Profit & Loss

Operations 199 Search

Profit & Loss
Radio Import/Export Ltd
Last Reg Date 27/6/2005

HansaWorld, Print date: 27/6/2005 22:36
Period 1/1/2005 : 31/12/2005
Exact Notation

Nominal Ledger

Operations 970017 Search

Nominal Ledger
Radio Import/Export Ltd
Last Reg Date 27/6/2005

HansaWorld, Print date: 27/6/2005 22:37
Account 199
Period 1/1/2005 : 31/12/2005
Not Reconciled
Reconciled

Values in

Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
S/INV.970017	27/2/2005	001 Against All		10.00	-10.00 1
S/INV.970019	27/2/2005	001 Against All		45.06	-55.06 1
S/INV.970019	27/2/2005	001 Against All		0.05	-55.11
S/INV.970039	1/3/2005	001 Against All		23.50	-78.61 1

Transaction: Inspect

Operations New Duplicate Cancel Save

No.: 970017 Trans.Date: 27/2/2005 Reference:

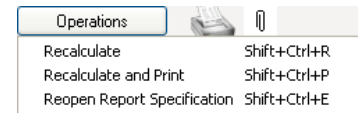
Text: 001 Against All Odds Trading Co

Account	Object	Description	Debit	Credit	V-Cd
1 750		S/L Control		11.75	
2 199	2	Sundry Income		10.00	1
3 830		VAT Outputs Payable		1.75	
4 299	2	Sundry Costs	20.00		
5 742		Stock Purchased		20.00	
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Difference: 0.00 Total: 31.75 31.75

Text with the drill-down feature is shown underlined in a screen report.

The Operations Menu



When a report window is active on the screen, the Operations menu is available. The 'Recalculate' command will immediately recalculate the report to include all changes made in any Transactions, Budget records etc. since the report was last calculated. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

Analytical Balance

This report is similar to the Trial Balance, but with the addition of debit and credit balances for each Account. The paper printout in addition shows the accumulated balances for the financial year.

Period

Paste Special

Reporting Periods setting,
System module

Enter the period to be covered by the report. The default value is the first period in the Reporting Periods setting.

Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a single Account, or range of Accounts.
Object	Paste Special	Object register, Nominal Ledger
		Enter an Object here if you want the balances in the report to be calculated from Transactions with that Object only. Unlike most Nominal Ledger reports, you can only enter a single Object here: if you enter a number of Objects separated by commas, the report will be empty.
Fwd Bal Date		Specify here the date for which the Forward Balances are to be calculated. The default is the first date of the period specified for the report.
Groups Only		With this option on, the report will only show subtotals for groups of Accounts, grouped using the first digit of the Account Code. If the option is off, balances for each Account are shown together with the group subtotals.
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.
Sub A/C Totals		This option takes the group totalling described for the Groups Only check box above a stage further. It displays subtotals for groups of Accounts whose three initial digits are the same. For example, the totals for Accounts 3011, 3012 and 3014 will be shown as a subtotal. The single-digit group total (for Accounts starting with 3 in the example) will be shown as well.

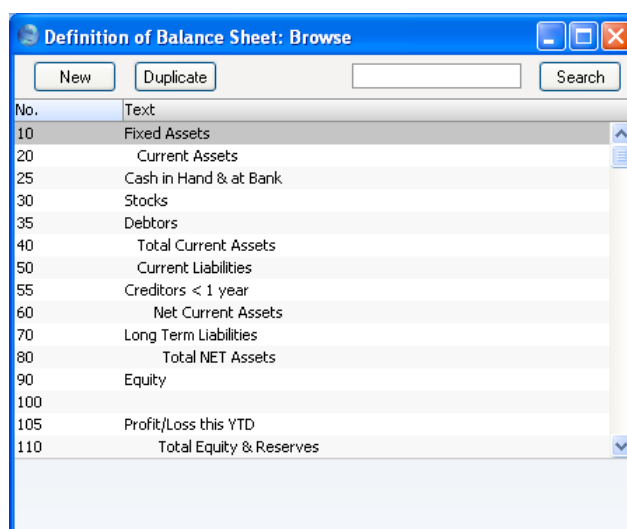
Balance Sheet

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 FirstOffice, or you can define your own, possibly editing the standard definition to suit your needs.

Setting up a 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 select 'Settings' from the File menu 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 'Definition of Balance Sheet: Browse' window is opened.



The window shows the Balance Sheet row by row, as it has been presented up to now. The rows are numbered 10, 50, etc., so there is room to insert new rows in between.

Double-click the first row, "10: Fixed Assets".

The 'Definition of Balance Sheet Definition: Inspect' window is opened, showing the current definition of the row.

The number identifies the row in the Balance Sheet, and the Text "Fixed Assets" is printed in the report as a heading for a group of Accounts.

Definition of Balance Sheet: Inspect

No.: 10

Text: Fixed Assets

Accounts: 600:699999

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

In the Accounts field a sequence of Account numbers has been entered. An alpha sort is used so, in the example illustration above, “600:69999” effectively means that all Accounts whose first digit is “6” are to be used.

Of the four Type options, “Accounts” has been selected to indicate that each of the Accounts in the number interval will be presented individually. After the last Account in the group, a total for the group will be printed.

The Account Type is “Asset”. The Account Type concept is explained in the section describing the Account register in the ‘System Module’ chapter in Volume 1.

The Side and Active/Passive options are described in the ‘Special Features of the Balance Sheet’ section below on page 292.

The Accounts field consists of three rows, with room for a definition 300 characters long. As alternatives to specifying 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. For example, the sequence “605:601,626,651:655” will appear as follows in the printed report—

Balance Sheet				
Operations		Search		
Balance Sheet		HansaWorld, Print date: 27/6/2005 22:50		
Radio Import/Export Ltd		Period 1/1/2005 : 31/12/2005		
Last Reg Date 27/6/2005		Values in GBP		
		Exact Notation		
		Net Change		
		All used accounts		
		Fwd Balance	Net Change	Balance
Reverse order example				
605	FA - Cost of Motor Vehicles	11,200.00	30,800.00	42,000.00
604	FA - Cost of Fixt/Fittings	1,800.00	7,914.00	9,714.00
603	FA - Cost of Plant & M/C	2,510.00	6,902.00	9,412.00
602	FA - Cost of Demo Eqmnt	-100.00	0.00	-100.00
601	FA - Cost of Office Eqmnt	5,100.00	13,750.00	18,850.00
651	FA - Depn of Office Eqmnt	-1,500.00	-2,093.55	-3,593.55
653	FA - Depn of Plant & M/C	-850.00	-900.00	-1,750.00
654	FA - Depn of Fixt/Fittings	-900.00	-1,598.00	-2,498.00
655	FA - Depn of Motor Vehicles	-5,000.00	-5,000.00	-10,000.00
Total Reverse order example		12,260.00	49,774.45	62,034.45

If you click the [Next Record] button (on the left-hand side of the Button Bar) or select 'Next' from the Record menu, the next definition row, number 25, "Cash in Hand & at Bank", is shown. This definition contains a range of Accounts — 700 to 739999. This row is of the type "Accounts", and of the "Asset" Account Type.



If you move from record to record by clicking the [Next Record] or [Previous Record] buttons, remember that any changes you make will be saved. If you don't want to save the changes, you must use the close box, or click [Cancel].

Definition of Balance Sheet: Inspect

No.: 25

Text: Cash in Hand & at Bank

Accounts: 700:739999

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

Click forward to number 40, “Total Current Assets”. Here the values of rows 25, 30 and 35 are added together, and the result is shown on line 40 with the heading “Total Current Assets”. The Type is “Sum” and the Account Type is still “Asset”.

Definition of Balance Sheet: Inspect

No.: 40

Text: Total Current Assets

Accounts: 25+30+35

Type: ☐ Accounts, ☒ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

In this way the Balance Sheet is designed, row by row.

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.



FirstOffice comes 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.

Inserting a Row in the Balance Sheet

1. Ensure you are in the Nominal Ledger, then open the 'Settings' list window 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 'Definition of Balance Sheet: Browse' window is opened.

2. Click [New] or highlight a row similar to the one you are creating and click [Duplicate].

An empty form or a copy of the highlighted row is opened.

3. Enter the information for the new row.

Remember to give the new row a number that will insert it in the right place in the Balance Sheet. (e.g. if you want to insert a row between rows 30 and 40, you can use 35.)

4. Click [Save] and close the window, or click the close box to cancel.

You will be returned to the 'Definition of Balance Sheet: Browse' window, where the new row is shown in its proper place in the list.

Deleting a row from the Balance Sheet

1. Ensure you are in the Nominal Ledger, then open the 'Settings' list window 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 'Definition of Balance Sheet: Browse' window is opened.

2. Double-click the row you want to remove, to show its definition window.
3. Select 'Delete' from the Record menu.

The row is deleted from the Balance Sheet and the definition for the following row is shown in its place.

4. Close the window.

You will be returned to the 'Definition of Balance Sheet: Browse' window.



You cannot undo the deletion of a row in the Balance Sheet.

Printing a Balance Sheet

Open the 'Reports' list window and double-click 'Balance Sheet'. The 'Specify Balance Sheet' window is opened.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the Balance Sheet you want to print. FirstOffice will suggest the first period in the Reporting Periods setting as a default.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code in this field if you want to display Account balances for a certain Object. If you leave the field empty, the Account balances in the report will be calculated from all Transaction rows, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be included in the calculations.
Header		Specify a title for the report here.
Accounts		Select how you want the Accounts printed in the report.
All		This option will show all Accounts that have been included in the Balance Sheet definitions.
Used only		This option will only show 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.
Groups only		This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Balance Sheet definitions.
Used Groups only		This option only shows balances for rows as entered in the Balance Sheet definitions that have been used.
Notation		Select the printing format for the values in the Balance Sheet.
Exact		Shows the balances as stored in the Transactions.
No Decimals		Rounds the balances up or down to the nearest whole number.

Thousands, Millions

Divide the balances by 1,000 or 1,000,000.

Comparison in % Only valid if Budget is chosen as the Comparison option.

Comparison Choose to compare with Net Change, Budget or the previous year.

If you are using the Budget option, Budget records will only be included in the report if they have at least one entry in the grid area of the screen complete with date.

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 is printed as you have specified it.

When printed to screen, the Balance Sheet has FirstOffice's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section has no relevance for those companies that practise standard western accounting conventions.

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

In the Balance Sheet definition, there are two groups of options that need a special mention. This design has been made in order to facilitate 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 alternately can hold 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. we have 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 labour consuming. These special functions of FirstOffice allow the far-reaching automation of many of these routine tasks. This is how it works.

Let us start with the following Nominal Ledger report, showing the actual debit and credit balances for two Accounts.

Account 702 - Bank Current Account 2 —

ACCOUNT 702 Bank Current Account 2					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2005.2172	27/6/2005	Bank Current Acc		125.00	-125.00
2005.2172	27/6/2005	Bank Current Acc		-110.00	-15.00
2005.2173	27/6/2005	Bank Current Acc	1,000.00		985.00
2005.2173	27/6/2005	Bank Current Acc	5,000.00		5,985.00
		Total	6,000.00	15.00	
		Fwd balance			0.00
		Net Change	5,985.00		
		Balance			5,985.00
		Balance	6,000.00	15.00	

Account 703 - Bank Current Account 3 —

ACCOUNT 703 Bank Current Account 3					
Trans No	Trans. Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2005.2172	27/6/2005	Bank Current Acc	125.00		125.00
2005.2172	27/6/2005	Bank Current Acc	-110.00		15.00
2005.2173	27/6/2005	Bank Current Acc		1,000.00	-985.00
		Total	15.00	1,000.00	
		Fwd balance			0.00
		Net Change		985.00	
		Balance			-985.00
		Balance	15.00	1,000.00	

Account no. 703 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account no. 702 has a normal debit balance, but on this account two negative values have been entered, one in debit and one in credit. 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 no 703 will be shown as a negative asset value.

Definition of Balance Sheet: Inspect

No.: 9

Text: Special Features example

Accounts: 702,703

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☐ Normal, ☒ Debit, ☐ Credit

Active/Passive: ☐ Normal, ☒ Only Debit, ☐ Only Credit

With the buttons Side:Debit and Active/Passive:Only Debit options selected, the debit column total for Account 702 will be shown, because the Account balance is in debit—

		Fwd Balance	Net Change	Balance
Special Features example				
702	Bank Current Account 2	0.00	6,000.00	6,000.00
703	Bank Current 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, because both are negative.

		Fwd Balance	Net Change	Balance
Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

With Side:Credit and Active/Passive:Only Debit selected, nothing will be shown, because the credit column of Account 702 has a positive value, and 703 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—

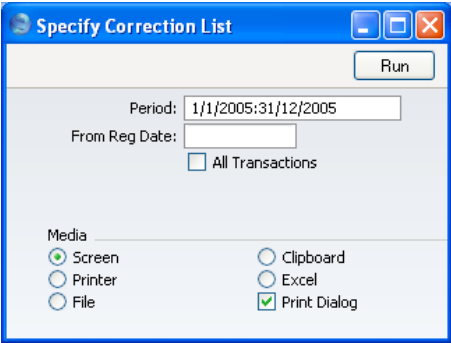
		Fwd Balance	Net Change	Balance
Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

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. You cannot change the definition of this report.

When printed to screen, the Correction List has FirstOffice’s 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 01-02-05:28-02-05. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is 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 corrections or updates made to Transactions. 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, the report will also show the registration dates of every Transaction, including those that have not been updated or corrected. 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.

Daily Balances

This report provides daily debit, credit and overall balances for all used Accounts.

Period

Paste Special

Reporting Periods setting,
System module

Specify the period to be covered by the report. To obtain balances for a particular day, simply enter the date.

If you enter a report period of greater than one day, for each Account individual daily balances are shown only for those days on which the Account was used.

Account	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Specify the Account or range of Accounts whose balances are to be shown in the report.

Show Transactions in Period

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.

