

***Hansa Financials
HansaWorld***

***Complete Index
for 4.0 Manuals***

Index

%

- % . See Discount
- % Adjustment
 - Price Formulae, **1-347**
- % Budget
 - Revised Budgets, **2b-103**

A

- A/C. *See* Accounts *or* specific Accounts
- A/C Reconciliation. *See* Account Reconciliation
- ABS
 - Command used in Tax Report Definition
 - Formulae, 2b-55
- Absence, 6-32
- Accepted check box
 - Contracts, **5-27**
- Accepted Quotations, **4-296**
 - Analysing Decision Time, 4-334
 - Analysing Decision Time per Salesman, 4-342
- Access Group
 - Conferences, **6-171**
 - Mailboxes, **6-168**
 - Persons, **1-486**
- Access Groups
 - and System Administrator, 1-421, 6-162
 - Block Accounts, **1-422**
 - System Module setting, 1-112, **1-415**
 - Using to control access to Activities and the Task Manager and Calendar, 6-29
 - Using to control who can change prices, 1-338
- Access Rights. *See* Access Groups
- Access Rights for Conferences, 6-164, 6-168, 6-171
- Account
 - Account Reconciliation, **2b-93**
 - Autotransactions, **2b-22**
 - Budgets, **2b-99**
 - Disposals, **4-57**, 4-58
 - Expenses, **4-244**
 - Choosing using Short Codes, 2b-12, 4-245
 - Payment Modes, **2a-49**
 - Persons, 1-167, **1-490**, 4-248, 4-263, 4-268, 4-282
 - Purchase Invoices, **2a-277**
 - Choosing using Short Codes, 2a-278, 2b-12
 - Transactions, **2b-74**
- Account Balance Transfer
 - Nominal Ledger function, 2b-14, **2b-17**
- Account Balances
 - Internal Calculations and Display in Reports, 2b-47
 - Whether stored as Debits or Credits, 2b-47
- Account Customers, 1-159, 1-161, 1-230, 1-247, 2a-24, 2a-132, 2a-154
- Account Operator
 - Customers, **1-244**
- Account Reconciliation
 - Account, **2b-93**
 - Company, **2b-93**
 - New Balance, **2b-94**
 - Nominal Ledger register, **2b-93**
 - Nominal Ledger report, **2b-119**
 - Objects, **2b-93**
 - Overflow check box, **2b-93**
 - Period, **2b-93**
 - Reconciled Balance, **2b-93**
 - Reconciliation Code, **2b-95**
 - Showing Invoice Number and Customer Name, 2a-22, 2b-95
 - Showing Purchase Invoice Number and Supplier Name, 2a-241, 2b-95
 - Type, **2b-93**
 - Unreconciled check box, **2b-93**
- Account Short Codes
 - Nominal Ledger setting, **2b-12**
- Account String, 1-183
- Account Suppliers, 1-165, 1-166, 2a-242, 2a-253, 2a-260, 2a-262, 2a-316, 2a-338
- Account Transfer
 - Nominal Ledger setting, **2b-14**
- Account Usage Assets
 - Assets module setting, **4-23**
 - Capital Investment Account, **4-24**, 4-58, 4-59, 4-67, 4-90

- Account Usage P/L
- Bank Fee Account, 2a-238, 2a-323, 2a-333, 2b-256, 4-261
 - Bank Rate Gain Account, **2b-238**, 2b-261
 - Bank Rate Loss Account, **2b-238**, 2b-261
 - Book Payment VAT check box, **2a-239**, 2a-321, 2b-67
 - Book Prepayment VAT check box, **2a-240**
 - Cash Account, 1-165, 2a-56, **2a-238**, 2a-252, 2a-274
 - Cash Discount Account, **2a-238**, 2a-332
 - Cash Discount VAT, **2a-238**
 - Creditor Account, 1-165, **1-471**, **2a-237**, 2a-252, 2a-261
 - EMU Rate Round Off Account, 2b-218, 2b-219, **2b-236**
 - EMU Rate Write Off Account, 2b-218, 2b-219, **2b-236**
 - Exporting, 1-535
 - Force Unique Prepayment Numbers check box, **2a-241**, 2a-321
 - Objects on Creditor Account check box, **2a-238**, 2a-260, 2a-286, 3-158
 - Objects on On Account A/C check box, **2a-240**, 2a-319
 - On Account A/C, 1-165, 1-166, **2a-242**, 2a-252, 2a-253, 2a-260, 2a-338
 - On Account VAT, **2a-243**
 - On Account VAT Account, 2a-321
 - Preliminary Creditor Account, 1-165, **2a-238**, 2a-275, 2a-290
 - Prepayment VAT Account, **2a-243**, 2a-321
 - Purchase Ledger setting, **2a-236**
 - Rate Gain Account, 1-167, 2a-326, **2b-237**, 2b-259
 - Rate Loss Account, 1-167, 2a-326, **2b-237**, 2b-259
 - Rate Round Off Account, 1-167, 2b-218, 2b-219, **2b-236**
 - Separate Row per Supplier on Bank A/C check box, **2a-241**, 2b-95
 - Sub-ledger Checking check box, 1-471, **2a-239**
 - Supp. Info. on Trans. check box, **2a-240**, 2a-276, 2a-315
 - Supplier Object on Stock A/C check box, **2a-241**, 2a-261, 3-303
 - Update Base Cur. when Invoicing, 3-181
 - Update Base Cur. when Invoicing check box, **2a-241**, 2a-282
 - Update Foreign Cur. when Invoicing, 3-181
 - Update Foreign Cur. when Invoicing check box, **2a-241**, 2a-282
 - VAT Cash Discount Account, 1-167
 - VAT Code, 1-164, **2a-243**, 2a-264, 2a-265, 2a-279, 2a-284, 3-161, 3-172
 - Write Offs Account, **2a-242**, 2b-218, 2b-219, **2b-236**
- Account Usage S/L
- Bad Debtor Account, 1-230
 - Bad Debtors Account, **2a-16**, 2a-168
 - Bank Fee Account, 2a-25, 2a-144, 2b-245
 - Bank Rate Gain Account, **2b-238**, 2b-250
 - Bank Rate Loss Account, **2b-238**, 2b-250
 - Base Currency Round Off Account, **2b-237**
 - Base Price options, **2a-23**
 - Book Receipt VAT check box, **2a-20**, 2a-137, 2b-67
 - Cash Account, 1-159, 1-230, **2a-17**, 2a-56, 2a-71
 - Cash Back Account, **2a-28**
 - Cash Discount Account, **2a-17**, 2a-143
 - Cash Discount VAT Account, **2a-18**
 - Commission Account, **2a-18**
 - Customs Cost Account, 1-170, **2a-27**, 3-307
 - Debtor Account, 1-159, 1-230, 1-471, **2a-16**
 - Do not allow Credit Invoices without no. check box, **2a-22**, 2a-111
 - EMU Rate Round Off Account, **2a-23**, 2b-218, 2b-219, **2b-236**
 - EMU Rate Write Off Account, **2a-23**, 2b-218, 2b-219, **2b-236**
 - Exclude VAT on Cash Discount check box, **2a-20**
 - Exporting, 1-535, 1-541
 - Extra Cost Account, **2a-27**, 3-308
 - Extra Costs Account, 3-347, 3-350
 - Force Unique Prepayment Numbers check box, **2a-21**, 2a-136
 - Freight Cost Account, 1-170
 - Invoice Info on N/L Transaction check box, **2a-21**, 2a-92, 2a-141
 - Invoice Update Stock check box, **2a-19**, 2a-104, 3-244, 3-247, 3-292
 - Objects on Debtor Account check box, **2a-18**