Key Financial Ratios

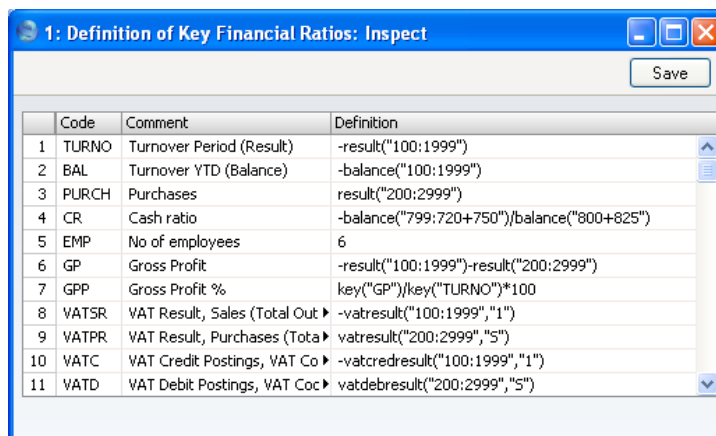
When a company, its situation and prospects are evaluated, the Key Financial Ratios report is a useful tool.

FirstOffice allows you to create your own Key Ratios, to improve the analysis. Examples might be sales per sq. ft. for retail outlets, or the relation between salaries and debited time for consultants. Some Key Ratios are used in other reports: the Turnover % option in the Profit & Loss report requires that there be a Key Ratio defining 'turnover', for example.

Defining Key Ratios

1. To change the report definition of the Key Financial Ratios report, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then highlight 'Key Financial Ratios' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of Key Financial Ratios: Inspect' window is opened.
2. Enter the definitions for your Key Ratios.

The illustration overleaf shows a sample list of defined Ratios. In this list, all the functions available for use in defining Key Ratios are illustrated.



	Code	Comment	Definition
1	TURNO	Turnover Period (Result)	-result("100:1999")
2	BAL	Turnover YTD (Balance)	-balance("100:1999")
3	PURCH	Purchases	result("200:2999")
4	CR	Cash ratio	-balance("799:720+750")/balance("800+825")
5	EMP	No of employees	6
6	GP	Gross Profit	-result("100:1999")-result("200:2999")
7	GPP	Gross Profit %	key("GP")/key("TURNO")*100
8	VATSR	VAT Result, Sales (Total Out ▶	-vatresult("100:1999","1")
9	VATPR	VAT Result, Purchases (Total ▶	vatresult("200:2999","5")
10	VATC	VAT Credit Postings, VAT Co ▶	-vatcredresult("100:1999","1")
11	VATD	VAT Debit Postings, VAT Coc ▶	vatdebresult("200:2999","5")

The fields on the screen are as follows—

Row	Each Ratio is defined on its own numbered row in this window.
Code	A unique code identifying each Key Ratio: this can be used to refer to the Key Ratio when calculating others (see the illustration).
Comment	The name of the Ratio, to be shown on the report.
Definition	The formula used to calculate the value of this Key Ratio.

Several commands are available for use by formulae in the Definition field. They are not case sensitive.

If you are an existing user of FirstOffice or Office/2 updating to version 4.1 or later, note that the syntax used in the Key Ratio formulae changed in this version. All parameters should now be enclosed in quotation marks. The order of parameters for the VATRESULT, VATBALANCE, VATCREDRESULT and VATDEBRESULT commands has been transposed.

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 FirstOffice. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures in the report.

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")

The value of another Key Ratio can be included in the calculation. The Key Ratio referred to must already have been defined. If not, a zero value is used. Therefore, in the example illustration, the GPP line must appear below the GP and TURNO lines.

Note that although the KEY command itself is not case sensitive, the reference to another Key Ratio is. Thus, in the example illustration, key("TURNO") and KEY("TURNO") are relevant, but key("turno") is not.

OBJRESULT("Account Code","Object Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only postings with the specified Object Code are taken into account.

The reference to the Object 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.

OBJCREDRESULT("Account Code","Object Code")

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified Object Code into account.

OBJDEBRESULT("Account Code","Object Code")

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified Object Code into account.

VATRESULT("Account Code","VAT Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only postings with the specified VAT Code are taken into account.

The reference to the VAT 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","VAT Code")

This command returns the closing balance for the Account specified, with only Transactions with the specified VAT 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","VAT Code")

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

VATDEBRESULT("Account Code","VAT Code")

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

3. When you have finished defining Key Ratios, click [Save].

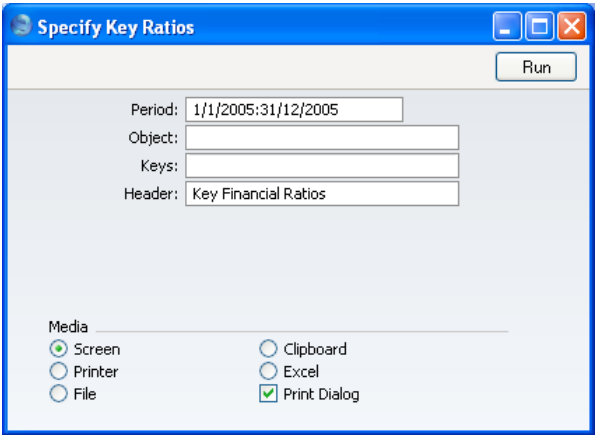
The illustration of the Key Ratio definitions shows examples of the various methods of calculating a Key Ratio. There are a few things to remember.

As the calculation uses FirstOffice's internal values, balances on e.g. sales Accounts will be shown as negatives, since they normally are in credit. You can solve this simply by reversing the sign for all such calculations: an example of this is in Key Ratio No. 1 in the illustration. The examples also show how to group different Accounts.

The value of a well-structured Chart of Accounts can easily be seen here. If all income related Accounts are found in a consecutive series, summing them all up becomes simple.

Printing the Key Financial Ratios report

Open the ‘Reports’ list window and double-click ‘Key Financial Ratios’. The ‘Specify Key Ratios’ window is opened.



Period	Paste Special	Reporting Periods setting, System module
	Enter the report period, in the format “01-02-05:28-02-05”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.	
Object	Paste Special	Object register, Nominal Ledger/System module
	Enter the Object (if any) for which you want to calculate Key Ratios.	
Keys	If you do not want to show all Key Ratios in the report, specify here which ones are to be included. If you specify more than one, separate them using commas (e.g. “TURN0,CR,EMP”).	
Header	Specify a title for the report here.	
Click [Run] to calculate the Key Ratios.		

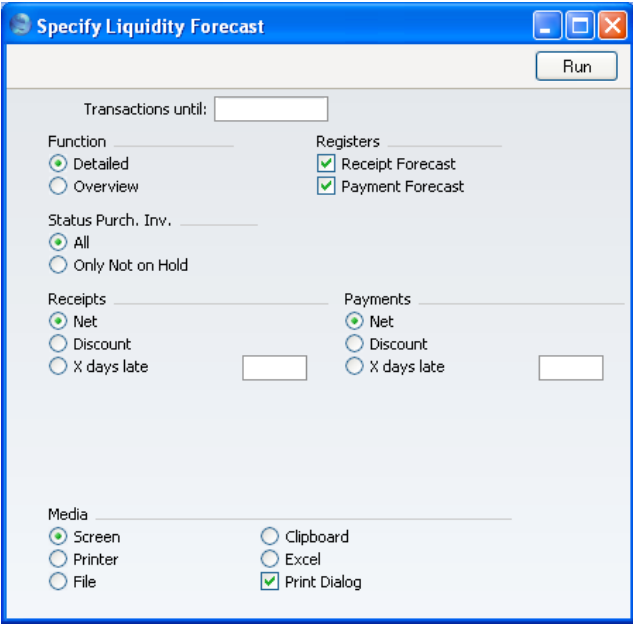
Key Financial Ratios		
Operations		
Key Financial Ratios Radio Import/Export Ltd Last Reg Date 11/11/2005		
HansaWorld, Print date: 28/6/2005 17:34 Period 1/10/2005 : 31/12/2005		
TURNO	Turnover Period (Result)	17,959.71
BAL	Turnover YTD (Balance)	33,068.15
PURCH	Purchases	10,156.08
CR	Cash ratio	1.70
EMP	No of employees	6.00
GP	Gross Profit	7,803.63
GPP	Gross Profit %	43.45
VATSR	VAT Result, Sales (Total Outputs)	17,928.94
VATPR	VAT Result, Purchases (Total Inputs)	10,053.96
VATC	VAT Credit Postings, VAT Code 1	18,085.94
VATD	VAT Debit Postings, VAT Code 5	10,161.96

Liquidity Forecast

This report presents a forecast of all actual and future payments to and from the firm during a specified period. The forecast is based on the Due Dates of Purchase and Sales Invoices.

When printed to screen, this report has FirstOffice's drill-down feature. Click on any Transaction Number in the report to open the Transaction. Invoices will be shown in the 'Invoice: Inspect' window, Purchase Invoices in the 'Purchase Invoice: Inspect' window.

Double-clicking 'Liquidity Forecast' in the 'Reports' list opens the following window —



The 'Specify Liquidity Forecast' dialog box contains the following settings:

- Transactions until:** [Empty text box]
- Function:** ☒ Detailed, ☐ Overview
- Registers:** ☒ Receipt Forecast, ☒ Payment Forecast
- Status Purch. Inv.:** ☒ All, ☐ Only Not on Hold
- Receipts:** ☒ Net, ☐ Discount, ☐ X days late [Empty text box]
- Payments:** ☒ Net, ☐ Discount, ☐ X days late [Empty text box]
- Media:** ☒ Screen, ☐ Printer, ☐ File, ☐ Clipboard, ☐ Excel, ☒ Print Dialog
- Run:** [Run button]

Transactions Until

Paste Special

Choose date

A date entered here instructs FirstOffice to end the report at a particular date. The date can be any date, before or after the current date. The start date of the report will be taken from the first period in the Reporting Periods setting.

Function

Choose between the Detailed option, showing each Transaction, and the Overview, showing a single line summary for each day.

Registers

By default, the report contains Debtors' and Creditors' forecasts. You can exclude either of these sections from the report by clicking in these boxes.

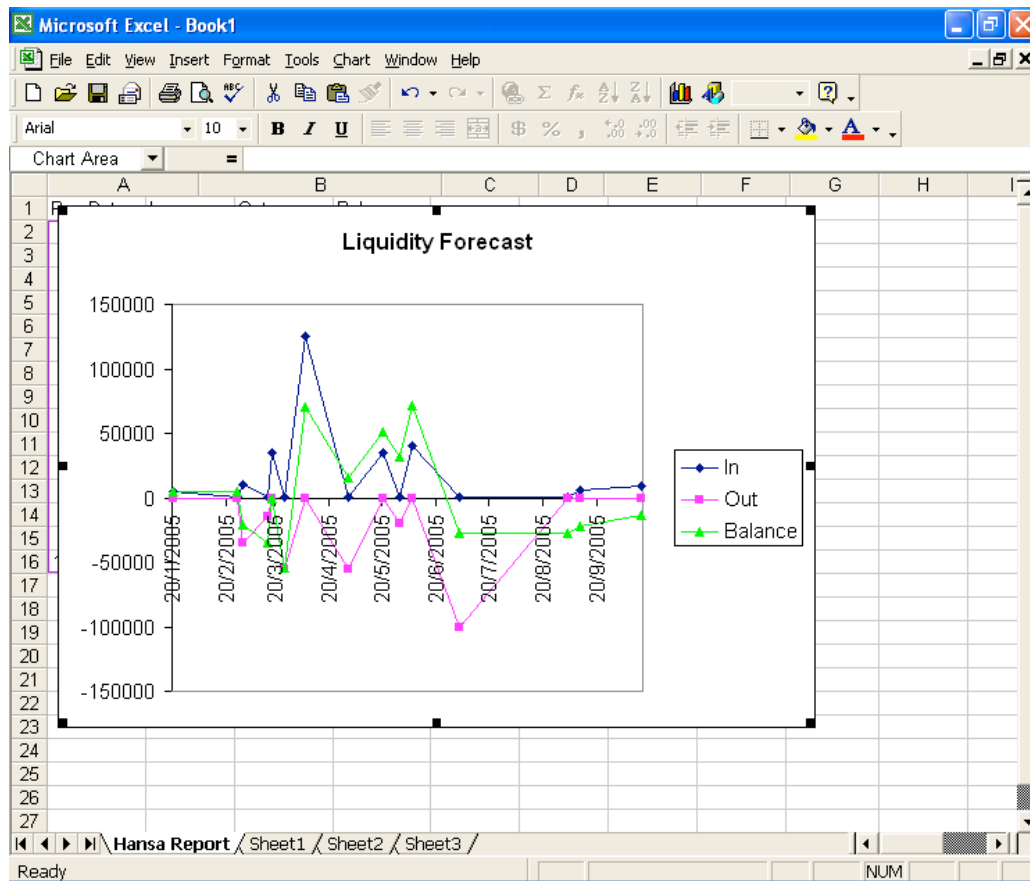
Status Purch. Inv. You can choose to exclude those Purchase Invoices for which payment has been prevented (those whose Hold check box has been switched on).

Receipts, Payments

Select an alternative for the payment pattern to be used in calculating the Receipt and Payment schedule.

Net	This option assumes that payment will be received or issued on the Due Date.
Discount	This option assumes that invoices with a cash discount term will be paid by the Discount Date in order to qualify for the cash discount.
X days late	This option allows you to assume that all Invoices will be paid on average a specified number of days late.

This report can be a very useful tool in your liquidity management. Like all FirstOffice's reports it can be exported as a text file. Import the data to an Excel model, and use Excel's excellent graphing capabilities to produce a graph of the money flowing through your business.