Objects on Debtor Accounts check box, 2a-72, 3-37, 4-312
On Account A/C, 1-159, 1-161, 1-230, 1-231, 1-248, **2a-24**, 2a-154
On Account VAT Account, **2a-25**, 2a-137
Production Input Cost Account, **2a-27**, 5-306
Production Work Cost Account, **2a-28**, 5-306
PU Cost Accounts, **2a-29**, 3-311, 3-314
Purchase Control Account, 1-282, **2a-27**, 2a-248, 3-179, 3-243, 3-245, 3-314, 3-319
Purchase Freight Cost Account, **2a-27**, 3-307
Rate Gain Account, 1-162, 2a-141, **2b-237**, 2b-248
Rate Loss Account, 1-162, 2a-141, **2b-237**, 2b-248
Rate Round Off Account, 1-162, **2a-23**, 2b-218, 2b-219, **2b-236**
Returned Goods Account, **2a-28**, 3-350
Round Off Account, 1-160, 1-463, **2a-17**, 2a-83, 2a-84, 2a-281, 2b-220, 2b-222
Sales Account, 1-158, 1-253, 1-279, **2a-25**, **2a-26**, 2a-77, 2a-95, 3-22, 3-41, 3-56, 3-67, 4-302, 4-314, 5-30, 5-41, 5-170, 5-368
Sales Ledger setting, **2a-15**
Separate Row per Customer on Bank A/C check box, **2a-22**, 2b-95
Stock Account, 1-160, 1-169, 1-281, **2a-28**, 3-243, 3-245, 3-246, 3-247, 3-258, 3-263, 3-314, 3-324, 3-328, 3-340, 3-350, 5-404
Stock Cost Account, 1-160, 1-280, 1-306, **2a-28**, 3-243, 3-246, 3-248, 3-323, 3-329, 3-350, 5-404
Stock Gain Account, **2a-28**, 3-336, 3-340, 5-306
Stock Transfer Account, **2a-29**
Sub-ledger Checking check box, 1-471, **2a-18**
Turnover includes VAT check box, **2a-19**
Update Base Cur. when Invoicing, 3-64
Update Base Cur. when Invoicing check box, **2a-22**, 2a-85
Update Foreign Cur. when Invoicing, 3-64
Update Foreign Cur. when Invoicing check box, **2a-22**, 2a-85
Use Credit Sales Accounts check box, 1-280, 1-305, 1-306, **2a-22**, 2a-71, 2a-77, 2a-78, 2a-111
Use Prepayments, not On Account check box, **2a-21**, 2a-136, 2a-321

VAT (C/A) Account, **2a-17**
VAT Cash Discount Account, 1-162
VAT Code, 1-159, 1-253, 1-280, **2a-26**, 2a-78, 2a-95, 3-42, 3-56, 4-303, 4-314, 5-31, 5-41, 5-368
VAT Code Control check box, **2a-19**, **2a-78**
Write Offs Account, 1-162, **2a-23**, 2a-144, 2a-171, 2b-218, 2b-219, **2b-236**
Accounting Periods. *See* Fiscal Years
Accounting Systems
Changing, 1-209
Accounts
Browse Window, 1-494
Changing to reflect Language of reports, 1-498
Consolidation module register, **4-208**
Excluding from Nominal Ledger report, 1-422
Exporting, 1-535
Importing a Basic Template, **1-51**
Introduction to, **1-154**
Listing amounts posted to, 2b-152
Modifying, 1-495
Moving Balances to other Accounts, 1-428, 2b-14, 2b-17
Preventing Direct Use of in N/L, 1-471, 2a-18, 2a-239
Printing, 1-521
Setting up a Basic System, 1-52
System Module register, **1-493**
Transferring from Purchase Orders to Goods Receipts, 3-145, 3-162, 3-245, 3-308 used for Depreciation, 4-25, **4-33**
Using with Objects, 2b-43
VAT Code, 1-164
Accrual
Invoices, 2a-77, **2a-105**
Accruals. *See* N/L Accruals
Accumulated Category Depreciation
Assets module report, **4-109**
Active option
Projects, **5-162**
Active Users
System Module setting, **1-423**
Active Window, 1-84
Activities
Activity Type, **6-54**
Appearing in Calendar, 6-32, 6-58, 6-76
Appearing in Day Planner, 6-77
Appearing in Personal Calendar, 6-79

- Approving, **6-54, 6-60**
- Calendar options, **6-32, 6-58**
 - Don't Show, **6-58**
 - Profile, **6-58, 6-76**
 - Time, **6-58, 6-76**
- Cc, **6-63**
- Changing Activity Types, 1-430
- Comparing Actual and Chargeable, 6-140
- Comparing Actual and Planned, 6-140
- Comparing Profile with Target Time, 6-140
- Comparing Start Date with Creation Date, 6-135
- Comparing Time with Target Time, 6-140
- Completing, **6-67**
- Compulsory Entry of Cost (Time), Project, Customer and Result, 6-32
- Contact, **6-60**
- Controlling access to, 6-29
- Correcting mistakes after marking as Done, 6-54, 6-67
- Cost (Time), **6-55**
- Creating from Contracts, 5-44, 6-38
- Creating from Customer Letters, 6-38, 6-106
- Creating from Customers, 1-259
- Creating from Invoices, 2a-98, 6-38
- Creating from other Registers, **6-65**
- Creating from Productions, 5-311
- Creating from Projects, 5-173
- Creating from Purchase Invoices, 2a-304, 6-38
- Creating from Quotations, 4-321, 6-38
- Creating from Sales Orders, 3-70, 6-38
- Creating from Service Orders, 5-376
- Creating from Task Manger, 6-71
- Creating from Work Orders, 5-390, 6-38
- Customer, **6-59**
- Deleting, 1-516, 6-67
- Determining Calendar Colour, 6-32
- Displaying in the Employee Time Statistics report, 6-32
- Done check box, **6-54**
- End Date, **6-55**
- End Time, **6-55**
- Entering, **6-50**
- Exporting, 1-539, **6-152**
- Generating from Previous Activities, 6-33
- Invalidating, 6-54, 6-67
- Invoicing Time from, 5-206
- Item, **6-61**
- Listing for a Customer, 6-41
- Listing for all Persons in a Display Group, 6-129
- Listing for current user, 6-146
- Listing for each Customer, 6-126
- Listing for each Person, 6-131
- Marking as Done from Day Planner, 6-77
- Marking as Done from Task Manager, 6-69
- Notes, **6-62**
 - Viewing in Task Manager, 6-70
- Opening from Task Manager, 6-70
- Person, **6-63**
- Phone, **6-60**
- Pricing of Time, **5-116**
 - Printing Price List, 5-261
- Printing, **6-122**
- Priority, **6-63**
- Private check box, **6-64**
- Project, **6-61**
- Proportion that is chargeable, 6-140
- Result, **6-60**
- Showing in Calendar, **6-56**
- Showing in Day Planner, **6-56**
- Showing in Task Manager, **6-56, 6-68**
- Start Date, **6-55**
- Start Time, **6-55**
- Supervisor, **6-63**
- Symbol options, **6-59**
- System Module register, **6-50**
- Task Type options, **6-56**
 - Calendar, **6-56**
 - Timed To Do, **6-56**
 - To Do, **6-56**
- Text, **6-53**
- Using for Time Recording, 5-102
- Using to charge Time to Projects, 6-33, 6-58, 6-61
- Using to generate Project Transactions, 5-212
- Viewing, **6-50**
- Activities, Customers
 - CRM module report, **6-126**
- Activities, Period
 - CRM module report, **6-129**
- Activities, Persons
 - CRM module report, **6-131**
- Activity
 - CRM module document, **6-122**