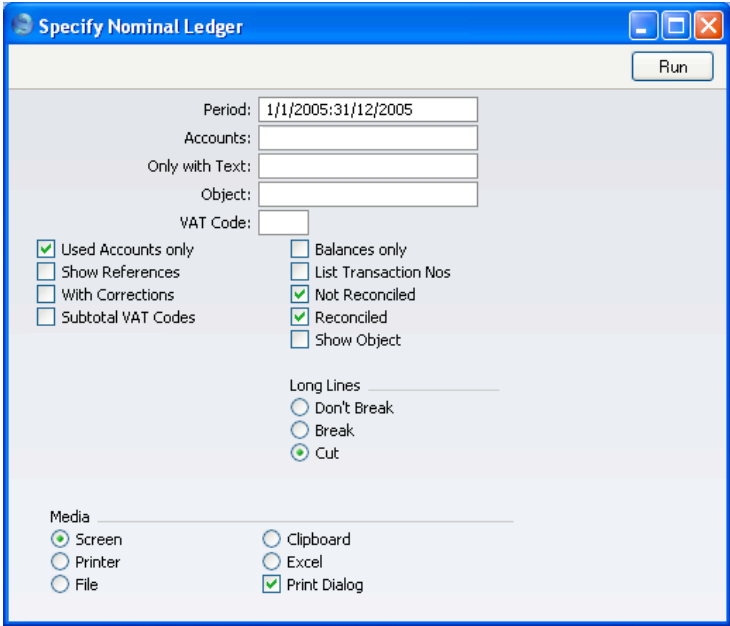


Nominal Ledger

The Nominal 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 Nominal Ledger report has FirstOffice’s Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking ‘Nominal Ledger’ in the ‘Reports’ list opens the following window —



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

Accounts	Paste Special	Account register, Nominal 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 that 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.
Object	Paste Special	Object register, Nominal Ledger
		Enter an Object Code in this field if you want the report to list Transaction rows with a certain Object. If the field is empty, all Transaction rows, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be shown.
VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		Enter a VAT Code here to list Transaction rows with a particular VAT Code.
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.
Show References		By default, the report shows the Text of each Transaction. Use this option if you would like the Reference and the Text to be shown.
With Corrections		Check this box if you want all corrections in the Transactions to be shown.
Subtotal VAT Codes		Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report.

Balances only	Use this option if you only need to show a balance for each Account, instead of having every Transaction row listed.
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.
Not Reconciled	Check this box to include in the report Transaction rows that have not been reconciled using the A/C Reconciliation setting.
Reconciled	Check this box to include in the report Transaction rows that have been reconciled using the A/C Reconciliation setting.
Show Object	Check this box to print the Objects used in each Transaction row.
Long Lines	<p>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).</p> <p>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.</p>
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 Nominal Ledger report as you have specified it.

N/L Transfer, Subsystems

The integration between FirstOffice's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. This feature is controlled using the Sub Systems setting.

If you are not using this feature, you can use this report, which lists transactions in the selected register or Sub System (e.g. Invoices entered in the Sales Ledger), as a basis for entering equivalent Nominal Ledger Transactions manually. Alternatively you can create the Transactions in batches using the 'Create NL Transactions' Maintenance function in the System module: this report will list the Transactions that will be created by that function.

The report shows all transactions of the specified type in the specified period, irrespective of whether equivalent Nominal Ledger Transactions have already been created. Only approved transactions are shown.

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end date of the report period,
separated by a colon (:).

Subsystem	Select one subsystem for the report.
Function	Use these options to control the level of detail shown in the report.
Overview	This option will produce a list with a single row for each transaction (Invoice, Payment etc.) including a total amount for each. At the end, a list of the Account/Object combinations used by the transactions listed above is printed, showing for each the total amounts debited and credited. This allows the summarising of the listed transactions listed into a single Nominal Ledger Transaction.
Detailed	This option shows the Account/Object combinations used by each transaction, allowing a separate Nominal Ledger Transaction to be entered for each Sub System transaction. As with the Overview option, a summary of the movements in each Account/Object combination is shown at the end of the report.

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 FirstOffice's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal 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 285 for full details.

Printing a Profit & Loss Report

Open the 'Reports' list window and double-click 'Profit & Loss'. The 'Specify Profit & Loss Report' window is opened.

Specify Profit & Loss Report

Run

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

Object:

Header: Profit & Loss

Accounts

☐ All

☒ Used only

☐ Groups only

☐ Used Groups only

Notation

☒ Exact

☐ No Decimals

☐ Thousands

☐ Millions

☐ % Turnover

☒ Comparison in %

Comparison

☒ Accumulated

☐ Previous Year

☐ Previous Result

☐ Budget

☐ List Transaction Nos

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Excel

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		The report period. Enter first and last date. The first period in the Reporting Periods setting is the default.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code to reduce the scope of the report. If you leave this field empty, the Account balances in the report will be calculated from all Transaction rows, with and without Objects. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be included in the calculations.
Header		Enter your own title for the report.
Accounts		Select how you want the Accounts printed in the report.

All	This option will show all Accounts that have been included in the Profit & Loss report definitions.
Used only	This option will only show 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.
Groups only	This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Profit & Loss report definitions.
Used Groups only	This option only shows balances for rows as entered in the Profit & Loss report definitions that have been used.
Notation	There are six options to control the presentation of amounts in the report.
Exact	Shows the balances as stored in the Transactions.
No Decimals	Rounds the balances up or down to the nearest whole number.
Thousands, Millions	Divide the balances by 1,000 or 1,000,000.
% Turnover	Shows each account balance as a percentage of overall turnover. This option requires you to have defined 'turnover' as a Key Ratio using the code "TURNO". Please refer to the section above on page 297 describing the Key Financial Ratios report for details about how to do this.
Comparison in %	Only valid if Budget is chosen as the Comparison option.
Comparison	Select one option for the comparison column in the report.
Accumulated	This option compares the report period with the Year To Date.
Previous Year	This compares the report period with the same period last year.

Previous Result This compares the report period with the previous financial year.

Budget This option compares the report period with the Budget figures for the same period. Note that for each Budget record there must be at least one entry in the grid area of the screen complete with date before they will be included in the report.

Comparison in %
This option, in the Notation area causes the comparison values to be expressed as percentages.

List Transaction Nos

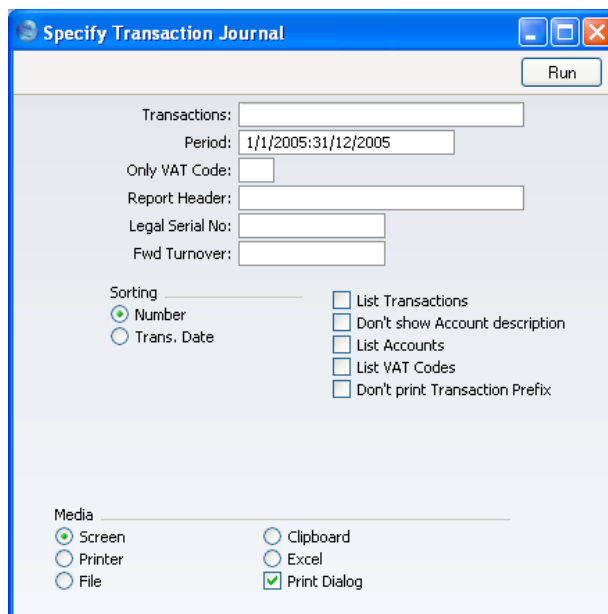
With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of all entries made in the ledger. Its definition cannot be changed.

Reporting in FirstOffice is non-destructive. That means you can make and print a report as many times as you wish. Some accounting programs are designed in such a way as to allow journal printing only directly in connection with the data entry. FirstOffice does not have this limitation.

Open the 'Reports' list window and double-click 'Transaction Journal'. The 'Specify Transaction Journal' window is opened.



The image shows a Windows-style dialog box titled "Specify Transaction Journal". It contains several input fields and a list of options. At the top right is a "Run" button. The fields are: "Transactions:" (empty), "Period:" (1/1/2005:31/12/2005), "Only VAT Code:" (empty), "Report Header:" (empty), "Legal Serial No.:" (empty), and "Fwd Turnover:" (empty). Below these are two sections: "Sorting" with radio buttons for "Number" (selected) and "Trans. Date"; and "Media" with radio buttons for "Screen" (selected), "Printer", and "File". To the right of the "Sorting" section is a list of checkboxes: "List Transactions", "Don't show Account description", "List Accounts", "List VAT Codes", and "Don't print Transaction Prefix". To the right of the "Media" section is a list of checkboxes: "Clipboard", "Excel", and "Print Dialog" (checked).

Transactions**Range Reporting****Numeric**

If you only want to print a certain range of Transactions, e.g. those entered today, you can select this range using the Transactions 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 Nominal Ledger, enter, for example, "2005.3" or, for a range, "2005.3:2005.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.050003" or "S/INV.050003:S/INV.050010" for a range.

Period**Paste Special**

Reporting Periods setting,
System module

Enter the period to be covered by the report.

Only VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		You may limit the report to Transactions that include postings with a particular VAT Code.
Report Header		Specify the report title here. If none is specified, 'Transaction Journal' is used.
Legal Serial No.		In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. If that is the case, 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.
Sorting		The report can be sorted by Transaction Number or Transaction Date.
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 the scope of the report has been restricted using any of the fields above, only those Transactions included in the report will be listed.
	Don't show Account description	Use this option if you don't wish Account Descriptions for each Transaction row to be shown.
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 the scope of the report has been restricted using any of the fields above, only those Accounts affected by the Transactions shown will be listed.
List VAT Codes		With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Don't print Transaction Prefix

Transaction Numbers are usually shown in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are shown as "2005.3" while those created from a Sub System are shown as, for example, "S/INV.050003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2005." and "S/INV."), check this box.

If you check this box and enter a Legal Ser. No. above, each Transaction will be given a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number.

Click [Run] in the Button Bar. The Transaction Journal is printed.

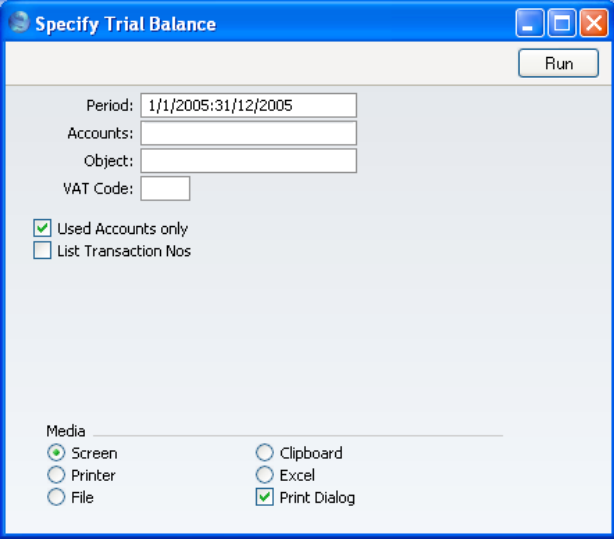
Trial Balance

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 which Transactions are to be included.

When printed to screen, the Trial Balance has FirstOffice's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal 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.

Open the 'Reports' list window and double-click 'Trial Balance'. The 'Specify Trial Balance' window is opened.



The image shows a Windows-style dialog box titled "Specify Trial Balance". It has a blue title bar with standard window controls (minimize, maximize, close) and a "Run" button in the top right corner. The main area contains several input fields and checkboxes. The "Period:" field is pre-filled with "1/1/2005:31/12/2005". Below it are empty fields for "Accounts:", "Object:", and "VAT Code:". There are two checkboxes: "Used Accounts only" (checked) and "List Transaction Nos" (unchecked). At the bottom, under the "Media" label, there are two columns of radio buttons. The first column has "Screen" (selected), "Printer", and "File". The second column has "Clipboard", "Excel", and "Print Dialog" (checked).

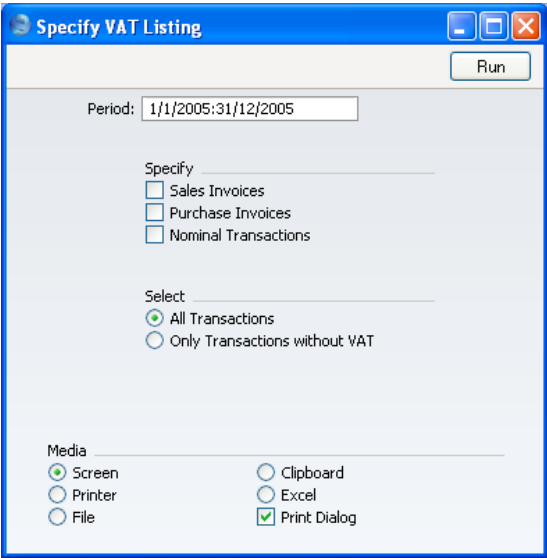
Period	Paste Special	Reporting Periods setting, System module
		Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a certain Account, or a range of Accounts.
Object	Paste Special	Object register, Nominal Ledger
		Indicate an Object to limit the scope of the report.
VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		Enter a VAT Code here to restrict the report to Transactions with a certain VAT Code.
Used Accounts only		With this box checked, the report will only show Accounts with Transactions registered during the 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.

VAT Listing

This report lists the transactions used in calculating the VAT Return (produced using the VAT Report described immediately below). For each transaction, the total including and excluding VAT, the VAT total and the overall VAT percentage are shown.



Period

Paste Special

Reporting Periods setting,
System module

Enter the period for which you want to print the report in the format 01/02/05:28/02/05. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first period in the

	Reporting Periods setting is the default value and is the period that will be used if you leave the field blank.
Specify	You can choose to have Sales Invoices, Purchase Invoices and/or Nominal Ledger Transactions listed in the report. At least one section must be chosen or the report will be blank. For each section, the list of transactions will be followed by a list of VAT Codes used by those transactions, together with totals.
Select	The report can show all Transactions or just those without VAT.

VAT Report

Whenever a VAT Return is due you have to print a VAT Report. The report is used both as a transaction document for the ledger and as the basis for payment.

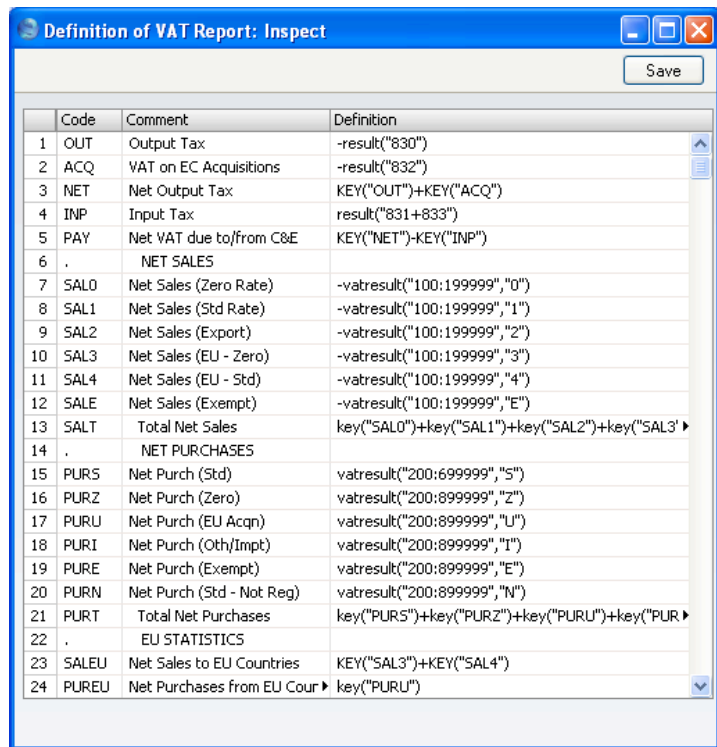
The report summarises the Input and Output VAT Accounts for the specified period, and also shows the total Inputs (purchases) and Outputs (sales). A positive total indicates that you are liable for VAT, a negative one signifies that you are owed money by the VAT authority.

Once a VAT Return has been printed for a given period, it is recommended that you enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (835 in the Chart of Accounts supplied with FirstOffice). This Transaction would debit the VAT Outputs Payable Account (830) and credit the VAT Inputs Receivable Account (831), with a balancing posting to the VAT Payments Account. This Transaction must be entered within the period it concerns, preferably as the last Transaction of the period. The amount payable/receivable can then be transferred to your bank account with a further Transaction when payment is made/received.

Setting up the VAT Report

You can define the VAT Report to determine which Accounts should be included.

To change the report definition of the VAT Report, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then highlight 'VAT Report' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of VAT Report: Browse' window is opened.



The screenshot shows a window titled "Definition of VAT Report: Inspect" with a "Save" button in the top right corner. The window contains a table with three columns: "Code", "Comment", and "Definition". The table lists 24 rows of definitions for a VAT report, including output tax, input tax, net sales, and net purchases, each with a specific formula in the "Definition" column.

Code	Comment	Definition
1	OUT Output Tax	-result("830")
2	ACQ VAT on EC Acquisitions	-result("832")
3	NET Net Output Tax	KEY("OUT")+KEY("ACQ")
4	INP Input Tax	result("831+833")
5	PAY Net VAT due to/from C&E	KEY("NET")-KEY("INP")
6	. NET SALES	
7	SAL0 Net Sales (Zero Rate)	-vresult("100:199999","0")
8	SAL1 Net Sales (Std Rate)	-vresult("100:199999","1")
9	SAL2 Net Sales (Export)	-vresult("100:199999","2")
10	SAL3 Net Sales (EU - Zero)	-vresult("100:199999","3")
11	SAL4 Net Sales (EU - Std)	-vresult("100:199999","4")
12	SALE Net Sales (Exempt)	-vresult("100:199999","E")
13	SALT Total Net Sales	key("SAL0")+key("SAL1")+key("SAL2")+key("SAL3" ▶
14	. NET PURCHASES	
15	PUR5 Net Purch (Std)	vatresult("200:899999","5")
16	PURZ Net Purch (Zero)	vatresult("200:899999","Z")
17	PURU Net Purch (EU Acqn)	vatresult("200:899999","U")
18	PURI Net Purch (Oth/Impt)	vatresult("200:899999","I")
19	PURE Net Purch (Exempt)	vatresult("200:899999","E")
20	PURN Net Purch (Std - Not Reg)	vatresult("200:899999","N")
21	PURT Total Net Purchases	key("PUR5")+key("PURZ")+key("PURU")+key("PUR ▶
22	. EU STATISTICS	
23	SALEU Net Sales to EU Countries	KEY("SAL3")+KEY("SAL4")
24	PUREU Net Purchases from EU Cour ▶	key("PURU")

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with FirstOffice. It can be altered to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own.

Each row in the definitions list represents a line on the VAT Report. Rows can be added, inserted or deleted 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.

The right-hand field of each row contains a formula by which the figure to be shown is calculated. This formula uses the same definition language as the Key Financial Ratios definition. Please refer to the section above on page 297 covering that report for a full description of the commands available.

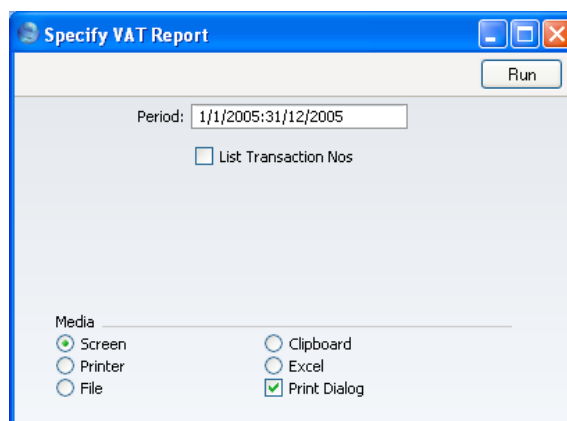
If you are an existing user of FirstOffice or Office/2 updating to version 4.1 or later, note that the syntax used in the formulae changed in this version. All parameters should now be enclosed in quotation marks. The order of parameters for the VATRESULT, VATBALANCE, VATCREDRESULT and VATDEBRESULT commands has been transposed.

Row	Each line of the report is defined on its own numbered row.
Code	A code identifying a row that may be used 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. which Accounts should be used in calculating the figure to be shown, and the formula of that calculation.

When you have finished defining the VAT Report, click [Save].

Printing the VAT Report

Open the 'Reports' list window and double-click 'VAT Report'. The 'Specify VAT Report' window is opened.



Period	Paste Special	Reporting Periods setting, System module
	Enter the period to be covered by the report. The default value is the first period in the Reporting Periods setting.	
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.

Imports

Introduction

The 'Imports' function allows you to import information from tab-delimited text files exported by other FirstOffice databases or Companies, or from other applications such as spreadsheets. Select the function using the 'Imports' item on the File menu. An 'Imports' list window will then appear. There are two import options in the Nominal Ledger: double-click either option to start the import. An 'Open File' dialogue box will appear, asking you to locate the file to be imported. Click [Open] and the import will begin.

SIE (Swedish Std Import/Export)

This option is used in Sweden to import accounting information in a standard format from other systems. For more details, please contact your local FirstOffice representative.

Transactions as Rows

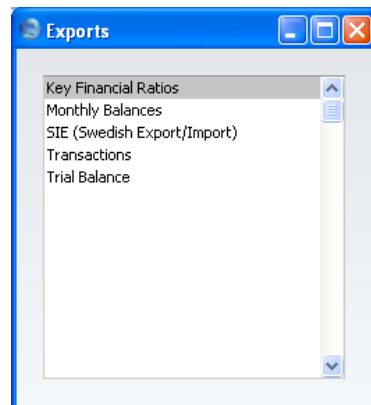
This import function allows you to import Transactions from text files with the same format as those created by the 'Transactions as Rows' Export function. See below.

Exports

Introduction

The 'Exports' function allows you to export certain information from your FirstOffice database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other FirstOffice databases or Companies using the 'Automatic' and 'Automatic, 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 FirstOffice is available to other applications via the medium of the text file.

To begin exporting, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the Exports that you can produce from the Nominal Ledger. Double-click the appropriate item. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Key Financial Ratios

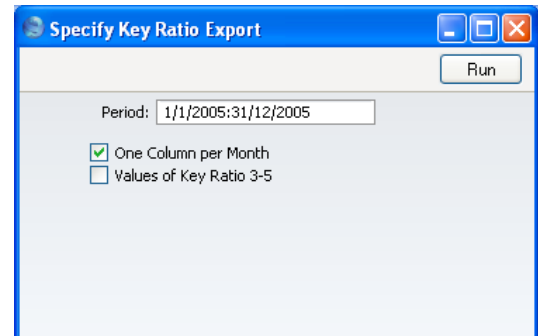
Key Financial Ratios are different calculated values, used to evaluate the company and to give a simple indication to how the company is running.

Financial Ratios are calculated using formulae, working with Account balances and various constants. Common Ratios are Turnover and Gross Profit.

Key Financial Ratios are user-defined: no samples are supplied with FirstOffice. You can define them using the Report Settings setting in the Nominal Ledger. Please refer to the section above on page 297 covering the Key Financial Ratios report for full details.

You can export the Key Financial Ratios either for the whole year or for a certain period.

Open the 'Exports' list window and double-click 'Key Financial Ratios'. The 'Specify Key Ratio Export' window is opened.



Period

Paste Special

Reporting Periods setting,
System module

Enter the period for the Key Ratios you want to export. FirstOffice will suggest the first period in the Reporting Periods setting.

One Column per Month

Use this option if you would like each month in the selected period to have its own column of data in the file.

Values of Key Ratio 3-5

This field is designed to meet a specific requirement of users in Finland. Please contact your local FirstOffice representative for full details.

Click [Run] to proceed with the export, (or cancel using the close box). FirstOffice will open a dialogue box to let you name the file and select where it is to be saved.

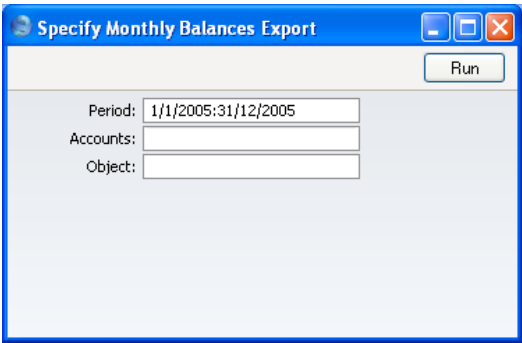
Enter a name for the file. Click [Save] or press the Enter button.

A message window informs you about the progress of the export. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Monthly Balances

Select this command if you want to export the monthly balances of the company - for all or a selection of Accounts. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can limit the export to a certain time period or to certain Accounts.

Double-click 'Monthly Balances' in the 'Exports' list 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.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Fill out this field if you only want to export the balances for certain Accounts.

Object	Paste Special	Object register, Nominal Ledger
---------------	----------------------	---------------------------------

Fill out this field to export monthly balances for a specific Object. If you leave the field empty, all balances for the period will be exported.

Confirm by clicking [Run] (or cancel using the close box). FirstOffice will open a dialogue box 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.

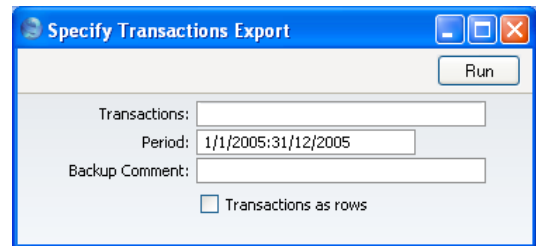
A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

SIE (Swedish Std Import/Export)

This option is used in Sweden to export accounting information in a standard format to other systems. For more details, please contact your local FirstOffice representative.

Transactions

With this option you may export a selection of Transactions to an archive file. Double-click 'Transactions' in the 'Exports' list to open the 'Specify Transaction Export' window.



Transactions

Enter the first and last of the Transaction Numbers you want to export. The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To export a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2005.3" or, for a range, "2005.3:2005.10". To export a Transaction that was created from a Sub System, enter, for example, "S/INV.050003" or "S/INV.050003:S/INV.050010" for a range.

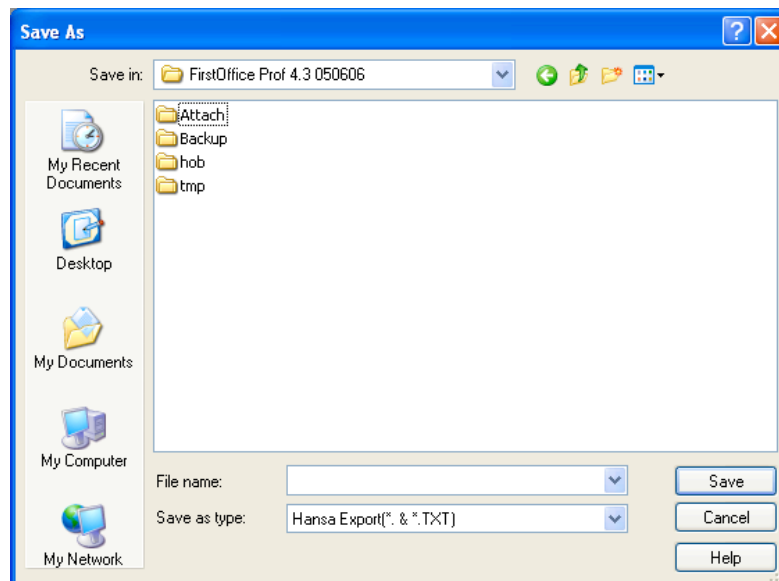
Period	Paste Special	Reporting Periods setting, System module
		Specify a period for which Transactions are to be exported.
Backup Comment		Use this field to enter a description of the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function.

Transactions as rows

Use this option if you are exporting Transactions for the purpose of importing them to another FirstOffice database.

Normally, FirstOffice will export Transactions as a data record, consisting of a header followed by the different account credits and debits. When transaction data are used for external analysis or communication by different data base tools, it is often more convenient to use a "flat file" format. The Transactions as Rows option uses a different export format whereby the header information is exported with each Transaction row.