- Activity Classes
 - Calendar Colour, **6-32**
 - Code, **6-31**
 - Comment, **6-32**
 - Create Project Transaction check box, 5-103, 6-33, 6-61
 - CRM module setting, 5-102, **6-30**
 - Force Entry Of options, **6-32**
- Activity Consequences
 - CRM module setting, **6-33**
- Activity Type
 - Activities, **6-54**
- Activity Type List
 - CRM module report, **6-133**
- Activity Types
 - Class, **6-37**
 - Code, **6-36**
 - Comment, **6-37**
 - CRM module setting, 5-102, **6-35**
 - Printing List, 6-133
- Activity Types, Sub Systems
 - CRM module setting, 3-70, 5-44, 5-390
- Activity Types, Subsystems
 - CRM module setting, 2a-304, 4-321, **6-38**, 6-106
- Actual Amounts
 - Invoicing, 5-101, **5-178**, 5-182
- Actual Sales
 - Comparing with 'As Budgeted' per Project, 5-272
- Actual Time, 6-29. *See also* Activities
- Add, 1
 - Price Formulae, **1-347**
- Add 2
 - Price Formulae, **1-347**
- Add Class to Customers
 - CRM module function, **6-116**
- Add Hidden Line
 - Operations menu command, Invoices, **2a-123**
 - Operations menu command, Quotations, **4-325**
 - Operations menu command, Sales Orders, **3-80**
- Address
 - Contact Persons, **6-111**
 - Contract Quotations, **5-55**
 - Customer Letters, **6-97**
 - Customers
 - Naming individual address lines, 1-236
 - Deliveries, **3-282**, **3-289**
 - Suppliers, **2a-256**
- Address Labels
 - Printing for Customers, 1-263
 - Stock Module document, 3-375
- Addressing Mail, **6-194**
- Admin Client, 1-55, 1-483, 6-162
- Administrator. *See* System Administrator
- Age Limits
 - Sales Ledger setting, **2a-29**, 2a-218, 2a-373
- Aged Creditor report
 - Purchase Ledger report, Aged option, 2a-29, 2a-373
- Aged Debtor report
 - Sales Ledger report, Aged option, 2a-29, 2a-218
- Ageing Periods. *See* Age Limits
- Agreed Amounts
 - Invoicing, 5-101, **5-178**, 5-182
- Agreed Rate. *See* Exchange Rate
- Alcohol %
 - Items, **1-296**
- Allow Del Qty greater than Ordered check box
 - Stock Settings, **3-274**
- Allow Del Qty greater then Ordered check box
 - Stock Settings, 3-61, 3-284
- Allow FTP Access check box
 - Customers, 1-61, **1-248**
 - Persons, 1-61, **1-486**
- Allow Login check box
 - Customers, **1-248**
- Allow one Quotation per Project only
 - Project Settings, **5-143**
- Alternative Code
 - Items, **1-304**
- Always Deliver
 - Stock Settings, 3-60, **3-276**, 3-284
- Always use Full Qty from Purch. Ord. check box
 - Purchase Invoice Settings, **2a-250**, **3-180**
- Amending Mail, **6-201**
- Amount
 - Personnel Payments, **4-260**
 - Purchase Invoices, **2a-279**
- Amount Including VAT
 - Expenses, **4-245**
- Amounts in Words
 - Defining, 1-473

- ANA Code
 - Company Info, **1-425**
 - Customers, **1-246**
 - Suppliers, **2a-259**
- Analytical Balance
 - Defining Group Accounts, 1-497
 - Nominal Ledger report, **2b-121**
- Analytical Balances (Fiscal Purposes)
 - Nominal Ledger report, **2b-124**
- APDUE
 - Command used in Report Definition Formulae, 2b-147
- Appearance of Reports
 - Changing. *See* Definition of Reports
- Archive, 6-170
- Archives, **1-140, 1-148**
 - Creating, 1-140, 1-148
 - Naming, 1-142
 - Removing, 1-142, 1-151
 - Renaming, 1-150
- ARDUE
 - Command used in Report Definition Formulae, 2b-147
- Area
 - Buying Items by, 3-310
 - in Productions, 5-304
 - Selling Items by, 1-298, 2a-62, 3-287
- As Budgeted figures
 - Comparing with actual figures per Project, 5-272
- ASG Export
 - Operations menu command, Deliveries, **3-296**
- ASG Labels
 - Exporting, 3-422
- Assembled Items. *See also* Recipes
 - Building, 5-296
 - Generating Serial Numbers, 5-310
 - Listing Components, 3-360, 5-291, 5-300
- Assembly. *See* Structured Item
- Asset Account
 - Asset Classes, **4-33**, 4-59, 4-67, 4-90
- Asset Categories
 - Assets module setting, **4-24**
- Asset Category. *See* Category
- Asset Classes
 - Asset Account, **4-33**, 4-59, 4-67, 4-90
 - Assets module setting, **4-32**
 - Cost Account, **4-34**, 4-84
 - Depreciation Account, **4-33**, 4-58, 4-59, 4-84
 - Object, **4-32**
- Asset Disposals. *See* Disposals
- Asset History
 - Assets module report, **4-111**
 - Operations menu command, Assets, **4-54**
- Asset History (Portugal)
 - Assets module report, **4-113**
- Asset List
 - Assets module report, **4-115**
- Asset N/L Classes. *See* Asset Classes
- Asset put in use
 - Assets module document, **4-107**
- Asset Status
 - Approving, **4-73**
 - Assets module document, **4-107**
 - Assets module register, **4-69**
 - Comment, **4-72, 4-73**
 - Date, **4-70**
 - Defining Number Sequences, 4-40
 - Department, **4-71**
 - Exporting, 1-539
 - Inventory Number, **4-72**
 - Inventory option, **4-71**
 - Movement option, **4-71**
 - Number, **4-70**
 - OK check box, **4-73**
 - Person, **4-71, 4-73**
 - Quantity, **4-72**
 - Responsible option, **4-71**
 - Status, **4-72**
 - Type options, **4-71**
 - Viewing History, 4-54
- Assets.
 - and European Union subsidies, 4-46, 4-140
 - Assets module register, **4-42**
 - Browse Window, 4-42
 - Category, **4-44**
 - Changing Department, 4-71
 - Changing Depreciation Model and/or Purchase Value, 4-62
 - Changing Person Responsible, 4-71
 - Comment, **4-47**
 - Contract Number, **4-46, 4-140**
 - Department, **4-48**
 - Description, **4-43**
 - Disposing of, Selling and Writing Off, 4-55
 - Effect of Inflation on Value, 4-91