Click [Run] in the Button Bar: FirstOffice will open a dialogue box where you can name the export file and specify where it is to be saved.

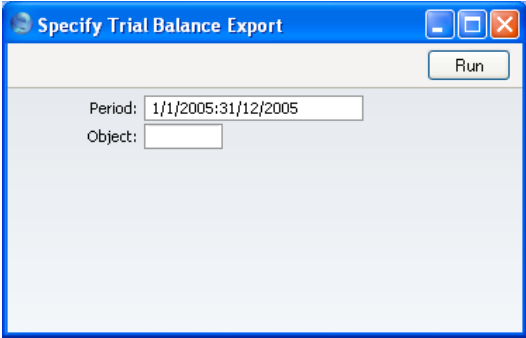


Enter a name for the file, and click [Save] or press the Enter key.

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 may export the Trial Balance for the whole year or for an arbitrary part of the year as a tab-separated text file, and it can then be imported for further processing for example by an Annual Report generating program.

Double-click ‘Trial Balance’ in the ‘Exports’ list to open the ‘Specify Trial Balance Export’ window.



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.	
Object	Paste Special	Object register, Nominal Ledger
	Enter a value in this field if you want to the export to contain Account balances for a certain Object. If the field is empty, the total balances of all Accounts, irrespective of Object, are exported.	

Confirm with [Run] (or cancel using the close box). FirstOffice will open a dialogue box 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. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

***HansaWorld
FirstOffice
Professional
Index***

Index

%

% . See Discount

A

A/C Reconciliation. *See* Account Reconciliation

Access Groups

- Using to control who can approve Invoices and Credit Notes, 57, 64, 70, 72, 102
- Using to control who can approve Payments, 185, 189
- Using to control who can approve Purchase Invoices and Debit Notes, 164, 173, 174, 175
- Using to control who can approve Receipts, 82, 83, 84
- Using to control who can change Unit Prices in sales transactions, 54

Account

- Account Reconciliation, **223**
- Autotransactions, **226**
- Budgets, **264**
- Payment Modes, **37**
- Purchase Invoices, **162**
- Transactions, **252**

Account Balances

- Internal Calculations and Display in Reports, 240
- Whether stored as Debits or Credits, 240

Account Customers, 22, 78, 89

Account Reconciliation

- Account, **223**
- New Balance, **223**
- Nominal Ledger setting, **222**
- Overflow check box, **223**
- Period, **223**
- Reconciled Balance, **223**
- Unreconciled check box, **223**

Account Suppliers, 148, 181, 190

Account Usage P/L

- Bank Fee Account, **149**, 184, 190
- Cash Account, 40, **146**, 159

Cash Discount Account, **146**, 190

Cash Discount VAT, **146**

Creditor Account, **145**, **238**

Objects on Creditor Account check box, **147**, 165

On Account A/C, **148**, 190, 191

On Account VAT Account, **149**, 184

Post Payment VAT check box, **148**, 183, 248

Post Prepayment VAT check box, **148**, 183, 248

Preliminary Creditor Account, **146**, 160, 169

Prepayment VAT Account, **146**, 184, 248

Purchase Ledger setting, **144**

Sub-ledger Checking check box, **147**, 237

VAT Code, **149**, 163, 166

Account Usage S/L

- Bank Fee Account, **18**, 82, 85
- Base Currency Round Off Account, **22**
- Base Price options, **21**
- Cash Account, **16**, 40, 49
- Cash Discount Account, **17**, 84
- Cash Discount VAT Account, **17**
- Debtor Account, **16**, 238
- Exclude VAT on Cash Discount check box, **21**
- Invoices Update Stock check box, **19**, 58, 68
- Objects on Debtor Account check box, **18**
- Objects on Debtor Accounts check box, 51
- On Account A/C, **22**, 89
- Post Prepayment VAT check box, **21**, 80, 247
- Post Receipt VAT check box, **20**, 80, 247
- Prepayment VAT Account, **23**, 81
- Round Off Account, **17**, 57, 164
- Sales Account, **23**, 54, 61
- Sales Ledger setting, **14**
- Sub-ledger Checking check box, **18**, 237
- Turnover includes VAT check box, **19**
- VAT (C/A) Account, **16**, 81, 247
- VAT Code, **24**, 55, 61
- VAT Code Control check box, **20**, **55**
- Write Offs Account, **22**, 84, 102

Accounts

- Listing amounts posted to, 307
- Nominal Ledger register. *See* Volume 1

- Preventing direct use Control Accounts in N/L, 147
- Preventing direct use of Control Accounts in N/L, 18
- Preventing Direct Use of in N/L, 237
- Age Limits
 - Sales Ledger setting, **25**, 133, 214
- Aged Creditor report
 - Purchase Ledger report, Aged option, 25, 214
- Aged Debtor report
 - Sales Ledger report, Aged option, 25, 133
- Ageing Periods. *See* Age Limits
- Allow Transaction Date Changing
 - Transaction Settings, 50, 78, **245**
- Amount
 - Purchase Invoices, **163**
- Analytical Balance
 - Nominal Ledger report, **283**
- Appearance of Reports
 - Changing. *See* Definition of Reports
- Attention
 - Customers, 50
 - Invoices, **50**
- Autotransactions
 - Account, **226**
 - Code, **226**
 - Credit, **226**
 - Debit, **226**
 - Description, **226**
 - Name, **226**
 - Nominal Ledger setting, **225**
 - Overwriting in Nominal Ledger Transactions, 244
 - Using in the Purchase Ledger, 230
 - VAT Code, **227**

B

- B/FW Balances. *See* Brought Forward Balances
- Bad Debts, 102. *See* New Write-off and Write Off Invoices
- Balance
 - Operations menu command, Purchase Invoices, **176**
- Balance Sheet
 - Customising, 285
 - Nominal Ledger report, **285**
 - Printing, 290

- Balance Transaction
 - Operations menu command, Transactions, **261**
- Balancing Nominal Ledger Transactions, 252, 256
- Bank Account
 - Purchase Invoices, **165**
- Bank Account Number
 - Payment Modes, **37**
 - Payments, **180**
- Bank Amount
 - Payments, **182**
 - Receipts, **79**
- Bank Charges and Fees. *See* Bank Fee and New Fee
- Bank Code
 - Purchase Invoices, **165**
- Bank Fee
 - Payments, **184**, 190
 - Receipts, **82**, 85
- Bank Fee Account
 - Account Usage P/L, **149**, 184, 190
 - Account Usage S/L, **18**, 82, 85
- Bank Files
 - Purchase Ledger setting, 150
- Bank Name
 - Payment Modes, **37**
- Bank Reconciliation. *See* Account Reconciliation
- Banking File
 - Purchase Ledger Export function, **218**
- Banks
 - Purchase Ledger setting, **150**
- Bar Code
 - Items, 52
- Base Currency Round Off Account
 - Account Usage S/L, **22**
- Base Price
 - Including or Excluding VAT, 21
 - Items, 28
- Base Price options
 - Account Usage S/L, **21**
- Base Value
 - Budgets, **264**
 - is different to Budget Sum, 266
- Bonus
 - Reporting on, 118
- Bonus, Salesman
 - Sales Ledger report, **118**

- Brought Forward Balances
 - Nominal Ledger register, 268
- Budget Keys
 - Code, **233**
 - Name, **233**
 - Nominal Ledger setting, 232
 - Sum, **233**
 - Value, **233**
- Budget Sum
 - Budgets, **266**
 - is different to Base Value, 266
- Budgets
 - Account, **264**
 - Base Value, **264**
 - Budget Sum, **266**
 - Budget Sum and Base Value are different, 266
 - Calculating, 265
 - Comment, **264**
 - Comparing with Actual Figures, 292, 314
 - Date, **265**
 - Entering, **263**
 - Key, **265**
 - Nominal Ledger register, **263**
 - Period, **264**
 - Positive and Negative Values, 264
 - Printing, **267**
 - Values, **266**

C

- Calculate VAT check box
 - Purchase Invoice Settings, **153**, 158
- Calculated VAT
 - Purchase Invoices, **164**
- Calculation Formulae
 - Nominal Ledger setting, 226, **234**
- Calculation Model
 - Interest, **33**
- Calculation of Account Balances, 240
- Carriage. *See* Freight *and* Freight Charges
- Cash Account
 - Account Usage P/L, 40, **146**, 159
 - Account Usage S/L, **16**, 40, 49
 - Payment Terms, **39**
- Cash Discount
 - Purchase Invoices, **160**
- Cash Discount %
 - Payment Terms, **39**

- Cash Discount Account
 - Account Usage P/L, **146**, 190
 - Account Usage S/L, **17**, 84
- Cash Discount Days
 - Payment Terms, **39**
- Cash Discount VAT
 - Account Usage P/L, **146**
- Cash Discount VAT Account
 - Account Usage S/L, **17**
- Cash Note
 - Sales Ledger document, **109**
- Cash Notes, 40, 49, 159
 - Creating Nominal Ledger Transactions from, 40
 - Printing, 109
 - Reversing, 71, 175
- Cash VAT, 20, 21, 23, 80, 148, 149, 183, 247
- Cashflow
 - Reports Aiding Forecasting, 303
- Check Receipt Amounts
 - Operations menu command, Receipts, **85**
- Cheque Number
 - Payments, **183**
 - Receipts, **79**
- Cheques
 - Printing, 187
 - Returned by Bank, 185, 187
- Closing
 - Months and Periods, 244, 260
- Code
 - Autotransactions, **226**
 - Budget Keys, **233**
 - Payment Modes, **37**
 - Payment Terms, **39**
 - VAT Codes, **246**
- Comment
 - Budgets, **264**
 - Payment Modes, **38**
 - Purchase Invoices, **165**
 - Receipts, **77**
 - Sales Invoices, **60**
- Commission
 - Reporting on, 118
- Commit
 - Operations menu command, Account Reconciliation, **224**
- Configuration
 - No Test Printout, 65, 107, 188

- Connect to Prepayment
 - Operations menu command, Invoices, 74, 91
 - Operations menu command, Purchase Invoices, 177, 192
- Contacts. *See* Attention and Contact Persons
- Control Accounts
 - Nominal Ledger setting, **237**
 - Preventing direct use in N/L, 18, 147
 - Preventing Direct Use of, in N/L, 237
- Correction List
 - Nominal Ledger report, **295**
- Correction Mark
 - Operations menu command, Transactions, **257, 262, 295**
- Corrections
 - Transactions, 257
 - Listing, 295
- Cost Accounting
 - Default Cost Model
 - Default, 26
 - Update GP at Invoicing check box, **55**
 - Use Item Groups for Cost Model check box, 27
- Cost Model
 - Sales Ledger setting, **26**
 - Setting overall default, 26
- Cost Price
 - Invoices, **55**
 - Updating with latest Cost Price from Item record, 55
 - Items, 28
- Costs
 - Calculating in Stock Depreciations and Movements, 28
- Create Down Payment
 - Operations menu command, Receipts, **86**
- Create Interest Invoices
 - Sales Ledger function, 60, **99**
- Credit
 - Autotransactions, **226**
 - Transactions, **253**
- Credit Limit
 - Sales Ledger setting, **29**
- Credit Note
 - Sales Ledger document, **109**
- Credit Notes, 40, 49, 159
 - and Cash Notes, 71, 175
 - Approving
 - Preventing, 57, 64, 70, 72, 102
 - Entering, **69**
 - Printing, 109
 - Stock Implications, 71
- Credit of Invoice
 - Purchase Invoices, **161, 174**
- Creditor Account
 - Account Usage P/L, **145, 238**
 - Overall Default, 145
 - Preventing direct use in N/L, 147
 - Preventing Direct Use of, in N/L, 237
 - Setting Default for Suppliers, 239
 - Supplier Categories, 239
 - Suppliers, 239
- Credits
 - Displaying as Negative or Positive Figures, 240
- Customer
 - Invoices, **48**
- Customer Categories
 - Debtor Account, 239
 - On Account A/C, 23
 - Sales Ledger setting. *See* Volume 1
- Customer Labels
 - Sales Ledger document. *See* Volume 1
- Customer Number
 - Receipts, **78**
- Customer Order Number
 - Invoices, **59**
- Customer Statistics
 - Sales Ledger Export function, **137**
 - Sales Ledger report. *See* Volume 1
- Customer Status
 - Sales Ledger report. *See* Volume 1
- Customer/Item Statistics
 - Sales Ledger Export function, **137**
 - Sales Ledger report. *See* Volume 1
- Customers
 - Attention, 50
 - Interest check box, 31, 99
 - On Account check box, 22, 78, 89, 148, 181, 190
 - Purchase Ledger register. *See* Volume 1
 - Purchase Payment Terms, 159
 - Reminders check box, 110, 115
 - Sales Credit Limit, 29
 - Sales Ledger register. *See* Volume 1
 - Sales Payment Terms, 49

Salesman, 50
 Zone, 23, 24, 149
 Customising Reports. *See* Definition of Reports

D

Daily Balances
 Nominal Ledger report, **296**
 Daily Transaction Register. *See* Transaction Journal
 Date
 Budgets, **265**
 Debit
 Autotransactions, **226**
 Transactions, **253**
 Debit Notes, 161, 174
 Approving
 Preventing, 164, 173, 174, 175
 Debiting Mode
 Interest, **33**
 Debits
 Displaying as Negative or Positive Figures, 240
 Debt Chasing, 125, 126
 Debtor Account
 Account Usage S/L, **16**, 238
 Customer Categories, 239
 Overall Default, 16
 Preventing direct use in N/L, 18
 Preventing Direct Use of, in N/L, 237
 Setting Default for Customers, 239
 Decimal Places. *See* Round Off *and* Rounding Rules
 in Quantities on Printed Invoices, 109
 Defaults
 Cost Model
 Overall, 26
 Creditor Account, 145
 Creditor Account for Suppliers, 239
 Debtor Account, 16
 Debtor Account for Customers, 239
 Objects in Nominal Ledger Transactions from Invoices, 18, 51, 56
 Objects in Nominal Ledger Transactions from Purchase Invoices, 147, 163, 165
 Purchase Account, 144
 Sales Account, 14
 Sales Account for Items, 23
 VAT Code for Purchases, 144, 149
 VAT Code for Sales, 14
 VAT Code for Sales Invoices, 24
 Definition of Reports, 241
 Balance Sheet, 285
 Key Financial Ratios, 297
 Profit & Loss, 311
 VAT Report, 320
 Deliveries
 Generating Nominal Ledger Transactions from, 242
 Delivery Address
 Invoices, **62**
 Delivery Charges. *See* Freight *and* Freight Charges
 Delivery Mode
 Invoices, **58**
 Delivery Modes
 Sales Support module setting, 58
 Delivery Notes
 Printing from the Sales Ledger, 68
 Delivery Terms
 Invoices, **58**
 Sales Support module setting, 58
 Deposited
 Receipts, **82**
 Deposits. *See* Prepayments *and* Down Payments
 Description
 Autotransactions, **226**
 Invoices, **53**
 Purchase Invoices, **163**
 Transactions, **253**
 VAT Codes, **248**
 Difference
 Transactions, **252**
 Discount
 Invoices, **54**
 Discount Calculation Method, **54**
 Discount Date
 Purchase Invoices, **161**
 Display of Account Balances, 240
 Distribute Receipt
 Operations menu command, Receipts, **85**
 Do Not Allow Over Delivery
 Stock Settings, 19, 58
 Document
 Payment Modes, **38**, 188

Documents

- Cash Note, **109**
- Credit Note, **109**
- Customer Labels. *See* Volume 1
- Interest Invoice, **109**
- Intrastat P/L, 164, **200**
- Intrastat S/L, **105**
- Invoices, **107**
- Nominal Ledger, **275**
- Open Invoice Customer Statement, **110**
- Payment Form, **202**
 - Choosing Form based on Payment Mode, 38
- Payment From
 - Choosing Form based on Payment Mode, 188
- Payment List, **203**
- Periodic Customer Statement, **112**
- Proforma, **113**
- Purchase Invoice, **203**
- Purchase Ledger, **199**
- Receipt Form, **114**
 - Choosing Form based on Payment Mode, 38
- Reminder, **114**
- Sales Ledger, **104**
- Transaction, **275**
- VAT Report, **275**
- Down Payments
 - for Sales Orders, 86
 - Sales Support module setting, 87
 - Use Sales Order No for Prepayments check box, 80, 89
- Drill-down reports, 281
- Due Date
 - Invoices, **50**
 - Purchase Invoices, **161**

E

- Electronic Invoicing
 - Sales Ledger setting, **30**
- Enter and Return
 - Purchase Invoice Settings, **153**
 - Transaction Settings, **245**
- Error Messages
 - Account is protected by sub-ledger control, 239

- Can't find document, 68, 109
- Not the same VAT Code as on Sales A/C, 20
- On Creating Transactions from Invoices, 64
- On Creating Transactions from Purchase Invoices, 173
- Transaction out of balance, 176
- EU
 - VAT on Acquisitions, 166, 246
- EU VAT Sales
 - Sales Ledger report, **120**
- Excl %
 - VAT Codes, **246**
- Exclude VAT on Cash Discount check box
 - Account Usage S/L, **21**
- Exports
 - Banking File, **218**
 - Customer Statistics, **137**
 - Customer/Item Statistics, **137**
 - Intrastat (Estonia), **137, 218**
 - Intrastat (Lithuania), **139, 219**
 - Intrastat Invoices, **138**
 - Intrastat Purchase Invoices, **219**
 - Invoice Rows, **139**
 - Invoices, **140**
 - Item Info, **140**
 - Item Statistics, **141**
 - Key Financial Ratios, **324**
 - Monthly Balances, **326**
 - Nominal Ledger, **324**
 - Open Invoices, **141**
 - Open Purchase Invoices, **220**
 - Purchase Ledger, **217**
 - Sales Ledger, **136**
 - SIE (Swedish Std Import/Export), **327**
 - Transactions, **327**
 - Trial Balance, **329**

F

- Fax Number
 - Invoices, **61**
- FIFO
 - Invoices, **55**
 - Stock Depreciations, 28
- Formulae
 - Using in Nominal Ledger Transactions, 226
- Freight
 - GP Percentage of Price, **31**

- Invoices, 30, **57**
- Item, **31**
- Sales Ledger setting, **30**, **57**
- Sales Orders, 30
- Freight Charges
 - Attaching to Invoices and Orders
 - Automatically, 30

G

- Goods Receipts
 - Generating Nominal Ledger Transactions from, 242
- GP Percentage of Price
 - Freight, **31**
- GP, Invoices
 - Sales Ledger report, **122**
- Gross Profit
 - Invoices, **55**
 - Updating with latest Cost Prices, 55
- Gross Profit, Invoices
 - Sales Ledger report, **122**

H

- Hold check box
 - Purchase Invoices, **160**

I

- I/P Account
 - VAT Codes, **248**
- Imports
 - Nominal Ledger, **323**
 - Sales Ledger, **135**
 - SIE (Swedish Std Import/Export), **323**
 - Transactions as Rows, **323**
- Incl %
 - VAT Codes, **246**
- Include Invoices Not Due check box
 - Interest, **35**
- Increase Reminder Level check box
 - Interest, **35**
- Inp A/C. *See* Input Account
- Input Account
 - VAT Codes, **247**
- Interest
 - Calculation Model, **33**

- Charging on Late Payment, 31, 60, **99**
- Debiting Mode, **33**
- Include Invoices Not Due check box, **35**
- Increase Reminder Level check box, **35**
- Interest Item, **33**
- Invoices, **60**
- Invoicing Fee, **33**
- Minimum Days Overdue, **32**
- Minimum Sum, **32**
- Payment Terms, **32**
- Rate, **32**
- Sales Ledger setting, **31**, **99**
- Interest check box
 - Customers, 31, **99**
- Interest Invoice
 - Sales Ledger document, **109**
- Interest Invoices
 - Creating, 60, **99**
 - Crediting, 101
 - Printing, 109
 - Using Separate Number Series, 99
- Interest Item
 - Interest, **33**
- Intrastat (Estonia)
 - Exporting, **137**, **218**
- Intrastat (Lithuania)
 - Exporting, **139**, **219**
- Intrastat Invoices
 - Exporting, **138**
- Intrastat P/L
 - Purchase Ledger document, 164, **200**
- Intrastat Purchase Invoices
 - Exporting, **219**
- Intrastat S/L
 - Sales Ledger document, **105**
- Invoice
 - Sales Ledger document, **107**
- Invoice Address
 - Invoices, **61**
- Invoice Date
 - Invoices, **49**
 - Purchase Invoices, **157**
- Invoice Journal
 - Sales Ledger report, **123**
- Invoice Number
 - Defining Sequences, 35
- Invoices, **48**
- Receipts, **78**

- Invoice Rows
 - Sales Ledger Export function, **139**
- Invoice Status
 - Operations menu command, Invoices, **73**
 - Operations menu command, Purchase Invoices, **176**
- Invoice Value
 - Receipts, **79**
- Invoices
 - Account for Amounts Lost/Gained after Rounding, 17
 - Approving, 56, **63**, 72, **102**
 - Preventing, 57, 64, 72, 102
 - Attention, **50**
 - Connecting to Prepayments, 79, 91
 - Cost Price, **55**
 - Updating with latest Cost Price from Item record, 55
 - Crediting, **69**
 - Customer, **48**
 - Customer Order Number, **59**
 - Defining Number Sequences, 35
 - Delivery Address, **62**
 - Delivery Mode, **58**
 - Delivery Terms, **58**
 - Description, **53**
 - Discount, **54**
 - Down Payment Invoice, 86
 - Due Date, **50**
 - Entering, **46**, **62**
 - Exporting, **140**
 - Fax Number, **61**
 - FIFO, **55**
 - Freight, 30, **57**
 - Generating Nominal Ledger Transactions from, 242
 - Gross Profit, **55**
 - Updating with latest Cost Prices, 55
 - Interest, **60**
 - Interest for Late Payment, 31, 60, **99**
 - Invoice Address, **61**
 - Invoice Date, **49**
 - Invoice Number, **48**
 - Item Number, **52**
 - Last Reminder Date, **60**
 - Number of Decimal Places in Quantity column when printing, 109
 - Objects, **51**, **56**
 - Official Serial Number, **51**
 - OK check box, **56**, **63**, 72
 - Restricting access to, 57, 64, 70, 72, 102
 - Order Number, **58**
 - Our Reference, **49**
 - Paying off, **78**
 - Payment Terms, **49**, 84
 - Price Factor, **56**
 - Printing, **65**, **107**
 - Printing Automatically, 66
 - Printing Proforma, **74**
 - Printing Proformas, 113
 - Quantity, **53**
 - Reminder Level, 42, **59**, 111, 115
 - Reminder Level, 35
 - Reminders for Payment, 41, 59, 114
 - Sales Account, **54**
 - Posting VAT to, 19
 - Sales Ledger register, **44**
 - Salesman, **50**
 - Service Delivery Date, **51**
 - Setting Rounding Rules for Total, 57
 - Setting Rounding Rules for VAT, 57
 - Subtotal, **57**
 - Sum, **54**
 - Telephone Number, **61**
 - Total, **57**
 - Transaction Date, **50**
 - Unit Price, **53**
 - Preventing Changes to, 54
 - Update Stock check box, 19, **58**, 68
 - Use of Objects, 18, 51
 - VAT, **57**
 - VAT Code, **55**
 - VAT Registration No, **61**
 - Viewing Stock Status of each Item, 73
 - Viewing Transactions Generated From, 74
 - Writing Off, 84, 102
 - Zone, **61**
- Invoices Update Stock check box
 - Account Usage S/L, **19**, 58, 68
- Invoicing Fee
 - Interest, **33**
- Item
 - Freight, **31**
 - Purchase Invoices, **164**
- Item Groups
 - Sales Ledger setting. *See* Volume 1

- Item Info
 - Sales Ledger Export function, **140**
- Item List
 - Sales Ledger report. *See* Volume 1
- Item Number
 - Invoices, **52**
- Item Statistics
 - Sales Ledger Export function, **141**
 - Sales Ledger report. *See* Volume 1
- Item Status
 - Operations menu command, Invoices, **73**
- Item/Customer Statistics
 - Sales Ledger Export function, **137**
- Items
 - Base Price, 28
 - Cost Price, 28
 - Sales Ledger register. *See* Volume 1
 - Weighted Average, 28

J

- Journal Entries. *See* Transactions

K

- Key
 - Budgets, **265**
- Key Financial Ratios
 - Change in syntax for FirstOffice/Office/2 version 4.1, 298
 - Commands used in Report Definition
 - Formulae, 298
 - Definition, 297
 - Nominal Ledger Export function, **324**
 - Nominal Ledger report, **297**
 - Printing, 302

L

- Labels
 - Printing for Customers. *See* Volume 1
- Last Reminder Date
 - Invoices, **60**
- Late Payment
 - Charging Interest, 31, 60, **99**
- Liquidity Forecast
 - Nominal Ledger report, **303**

- Locking
 - Months and Periods, 244, 260
 - System Module setting, 245

M

- Maintenance
 - Sales Ledger module, **98**
- Maintenance functions
 - Create Interest Invoices, 60, **99**
 - OK Invoices, **102**
 - Update Item Base Prices. *See* Volume 1
 - Write Off Invoices, **102**
- Minimum Days Overdue
 - Interest, **32**
- Minimum Sum
 - Interest, **32**
- Modules
 - Nominal Ledger, **222**
 - Purchase Ledger, **144**
 - Sales Ledger, **14**
- Monthly Balances
 - Nominal Ledger Export function, **326**
- Months
 - Locking/Closing, 244, 260

N

- N/L Transfer, Subsystems
 - Nominal Ledger report, **310**
- Name
 - Autotransactions, **226**
 - Budget Keys, **233**
- Negative Figures
 - in Nominal Ledger reports, 240
- Net Days
 - Payment Terms, **39**
- New Balance
 - Account Reconciliation, **223**
- New Cash Discount
 - Operations menu command, Payments, **190**
 - Operations menu command, Receipts, **84**
- New Fee
 - Operations menu command, Payments, **190**
 - Operations menu command, Receipts, **85**
- New Write-off
 - Operations menu command, Receipts, **84**

- No Test Printout
 - Configuration, 65, 107, 188
- Nominal Ledger, **222**
 - Documents, **275**
 - Exports, **324**
 - Imports, **323**
 - Nominal Ledger report, **307**
 - Preventing Direct Use of Accounts in, 237
 - Preventing direct use of Control Accounts in, 18, 147
 - Reports, **280**
 - Figures displayed as Negative or Positive, 240
 - Settings, **222**
- Nominal Ledger module
 - Registers, **249**
- Notional EU VAT, 166, 246
- Number Series
 - for Interest Invoices, 99
- Number Series - Invoices
 - Sales Ledger setting, **35**, 48
- Number Series - Payments
 - Purchase Ledger setting, **152**, 179
- Number Series - Purchase Invoices
 - Purchase Ledger setting, **151**, 157
- Number Series - Receipts
 - Sales Ledger setting, **36**, 76
- Number Series - Transactions
 - Nominal Ledger setting, **239**, 252
- Number Series Defaults
 - System Module setting, 99