- End Date, **4-52**
- Entering, **4-42**
- Exporting, 1-536
- Fiscal Value, **4-54**
- Inactive check box, **4-44**
- Initial Depreciation 1 and 2, **4-50**
- Insurance Value, **4-53**
- Inventory Number, **4-43**
- Investment Date, **4-54**
- Investment Value, **4-54**
- Land Value, **4-53**
- Listing, 4-115
- Minimum Value, **4-53**
- Models 1 & 2, **4-50**
- New/Used, **4-46**
- Not Reclaimed, **4-46**
- Objects, 4-32, **4-47**
- Part of, **4-48**
- Person, **4-48**
- Production Date, **4-45**
- Purchase Date, **4-45**
- Purchase Invoice Number, **4-44**
- Purchase Value, **4-45**
- Quantity, **4-48**
- Residual Value, **4-52**
- Revaluating in batches, 4-91
- Serial Number, **4-46**
- Setting Defaults, 4-24
- Starting Dates 1 and 2, **4-51**
- Stocktaking, 4-71
- Subsidy Value, **4-46, 4-140**
- Supplier, **4-44**
- Supplier's Invoice Number, **4-44**
- Upgrading from Previous Versions of Hansa, 4-144
- Used Date, **4-52**
- VAT, **4-46**
- Viewing History, 4-54
- Warranty Number, **4-46**
- Assets module, **4-14**
 - Documents, **4-106**
 - Exports, **4-143**
 - Maintenance, **4-80**
 - Registers, **4-42**
 - Reports, **4-108**
 - Settings, **4-23**
- Assign Cheque Number
 - Operations menu command, Payments, **2a-334**
- Assisted Object Entry, 2b-44
- Attach File
 - Operations menu command, Attachments, **1-136**
- Attachments, 1-135, **6-204**
 - Changing Names, 1-138
 - Copying, 1-140
 - Files, 1-136
 - Notes and Comments, 1-137
 - Number and Size of, in Mailboxes and Conferences, 6-226
 - Organising, 1-140
 - Reading, 1-136, 1-137, 1-147
 - Record menu command, **1-121**
 - Records, 1-138
 - Removing, 1-139
- Attachments button, 1-135
- Attention
 - Contract Quotations, **5-55**
 - Contracts, **5-38**
 - Customers, 2a-72, 3-36, 5-356
 - Invoices, **2a-72**
 - Purchase Orders, **3-158**
 - Quotations, **4-298**
 - Sales Orders, **3-36**
 - Service Orders, **5-356**
 - Service Stock Transactions, **5-410**
 - Suppliers, 3-158, 5-36, 5-55
 - Work Orders, **5-381**
 - Work Sheets, **5-396**
- Authorisation
 - Contracts, **5-38**
 - Invoices, **2a-94**
 - Sales Orders, **3-54**
- Authorise
 - Operations menu command, Expenses, 4-237, 4-243, **4-255**
 - Operations menu command, Internal Orders, **3-203**
- Authorised By
 - Internal Orders, **3-191**
- Auto Actions
 - System Module setting, **1-423**
- Auto Connect Server IP
 - Program Mode, 1-453
- Auto Connect Time
 - Program Mode, 1-454

- Automatic
 - System Module Import function, **1-522**
 - Automatic delivery for Service and Plain Items
 - check box
 - Stock Settings, **3-60**, 3-64, **3-272**
 - Automatic receiving of Service and Plain Items
 - check box
 - Stock Settings, **3-177**, 3-180, **3-272**
 - Automatic, manual file search
 - System Module Import function, 1-74, **1-523**, 1-532
 - Automatically set Batch Number on Delivery
 - check box
 - Stock Settings, 3-285, 3-298
 - Automatically set Batch Serial Number on
 - Delivery check box
 - Stock Settings, **3-273**
 - Autotransactions
 - Account, **2b-22**
 - Code, **2b-21**
 - Credit, **2b-22**
 - Debit, **2b-22**
 - Description, **2b-22**
 - Exporting, 1-535
 - Name, **2b-22**
 - Nominal Ledger setting, **2b-20**
 - Object, **2b-22**
 - Overwriting in Nominal Ledger Transactions, 2b-63
 - Printing, 1-521
 - Unexpected results, 1-437
 - Using in the Purchase Ledger, 2b-26
 - VAT Code, **2b-23**
 - Available Quantity
 - Deliveries, 3-275, **3-283**
- B**
- B Cur. *See* Bank Currency
 - B. Cur. 1. Bank Value in Base Currency 1
 - B. Cur. 2. Bank Value in Base Currency 2
 - B/FW Balances. *See* Brought Forward Balances
 - Backing Up, **1-66**, **1-527**
 - Automatic, **1-68**
 - Using Specialist Software, **1-70**
 - Back-to-Back Purchase Orders, 3-69, 3-91
 - Back-up
 - Restoring from, 1-72, 1-523, 1-530
 - Bad Debtor Account
 - Account Usage S/L, 1-230
 - Bad Debtors Account
 - Account Usage S/L, **2a-16**, 2a-168
 - Customer Categories, **1-230**, 2a-168
 - Bad Debts, 2a-171. *See* New Write-off *and* Write Off Invoices
 - BAL
 - Command used in Report Definition Formulae, 2b-55
 - Balance
 - Command used in Report Definition Formulae, 2b-146
 - Operations menu command, Purchase Invoices, **2a-302**
 - Operations menu command, Simulations, **2b-92**
 - Balance Sheet, 1-195
 - Changing to reflect Language, 2b-126
 - Consolidation module report, **4-211**
 - Deleting Rows, 2b-130
 - Inserting Rows, 2b-130
 - Nominal Ledger report, **2b-125**
 - Balance Transaction
 - Operations menu command, Transactions, **2b-88**, 2b-268, 2b-271, 2b-274
 - Balancing Transactions, 2b-83
 - Bank 1, Bank 2
 - Company Info, **1-425**
 - Bank 2
 - Suppliers, **2a-261**
 - Copying to Bank Code, 2a-346
 - Bank Account
 - Customers, **1-244**
 - Persons, **1-490**
 - Purchase Invoices, **2a-285**
 - Separate Postings to, from multi-line Payments, 2a-241, 2b-95
 - Separate Postings to, from multi-line Receipts, 2a-22, 2b-95
 - Setting Default, 1-161, 1-167
 - Suppliers, **2a-261**
 - Bank Account Number
 - Payment Modes, **2a-49**
 - Payments, **2a-315**
 - Personnel Payments, **4-259**