O

- O/P Account
 - VAT Codes, 80, **247**
- Objects
 - Defaults
 - in Invoices, 18, 51
 - in Purchase Invoices, 147, 165
 - Invoices, **51**, **56**
 - Nominal Ledger register, 51, 56, 163, 165, 253, **270**
 - Purchase Invoices, **163**, **165**
 - Transactions, **253**
 - Transferring from Customers to Invoices, 51
 - Transferring from Suppliers to Purchase Invoices, 147, 165
 - Objects on Creditor Account check box
 - Account Usage P/L, **147**, 165
 - Objects on Debtor Account check box
 - Account Usage S/L, **18**
 - Objects on Debtor Accounts check box
 - Account Usage S/L, 51
 - Official Serial Number
 - Invoices, **51**
 - OK
 - Operations menu command, Invoices, **72**
 - Operations menu command, Payments, **189**
 - Operations menu command, Purchase Invoices, **175**
 - Operations menu command, Receipts, **83**
 - OK check box
 - Invoices, **56**, **63**, 72
 - Restricting access to, 57, 64, 70, 72, 102
 - Payments, **185**, **186**, **189**
 - Restricting access to, 185, 189
 - Purchase Invoices, **164**, **172**
 - Restricting access to, 164, 173, 174, 175
 - Receipts, **82**, **83**
 - Restricting access to, 82, 83, 84
 - OK Invoices
 - Sales Ledger function, **102**
 - Old Unit Price
 - Stock Movements, 28
 - On Account A/C
 - Account Usage P/L, **148**, 190, 191
 - Account Usage S/L, **22**, 89
 - Customer Categories, 23
 - On Account check box
 - Customers, 22, 78, 89, 148, 181, 190
 - On Account Payments, 148, 190, **196**
 - VAT, 148, 183, 184
 - On Account Receipts, 22, **95**
 - VAT, 20, 81
 - On Account VAT Account
 - Account Usage P/L, **149**, 184
 - Open Invoice Customer Statement
 - Sales Ledger document, **110**
 - Sales Ledger report, **125**
 - Open Invoice Value
 - Payments, **182**
 - Receipts, **79**
 - Open Invoices
 - Sales Ledger Export function, **141**

- Open NL Transaction
 - Operations menu command, Invoices, **74**
 - Operations menu command, Payments, **190**
 - Operations menu command, Purchase Invoices, **177**
 - Operations menu command, Receipts, **89**
- Open Prepayment
 - Purchase Invoices, 183, **190**
- Open Purchase Invoices
 - Purchase Ledger Export function, **220**
- Opening Balances. *See also* Brought Forward Balances
 - Entering, 242
- Operations Menu (Account Reconciliation)
 - Commit, **224**
 - Update, **224**
- Operations Menu (Budgets)
 - Recalculate, 265
- Operations Menu (Invoices), **72**
 - Connect to Prepayment, 74, 91
 - Invoice Status, **73**
 - Item Status, **73**
 - OK, **72**
 - Open NL Transaction, **74**
 - Print Proforma Invoice, **74**
- Operations Menu (Payments), **189**
 - New Cash Discount, **190**
 - New Fee, **190**
 - OK, **189**
 - Open NL Transaction, **190**
 - Order, **189**
 - Print Forms, **189**
- Operations Menu (Purchase Invoices), **175**
 - Balance, **176**
 - Connect to Prepayment, 177, 192
 - Invoice Status, **176**
 - OK, **175**
 - Open NL Transaction, **177**
- Operations Menu (Receipts), **83**
 - Check Receipt Amounts, **85**
 - Create Down Payment, **86**
 - Distribute Receipt, **85**
 - New Cash Discount, **84**
 - New Fee, **85**
 - New Write-off, **84**
 - OK, **83**
 - Open NL Transaction, **89**
 - Write-off Prepayment, **85**
- Operations Menu (Reports)
 - Recalculate, 283
- Operations Menu (Transactions), **261**
 - Balance Transaction, **261**
 - Correction Mark, **257**, **262**, 295
 - Swap Debit & Credit, **257**
 - Swap Debit & Credit, 261
 - Update Mark, **259**, 295
 - Update Mark, 261
- Order
 - Operations menu command, Payments, **189**
- Order Number
 - Invoices, **58**
 - Using for Prepayments, 80, 89
- Ordered check box
 - Payments, **185**, **186**
- Our Reference
 - Invoices, **49**
 - Persons, 49
- Outp A/C. *See* Output Account
- Output Account
 - VAT Codes, **246**
- Overflow check box
 - Account Reconciliation, **223**
- Own Bank Account Number
 - Payments, **180**

P

- P Factor. *See* Price Factor
- P/L VAT Code Statistics
 - Purchase Ledger report, **215**
- Page Setup
 - for Reports, 242
- Payment Date
 - Payments, **180**
 - Receipts, **78**
- Payment Form
 - Purchase Ledger document, **202**
- Payment Forms
 - Printing, 187
- Payment Journal
 - Purchase Ledger report, **206**
- Payment List
 - Purchase Ledger document, **203**
- Payment Methods. *See* Payment Modes
- Payment Mode
 - Payments, **180**, **182**

- Receipts, **77, 79**
- Payment Modes
 - Account, **37**
 - Bank Account Number, **37**
 - Bank Name, **37**
 - Code, **37**
 - Comment, **38**
 - Document, **38, 188**
 - Sales/Purchase Ledger setting, **36, 77, 180**
 - Using different Documents, **38, 188**
- Payment Number
 - Defining Sequences, **152**
 - Payments, **179**
- Payment Terms
 - Cash Account, **39**
 - Cash Discount %, **39**
 - Cash Discount Days, **39**
 - Code, **39**
 - Interest, **32**
 - Invoices, **49, 84**
 - Net Days, **39**
 - Purchase Invoices, **159, 190**
 - Sales/Purchase Ledger setting, **38, 49, 84, 159, 190**
 - Text, **40**
 - Type, **40**
 - Using to create Credit Notes, **69**
- Payments
 - Approving, **185, 186, 189**
 - Preventing, **185, 189**
 - Bank Amount, **182**
 - Bank Fee, **184, 190**
 - Cash Discounts, **190**
 - Cheque Number, **183**
 - Correcting Mistakes, **197**
 - Defining Number Sequences, **152**
 - Entering, **178, 185**
 - Generating Nominal Ledger Transactions from, **242**
 - OK check box, **185, 186, 189**
 - Restricting access to, **185, 189**
 - On Account, **148, 181, 196**
 - Open Invoice Value, **182**
 - Ordered check box, **185, 186**
 - Own Bank Account Number, **180**
 - Payment Date, **180**
 - Payment Mode, **180, 182**
 - Payment Number, **179**
 - Prepayment Number, **183, 190**
 - Prepayments, **191**
 - Printing different Forms depending on
 - Payment Mode, **38, 188**
 - Purchase Invoice Number, **181**
 - Purchase Invoice Value, **182**
 - Purchase Ledger Register, **178**
 - Reconciling, **186**
 - Reference, **180**
 - Sent Value, **182**
 - Supplier Number, **182**
 - Text, **182**
 - Transaction Date, **180**
 - VAT, **183**
 - VAT Code, **183**
 - VAT in On Account Payments, **148, 183**
 - VAT in Prepayment Payments, **149, 184**
 - Viewing Transactions Generated From, **190**
 - Withdrawn, **185**
- Period
 - Account Reconciliation, **223**
 - Budgets, **264**
- Periodic Customer Statement
 - Sales Ledger document, **112**
 - Sales Ledger report, **126**
- Periodic Supplier Statement
 - Purchase Ledger report, **207**
- Periods
 - Locking/Closing, **244, 260**
- Persons
 - Our Reference, **49**
 - System Module register, **50**
- Positive Figures
 - in Nominal Ledger reports, **240**
- Post Payment VAT check box
 - Account Usage P/L, **148, 183, 248**
- Post Prepayment VAT check box
 - Account Usage P/L, **148, 183, 248**
 - Account Usage S/L, **21, 80, 247**
- Post Receipt VAT check box
 - Account Usage S/L, **20, 80, 247**
- Prel Book. *See* Preliminary Booking check box
- Prel Creditors. *See* Preliminary Creditor Account
- Preliminary Booking check box
 - Purchase Invoices, **160, 169**
- Preliminary Creditor Account
 - Account Usage P/L, **146, 160, 169**

- Preliminary Transactions, 244, 260
- Prepayment History
 - Purchase Ledger report, **209**
 - Sales Ledger report, **128**
- Prepayment Number
 - Payments, **183, 190**
 - Receipts, **79, 89**
- Prepayment Payments, **191**
 - Connecting to Purchase Invoices, 183, 192
 - Listing, **209**
 - VAT, 149, 184
- Prepayment Receipts, **89**
 - Connecting to Invoices, 79, 91
 - Listing, **128**
 - Using Order Number, 80, 89
 - VAT, 21, 23, 81
- Prepayment VAT Account
 - Account Usage P/L, **146**, 184, 248
 - Account Usage S/L, **23**, 81
- Prepayments
 - Connecting to Purchase Invoices, **190**
 - In the Purchase Ledger, 190
 - In the Sales Ledger, **89**
 - Writing Off, 85
- Presentation of Balances
 - Nominal Ledger setting, **240**
- Price Factor
 - Use in Pricing Invoices, 56
- Price List
 - Sales Ledger report. *See* Volume 1
- Price Lists
 - Sales Ledger setting. *See* Volume 1
- Prices
 - Calculating in Stock Depreciations and Movements, 28
 - Sales Ledger register. *See* Volume 1
- Pricing of Invoices
 - Selecting Discount, 54
 - Selecting Price Factor, 56
 - Selecting Unit Price, 53
- Print Forms
 - Operations menu command, Payments, **189**
- Profit & Loss
 - Customising, 311
 - Nominal Ledger report, **311**
 - Printing, 312
- Proforma
 - Sales Ledger document, **113**
- Proforma Invoice
 - Operations menu command, Invoices, **74**
- Proforma Invoices
 - Printing, **74, 113**
- Purchase Account
 - Setting Default, 144, 163
- Purchase Invoice
 - Purchase Ledger document, **203**
- Purchase Invoice Journal
 - Purchase Ledger report, **211**
- Purchase Invoice Number
 - Defining Sequences, 151
 - Payments, **181**
 - Purchase Invoices, **157**
- Purchase Invoice Settings
 - Calculate VAT check box, **153**, 158
 - Enter and Return, **153**
 - Purchase Ledger setting, 152
 - VAT Rate, **153, 158**
 - Warn on Unusual Amount, **152**
- Purchase Invoice Value
 - Payments, **182**
- Purchase Invoices
 - Account, **162**
 - Account for Amounts Lost/Gained after Rounding, 17
 - Amount, **163**
 - Approving, **164, 172**
 - Preventing, 164, 173, 175
 - Balancing, 176
 - Bank Account, **165**
 - Bank Code, **165**
 - Calculated VAT, **164**
 - Cash Discount, **160**
 - Comment, **165**
 - Connecting to Prepayments, 183, **190**, 192
 - Credit of Invoice, **161**, 174
 - Crediting, 161, **174**
 - Defining Number Sequences, 151
 - Description, **163**
 - Discount Date, **161**
 - Due Date, **161**
 - Entering, **156, 167**
 - Generating Nominal Ledger Transactions from, 242
 - Hold check box, **160**
 - Invoice Date, **157**
 - Item, **164**

Objects, **163, 165**
 OK check box, **164, 172**
 Restricting access to, 164, 173, 174, 175
 Open Prepayment, 183, **190**
 Paying off, **181**
 Payment Terms, **159**, 190
 Preliminary Booking, 169
 Preliminary Booking check box, **160**
 Preventing Payment, 160
 Printing, **174**
 Purchase Invoice Number, **157**
 Purchase Ledger register, **154**
 Quantity, **164**
 Reference, **160**
 Setting Rounding Rules for VAT, 164
 Supplier, **158**
 Supplier's Invoice Number, **159**
 Total, **158**
 Transaction Date, **157**
 Use of Objects, 147, 165
 VAT, **158**
 VAT after Settlement Discount, 146
 VAT and EU, 166, 246
 VAT Code, **163**
 Viewing Transactions Generated From, 177
 Zone, **166**
 Purchase Ledger, **144**
 Documents, **199**
 Exports, **217**
 Purchase Ledger report, 25, **213**
 Reports, **205**
 Settings, **144**
 Purchase Ledger module
 Registers, **154**
 Purchase Payment Terms
 Customers, 159

Q

Quantity
 Invoices, **53**
 Number of Decimal Places on Printed
 Invoices, 109
 Purchase Invoices, **164**

R

Rate
 Interest, **32**
 Recalculate
 Operations menu command, Budgets, **265**
 Operations menu command, Reports, 283
 Recalculation of reports, 283
 Receipt Form
 Sales Ledger document, **114**
 Receipt History
 Sales Ledger report, **130**
 Receipt Journal
 Sales Ledger report, **131**
 Receipt Number
 Defining Sequences, 36
 Receipts
 Allocating when Customer has not specified
 Invoices being paid, 85
 Approving, **82, 83**
 Preventing, 82, 83, 84
 Bank Amount, **79**
 Bank Fee, **82, 85**
 Cash Discount, 84
 Cheque Number, **79**
 Comment, **77**
 Correcting Mistakes, **96**
 Customer Number, **78**
 Defining Number Sequences, 36
 Deposited, **82**
 Entering, **75**
 Generating Nominal Ledger Transactions
 from, 242
 Invoice Number, **78**
 Invoice Value, **79**
 OK check box, **82, 83**
 Restricting access to, 82, 83, 84
 On Account, 22, 78, 95
 Open Invoice Value, **79**
 Payment Date, **78**
 Payment Mode, **77, 79**
 Prepayment Number, **79**, 89
 Prepayments, 89
 Printing different Forms depending on
 Payment Mode, 38
 Received Value, **79**
 Reference, **76**
 Sales Ledger register, **75**

- Serial Number, **76**
- Text, **80**
- Transaction Date, **76**
- VAT, **80**
- VAT Code, **80**
- VAT in On Account Receipts, 20, 81
- VAT in Prepayment Receipts, 81
- VAT in Prepayments, 21, 23
- Viewing Transactions Generated From, 89
- Received Value
 - Receipts, **79**
- Reconciled Balance
 - Account Reconciliation, **223**
- Reconciling a Payment, 186
- Reference
 - Payments, **180**
 - Purchase Invoices, **160**
 - Receipts, **76**
 - Transactions, **252**
- Registers
 - Accounts. *See* Volume 1
 - Brought Forward Balances, 268
 - Budgets, **263**
 - Customers. *See* Volume 1. *See* Volume 1
 - Invoices, **44**
 - Items. *See* Volume 1
 - Nominal Ledger module, **249**
 - Objects, 51, 56, 163, 165, 253, **270**
 - Payments, **178**
 - Persons, 50
 - Prices. *See* Volume 1
 - Purchase Invoices, **154**
 - Purchase Ledger module, **154**
 - Receipts, **75**
 - Sales Ledger module, **44**
 - Transactions, **249**
- Rem Level. *See* Reminder Level
- Reminder
 - Sales Ledger document, **114**
- Reminder Level
 - Interest, 35
 - Invoices, 42, **59**, 111, 115
- Reminder Texts
 - Sales Ledger setting, **41**, 59
- Reminders
 - Determining Reminder Messages, **41**, 59
 - for Overdue Invoices, 41, 59, 114
- Reminders check box
 - Customers, 110, 115
- Remittance Advices
 - Printing, 187
- Report Definitions. *See* Definition of Reports
- Report Settings
 - Nominal Ledger setting, **241**
- Reports
 - Analytical Balance, **283**
 - Balance Sheet, **285**
 - Definition, 285
 - Bonus, Salesman, **118**
 - Correction List, **295**
 - Customer Statistics. *See* Volume 1
 - Customer Status. *See* Volume 1
 - Customer/Item Statistics. *See* Volume 1
 - Customising. *See* Definition of Reports
 - Daily Balances, **296**
 - Drill-down, 281
 - EU VAT Sales, **120**
 - GP, Invoices, **122**
 - Invoice Journal, **123**
 - Item List. *See* Volume 1
 - Item Statistics. *See* Volume 1
 - Key Financial Ratios, **297**
 - Definition, 297
 - Liquidity Forecast, **303**
 - N/L Transfer, Subsystems, **310**
 - Nominal Ledger, **280**, **307**
 - Customising, 241
 - Figures displayed as Negative or Positive, 240
 - Open Invoices Customer Statement, **125**
 - P/L VAT Code Statistics, 215
 - Page Setup, 242
 - Payment Journal, **206**
 - Periodic Customer Statement, **126**
 - Periodic Supplier Statement, **207**
 - Prepayment History, **128**, **209**
 - Price List. *See* Volume 1
 - Profit & Loss, **311**
 - Definition, 311
 - Purchase Invoice Journal, **211**
 - Purchase Ledger, 25, **205**, **213**
 - Recalculation, 283
 - Receipt History, **130**
 - Receipt Journal, **131**
 - Sales Ledger, 25, **117**, **132**

- Supplier List. *See* Volume 1
- Supplier Statistics. *See* Volume 1
- Transaction Journal, **314**
- Trial Balance, **317**
- Underlined Text, 282
- VAT Code Statistics, **134**
- VAT Listing, **319**
- VAT Report, **320**
 - Definition, 320
- VAT Report Purchases, **216**
- VAT Report Sales, **135**
- Round Off
 - System Module setting, 17, 57, 164
- Round Off Account
 - Account Usage S/L, **17**, 57, 164
- Rounding Rules
 - Account for Amounts Lost/Gained after Rounding, 17
 - Setting for Total, 57
 - Setting for VAT, 57, 164

S

- Sales Account
 - Account Usage S/L, **23**, 54, 61
 - Invoices, **54**
 - Objects on Credit Posting from Invoice, 56
 - Setting Default, 14
 - Setting Default for Items, 23
- Sales Credit Limit
 - Customers, 29
- Sales Invoices
 - Comment, **60**
- Sales Ledger, **14**
 - Documents, **104**
 - Exports, **136**
 - Imports, **135**
 - Maintenance, **98**
 - Reports, **117**
 - Sales Ledger report, 25, **132**
 - Settings, **14**
- Sales Ledger module
 - Registers, **44**
- Sales Orders
 - Freight, 30
 - Raising Down Payment Invoices for, 86
- Sales Payment Terms
 - Customers, 49
- Salesman
 - Customers, 50
 - Invoices, **50**
 - Showing Bonus, **118**
- Sent Value
 - Payments, **182**
- Serial Number
 - Receipts, **76**
- Service Delivery Date
 - Invoices, **51**
- Settings
 - Account Reconciliation, **222**
 - Account Usage P/L, **144**
 - Account Usage S/L, **14**
 - Age Limits, **25**, 133, 214
 - Autotransactions, **225**
 - Bank Files, 150
 - Banks, **150**
 - Budget Keys, 232
 - Calculation Formulae, 226, **234**
 - Control Accounts, **237**
 - Cost Model, **26**
 - Credit Limit, **29**
 - Customer Categories. *See* Volume 1
 - Delivery Modes, 58
 - Delivery Terms, 58
 - Down Payments, 87
 - Electronic Invoicing, **30**
 - Freight, **30**, 57
 - Interest, **31**, 99
 - Item Groups. *See* Volume 1
 - Locking, 245
 - Nominal Ledger, **222**
 - Number Series - Invoices, **35**, 48
 - Number Series - Payments, **152**, 179
 - Number Series - Purchase Invoices, **151**, 157
 - Number Series - Receipts, **36**, 76
 - Number Series - Transactions, **239**, 252
 - Number Series Defaults, 99
 - Payment Modes, **36**, 77, 180
 - Payment Terms, **38**, 49, 84, 159, 190
 - Presentation of Balances, **240**
 - Price Lists. *See* Volume 1
 - Purchase Invoice Settings, 152
 - Purchase Ledger, **144**
 - Reminder Texts, **41**, 59
 - Report Settings, **241**
 - Round Off, 17, 57, 164

- Sales Ledger, **14**
- Sub Systems, **242**, 310
- Sub-ledger Control Accounts, 147
- Sub-ledger Control Accounts, 18
- Text for Reminders, 116
- Transaction Settings, **244**
- Units, **42**
- VAT Codes, 55, 163, **245**
- Settlement Discount Account
 - Account Usage P/L, 146
 - Account Usage S/L, 17
- Settlement Discounts. *See also* Cash Discounts
 - On Purchases, 159, 160, 181, 190
 - On Sales, 49, 78, 84
 - On Sales and Purchases, **38**
 - VAT Implications, 17, 21, 146
- SIE (Swedish Std Import/Export)
 - Nominal Ledger Export function, **327**
 - Nominal Ledger Import function, **323**
- Statements
 - Only including Invoices of a certain age, 111
 - Printing, **110**, **112**
- Stock
 - and Credit Notes, 71
- Stock Depreciations
 - Calculating Costs, 28
 - FIFO, 28
 - Generating Nominal Ledger Transactions from, 242
- Stock Levels
 - Updating on Credit Note, 71
 - Updating on Invoice, 19
 - Viewing for each Invoice Item, 73
- Stock Movements
 - Calculating Costs, 28
 - Old Unit Price, 28
- Stock Settings
 - Do Not Allow Over Delivery, 19, 58
- Sub Systems
 - Nominal Ledger setting, **242**, 310
- Sub-ledger Checking check box
 - Account Usage P/L, **147**, 237
 - Account Usage S/L, **18**, 237
- Sub-ledger Control Accounts
 - Nominal Ledger setting, 18, 147
- Subsystems. *See* Sub Systems
- Subtotal
 - Invoices, **57**

- Sum
 - Budget Keys, **233**
 - Invoices, **54**
- Supplier
 - Purchase Invoices, **158**
- Supplier Categories
 - Creditor Account, 239
- Supplier List
 - Purchase Ledger report. *See* Volume 1
- Supplier Number
 - Payments, **182**
- Supplier Statistics
 - Purchase Ledger report. *See* Volume 1
- Supplier's Invoice Number
 - Purchase Invoices, **159**
- Suppliers. *See also* Customers
 - Creditor Account, 239
- Swap Debit & Credit
 - Operations menu command, Transactions, **257**, 261
- Swedish Standard Import/Export. *See* SIE

T

- Telephone Number
 - Invoices, **61**
- Test Printout, 65, 107, 188
- Text
 - Payment Terms, **40**
 - Payments, **182**
 - Receipts, **80**
 - Transactions, **252**
- Text for Reminders. Reminder Texts
 - Sales Ledger setting, 116
- Total
 - Account for Amounts Lost/Gained after Rounding, 17
 - Invoices, **57**
 - Purchase Invoices, **158**
 - Setting Rounding Rules, 57
 - Transactions, **252**
- Transaction
 - Nominal Ledger document, **275**
- Transaction Date
 - Invoices, **50**
 - Payments, **180**
 - Purchase Invoices, **157**
 - Receipts, **76**

- Transactions, **252**
- Transaction Journal
 - Nominal Ledger report, **314**
- Transaction Number
 - Defining Sequences, 239
 - Transactions, **252**
- Transaction Rows
 - Listing, 307
- Transaction Settings
 - Allow Transaction Date Changing, 50, 78, **245**
 - Enter and Return, **245**
 - Nominal Ledger setting, **244**
 - Use Preliminary Transactions, **244**, 260
 - Warn on Overwrite of Autotransaction, **244**
 - Warn on Unusual Amount, **244**
- Transactions
 - Account, **252**
 - Allowing Changes after Entry, 244, 260
 - Automating the entry of, 225
 - Balancing, 261
 - Changing, 259
 - Corrections, 257
 - Listing, 295
 - Credit, **253**
 - Debit, **253**
 - Defining Number Sequences, 239
 - Description, **253**
 - Difference, **252**
 - Easy way to balance, 256
 - Entering, **251**, **254**
 - Exporting, **327**
 - Generated from Sub Systems
 - Cash Notes, 40
 - Generating from Sub Systems, 242, 310
 - Importing, 323
 - Nominal Ledger register, **249**
 - Objects, **253**
 - Opening from
 - Invoices, 74
 - Payments, 190
 - Purchase Invoices, 177
 - Receipts, 89
 - Preliminary Transactions, 244, 260
 - Printing, **275**
 - Reference, **252**
 - Reversing, 257
 - Text, **252**
 - Total, **252**

- Transaction Date, **252**
- Transaction Number, **252**
- VAT Code, **253**
- Transactions as Rows
 - Nominal Ledger Import function, **323**
- Trial Balance
 - Exporting, **329**
 - Nominal Ledger report, **317**
- Turnover includes VAT check box
 - Account Usage S/L, **19**
- Type
 - Payment Terms, **40**

U

- Uncleared Funds, 185, 187
- Underlined Text in Reports, 282
- Unit Price
 - Use in Pricing Invoices, 53
 - Preventing Changes to, 54
- Units
 - Sales Ledger setting, **42**
- Unreconciled check box
 - Account Reconciliation, **223**
- Update
 - Operations menu command, Account Reconciliation, **224**
- Update GP at Invoicing check box
 - Cost Accounting, **55**
- Update Item Base Prices
 - Sales Ledger function. *See* Volume 1
- Update Mark
 - Operations menu command, Transactions, **259**, 261, 295
- Update Stock check box
 - Invoices, 19, **58**, 68
- Use Item Groups for Cost Model check box
 - Cost Accounting, 27
- Use Preliminary Transactions
 - Transaction Settings, **244**, 260
- Use Sales Order No for Prepayments check box
 - Down Payments, 80, 89

V

- Value
 - Budget Keys, **233**

Values

Budgets, **266**

VAT

Account for Amounts Lost/Gained after Rounding, 17

and Purchase Invoices from the EU, 166, 246
and Settlement Discounts, 17, 21

Base Prices include or exclude, 21

Calculating on Purchase Invoices, 153

Cash VAT Scheme, 20, 21, 23, 80, 148, 149, 183, 247

Determining its posting in the Nominal Ledger, 245

in On Account Payments, 148, 183

in On Account Receipts, 20, 81

in Prepayment Payments, 149, 184

in Prepayment Receipts, 21, 81

in Prepayments, 23

Invoices, **57**

Payments, **183**

Posting to Sales Accounts (including in Turnover), 19

Purchase Invoices, **158**

Receipts, **80**

Setting Rounding Rules, 57, 164

VAT (C/A) Account

Account Usage S/L, **16**, 81, 247

VAT Code

Account Usage P/L, **149**, 163, 166

Account Usage S/L, **24**, 55, 61

Autotransactions, **227**

Invoices, **55**

Payments, **183**

Purchase Invoices, **163**

Receipts, **80**

Setting Default for Purchases, 144, 149

Setting Default for Sales, 14

Setting Default for Sales Invoices, 24

Transactions, **253**

VAT Code Control check box

Account Usage S/L, **20**, **55**

VAT Code Statistics

Purchase Ledger report, **215**

Sales Ledger report, **134**

VAT Codes

Code, **246**

Description, **248**

Excl %, **246**

I/P Account, 183, **248**

Incl %, **246**

Input Account, **247**

Nominal Ledger setting, 55, 163, **245**

O/P Account, 80, **247**

Output Account, **246**

VAT Listing

Nominal Ledger report, **319**

VAT Rate

Purchase Invoice Settings, **153**, **158**

VAT Registration Number

Invoices, **61**

VAT Report

Change in syntax for FirstOffice/Office/2 version 4.1, 321

Customising, 320

Nominal Ledger document, **275**

Nominal Ledger report, **320**

Printing, **275**, 322

VAT Report Purchases

Purchase Ledger report, **216**

VAT Report Sales

Sales Ledger report, **135**

VAT Return. *See* VAT Report

VAT Sales

Report for EU, **120**

VAT Zone. *See* Zone

W

Warn on Overwrite of Autotransaction

Transaction Settings, **244**

Warn on Unusual Amount

Purchase Invoice Settings, **152**

Transaction Settings, **244**

Weighted Average

Items, 28

Withdrawn

Payments, **185**

Write Off Invoices

Sales Ledger function, **102**

Write Offs Account

Account Usage S/L, **22**, 84, 102

Write-off Prepayment

Operations menu command (Receipts), **85**

Writing Off Invoices, 84, 102
Writing Off Prepayments, 85

Z

Zone
Customers, 23, 24, 149
Invoices, **61**
Purchase Invoices, **166**