- Bank Amount
 - Not converted to Home Currency, in Payments, 2b-254
 - Payments, **2a-317**
 - Receipts, **2a-133**
- Bank Charges and Fees. *See* New Fee
- Bank Code
 - Purchase Invoices, **2a-285**
 - Suppliers, **2a-262**
 - Copying to Bank 2, 2a-346
- Bank Currency
 - Payments, **2a-317**
 - Receipts, **2a-133**
- Bank Customer ID
 - Company Info, 1-43, 1-425
- Bank Fee
 - Payments, **2a-323**, 2a-333
 - Personnel Payments, **4-261**
- Bank Fee Account
 - Account Usage P/L, 2a-238, 2a-323, 2a-333, 2b-256, 4-261
 - Account Usage S/L, 2a-25, 2a-144, 2b-245
- Bank Name
 - Payment Modes, **2a-49**
 - Persons, **1-490**
- Bank Rate Gain Account
 - Account Usage P/L, **2b-238**, 2b-261
 - Account Usage S/L, **2b-238**, 2b-250
- Bank Rate Loss Account
 - Account Usage P/L, **2b-238**, 2b-261
 - Account Usage S/L, **2b-238**, 2b-250
- Bank Reconciliation. *See* Account Reconciliation
- Bank Transfer
 - Purchase Ledger setting, 2a-244
- Bank Value in Base Currency 1
 - Payments, **2a-324**
 - Receipts, **2a-140**
- Bank Value in Base Currency 2
 - Payments, **2a-324**
 - Receipts, **2a-140**
- Banking File
 - Purchase Ledger Export function, **2a-381**
- Banks. *See also* Account Operator
 - Exporting, 1-536
 - Purchase Ledger setting, 1-244, **2a-244**, 2a-262
- Bar Code, 4-300, 5-29, 5-54
 - Copying Item Code to, 3-82
 - Copying to Commodity/EAN Code, 3-82
 - Ensuring Unique Value for Each Item, 1-304, 1-313
 - Items, **1-304**, 2a-74, 3-39, 5-358, 5-397
 - Purchase Invoices, **2a-287**
 - Setting Length, 1-304, 1-313
- Bar Code Length
 - Item Settings, 1-304, **1-313**
- Bar Code, EU Code and Item Code
 - Sales Orders function, **3-82**
- Bar Tabs
 - Exporting, 1-539
- Base
 - Invoices, **2a-84**, 2b-242
 - Quotations, **4-306**
 - Sales Orders, **3-47**
- Base 1 Credit
 - Transactions, **2b-74**, 2b-267, 2b-274
- Base 1 Debit
 - Transactions, **2b-74**, 2b-267, 2b-274
- Base 2 Credit
 - Transactions, **2b-274**
- Base 2 Debit
 - Transactions, **2b-274**
- Base Currencies
 - Switching, 2b-233
- Base Currency
 - Exporting, 1-536, 1-541
 - System Module setting, 2b-214, **2b-222**
- Base Currency 1, **2b-222**
 - Changing to Euro, 2b-233
- Base Currency 1/2
 - Cash In/Cash Out, **4-168**
 - Contracts, **5-35**
 - Expenses, **4-247**
 - Goods Receipts, **3-312**
 - Invoices, **2a-85**
 - Personnel Payments, **4-261**
 - Purchase Invoices, **2a-282**
 - Purchase Orders, **3-167**
 - Quotations, **4-307**
 - Returned Goods, **3-349**
 - Sales Orders, **3-48**
 - Service Orders, **5-363**
 - Stock Movements, **3-339**
- Base Currency 2, **2b-222**
 - Accounting for Changes, 2b-285

- Base Currency Rate Change
 - Nominal Ledger report, **2b-286**
- Base Currency Rates
 - Exporting, 1-536
 - System Module setting, 2b-214, **2b-224**.
 - Updating in Nominal Ledger Transactions, 2b-276
- Base Currency Round Off Account
 - Account Usage S/L, **2b-237**
- Base of Depreciation Calculation. *See* Depreciation Calculation
- Base Price
 - Changing in batches, 1-336
 - Changing using Formulae, 1-342
 - Controlling Changes, 1-338
 - Date of Last Change, 1-290
 - Deliveries, **3-286**
 - Goods Receipts, **3-308**
 - Items, 1-284, **1-290**, 1-344, 1-346, 2a-34, 5-180
 - Preventing Changes, 1-290, 1-314
 - Stock Depreciations, **3-327**
 - Stock Movements, **3-337**
 - Stocktaking, **3-358**
- Base Price Change
 - Items, **1-290**
 - Stock Module document, **3-375**
- Base Price Changes
 - Stock Module setting, **1-336**.
- Base Price options
 - Account Usage S/L, **2a-23**
- Base Prices
 - and Overtime, 5-122
- Base Registers
 - System Module Export function, **1-536**
- Base Value
 - Budgets, **2b-99**
 - is different to Budget Sum, 2b-101
 - Price Formulae, **1-347**
- Batch Level
 - Serial Number Tracking, **1-295**
- Batch Quality Control
 - Stock Module setting, **3-253**
- Batch Serial Numbers
 - Updating in Deliveries, 3-273, 3-298
- Batch Specifications
 - Stock Module setting, **3-251**
- Viewing When Generated From Goods Receipts, 3-321
- Batch Status
 - Showing in Serial Number 'Paste Special' Lists, 1-314, 3-255
 - Stock Module setting, **3-253**
- Beep Others
 - Operations menu command, Chat, **6-218**
- Best Before Date
 - Deliveries, **3-285**
 - Goods Receipts, **3-306**
 - Preventing Selling after, 3-253
 - Returned Goods, **3-348**
- Best Before Dates
 - Reporting, 3-385
 - Showing in Serial Number 'Paste Special' Lists, 1-313, 2a-79, 3-44, 3-251, 3-285, 5-400
- Best Before List
 - Stock Module report, **3-385**
- Billboard, 6-170
- Birthday
 - Shared by Contact Persons, 6-133
- Birthday List
 - CRM module report, **6-133**
- Block Accounts
 - Access Groups, **1-422**
- Bonus
 - Calculating for Salesmen from Items, 1-291
 - Persons, **1-489**
 - Sales Ledger setting, 2a-30
- Bonus %
 - Items, **1-291**, 2a-70, 3-36, 4-298, 5-37
- Bonus, Salesman
 - Sales Ledger report, 1-291, 1-489, 2a-30, **2a-189**
- Book Payment VAT check box
 - Account Usage P/L, **2a-239**, 2a-321, 2b-67
- Book Prepayment VAT check box
 - Account Usage P/L, **2a-240**
- Book Receipt VAT check box
 - Account Usage S/L, **2a-20**, 2a-137, 2b-67
- Branch Identifier
 - Intrastat, 1-425
- Break Time
 - Productions, **5-305**
- Brought Forward Balance Journal
 - Nominal Ledger report, **2b-142**

Brought Forward Balances. *See also* Opening Balances
 Deleting, **2b-107**
 Nominal Ledger register, 1-211, 2b-105
Browse Window, 1-84
 Accounts, 1-494
 Assets, 4-42
 Button Bar, 1-85
 Buttons, 1-486
 Cash In/Cash Out, 4-160
 Contract Quotations, 5-49
 Contract Status, 5-59
 Contracts, 5-21
 Customer Letters, 6-90
 Customers, 1-238
 Deliveries, 3-279
 Disposals, 4-55
 Expenses, 4-241
 Goods Receipts, 3-300
 Internal Orders, 3-188
 Invoices, 2a-66
 Items, 1-287
 Payments, 2a-312
 Persons, 1-484
 Productions, 5-296
 Project Transactions, 5-206
 Projects, 5-157
 Purchase Invoices, 2a-269
 Purchase Items, 3-148
 Purchase Order Processes, 3-206
 Purchase Orders, 3-154
 Quotations, 4-293
 Receipts, 2a-129
 Returned Goods, 3-342
 Revaluations, 4-62
 Sales Orders, 3-31
 Scrolling, 1-85
 Searching, 1-86
 Service Orders, 5-353
 Service Stock Transactions, 5-407
 Sorting Data, 1-85
 Stock Depreciations, 3-322
 Suppliers, 2a-254
 Time Sheets, 5-197
 Transactions, 2b-70
 Work Orders, 5-378
 Work Sheet Transactions, 5-418
 Work Sheets, 5-392

Budget
 Nominal Ledger function, **2b-107**
Budget Follow-up
 Job Costing module report, **5-237**
Budget Journal
 Nominal Ledger report, **2b-137**
Budget Keys
 Code, **2b-29**
 Exporting, 1-535
 Name, **2b-29**
 Nominal Ledger setting, 2b-28
 Printing, 1-521
 Sum, **2b-29**
 Value, **2b-29**
Budget Markup
 Project Budgets, **5-184**
Budget Report
 Operations menu command, Project Budgets, **5-189**
Budget Sum
 Budgets, **2b-100**
 is different to Base Value, 2b-101
Budgeted Amounts
 Invoicing, 5-101, **5-178**, 5-182
Budgeting
 Projects, 5-100, **5-176**
Budgets. *See* Project Budgets
 Account, **2b-99**
 Base Value, **2b-99**
 Budget Sum, **2b-100**
 Budget Sum and Base Value are different, 2b-101
 Calculating, 2b-100
 Calculating Total for each Account, 2b-101
 Comment, **2b-99**
 Comparing with Actual Figures, 2b-133, 2b-174, 2b-179
 Date, **2b-100**
 Deleting, **2b-107**
 Entering, **2b-97**
 Exporting, 1-535
 Job Costing module document, **5-231**
 Key, **2b-99**
 Nominal Ledger register, **2b-97**
 Object, **2b-99**
 Period, **2b-99**
 Printing, 1-521, **2b-102**
 Values, **2b-100**

- Build Project Transactions from Deliveries
 - Job Costing module function, **5-225**
 - Building Societies. *See* Account Operator
 - Buildings and Depreciation, 4-53
 - Bulk Selling of Items, 2a-61
 - Button Bar
 - in Browse Windows, 1-85
 - in Record Windows, 1-89
 - Buttons
 - Attachments, 1-135
 - Calendar, 1-80
 - Cancel, 1-91
 - Chat, 1-81, **6-216**
 - Conferences, 1-81
 - Day Planner, 6-76
 - Documents, 1-82
 - Duplicate, 1-86, 1-91
 - Exports, 1-82
 - Hansaworld.com, 1-75, 1-83
 - in Browse Windows, 1-486
 - Login, 1-80
 - Mailbox, 1-80, **6-191**
 - New, 1-85, 1-91
 - New Activity, 6-77
 - New Task, 6-71
 - Next Record, 1-89
 - Preview, 1-91
 - Previous Record, 1-89
 - Reports, 1-81
 - Resources, 1-81
 - Save, 1-91
 - Select Module, 1-81
 - Settings, 1-82
 - Tasks, 1-80
 - The Printer, 1-90
- C**
- Calculate Amount
 - Operations menu command (Receipts), **2a-145**
 - Calculate Field
 - Operations menu command, Transactions, **2b-276**
 - Calculate FIFO
 - Operations menu command, Productions, 5-302, **5-309**
 - Calculate on Nett
 - Down Payments, **3-22**
 - Calculate on Total
 - Down Payments, **3-22**
 - Calculate Price Lists
 - Pricing module function, 1-345, 1-348, **1-351**, 1-354
 - Calculate Rate Differences
 - Transaction Settings, **2b-78**
 - Calculate Sum from Account-Object Budget
 - Operations menu command, Budgets, **2b-101**
 - Operations menu command, Revised Budgets, **2b-103**
 - Calculate VAT check box
 - Purchase Invoice Settings, **2a-251**, 2a-265, 2a-273, 3-320
 - Calculate Weight
 - Operations menu command, Deliveries, **3-295**
 - Calculated VAT
 - Purchase Invoices, **2a-281**
 - Calculating Depreciation. *See* Depreciation Calculation
 - Calculation Formulae
 - Nominal Ledger setting, 2b-22, **2b-30**
 - Calculation Model
 - Interest, **2a-44**
 - Calculation of Account Balances, 2b-47
 - Calendar, **6-72**
 - Activities appearing in, 6-32, 6-58, 6-76
 - Booking Future Time, 6-58
 - Controlling access to, 6-29
 - Daily View. *See* Day Planner
 - Defining Week Numbers, 1-480
 - Determining Colour of Activities, 6-32
 - Entering Activities from, 6-50, 6-77
 - Monthly View, 6-74
 - Opening, **6-72**
 - Opening from Person register, 1-492
 - Operations menu command, Persons, **1-492**
 - Showing Activities in, **6-56**
 - Showing Time Spent, 6-58
 - Six-monthly View. *See* Overview
 - Week Numbers are missing, 6-78
 - Weekly View, 6-75
 - Calendar Activities, 6-29, **6-56**
 - Viewing in Calendar, 6-76
 - Viewing in Task Manager, 6-71
 - Calendar Booking History
 - CRM module report, **6-135**

- Calendar button, 1-80
- Calendar Colour
 - Activity Classes, **6-32**
- Calendar options
 - Activities, **6-32, 6-58**
 - Don't Show, **6-58**
 - Profile, **6-58**
 - Time, **6-58**
- Call Sheets, 4-297
- Cancel
 - Record menu command, **1-118**
- Cancel button, 1-91
- Cancel Date
 - Contracts, **5-26, 5-63**
- Cancel Unpaid Contracts
 - Contracts module function, **5-63**
- Capital Investment Account
 - Account Usage Assets, **4-24, 4-58, 4-59, 4-67, 4-90**
- Carriage. *See* Freight *and* Freight Charges.
- Cars
 - Expenses module setting, **4-235**
 - Recording Journeys and Mileage, 4-269
- Cash Account
 - Account Usage P/L, 1-165, 2a-56, **2a-238, 2a-252, 2a-274**
 - Account Usage S/L, 1-159, 1-230, **2a-17, 2a-56, 2a-71**
 - Payment Modes, **2a-53, 2a-139, 4-166**
 - Payment Terms, **2a-55**
 - Setting Default, 1-161, 1-167
- Cash Back Account
 - Account Usage S/L, **2a-28**
- Cash Book
 - Cash Book module report, **4-187**
- Cash Book module, **4-148**
 - Documents, **4-181**
 - Integrating with Stock and the Sales, Purchase and Nominal Ledgers, 4-148, 4-156
 - Maintenance, **4-175**
 - Registers, **4-160**
 - Reports, **4-186**
 - Settings, **4-152**
- Cash Book Settings
 - Cash Book module setting, **4-152**
- Cash Customers, 1-159
- Cash Discount
 - Purchase Invoices, **2a-275**
- Cash Discount %
 - Payment Terms, **2a-55**
- Cash Discount Account
 - Account Usage P/L, **2a-238, 2a-332**
 - Account Usage S/L, **2a-17, 2a-143**
- Cash Discount Days
 - Payment Terms, **2a-55**
- Cash Discount VAT
 - Account Usage P/L, **2a-238**
- Cash Discount VAT Account
 - Account Usage S/L, **2a-18**
- Cash In. *See also* Cash In/Out
 - Cash Book module document, **4-182**
 - Creating from Invoices, 2a-119
 - Creating from Invoices in batches, 4-175
 - Creating from Receipts, 2a-153
 - Defining Number Sequences, 4-158
 - Exporting, 1-539
 - Generating Nominal Ledger Transactions from, 4-158
 - Listing those created from Invoices and Receipts, 4-194
 - Tax, **4-166**
- Cash In Collection
 - Cash Book module document, **4-184**
- Cash In Invoices
 - Cash Book module document, **4-184**
- Cash In Journal
 - Cash Book module report, **4-189**
- Cash In Receipts
 - Cash Book module document, **4-184**
- Cash In/Cash Out
 - Cash Book module registers, **4-160**
- Cash In/Out. *See also* Cash Transactions
 - Approving, 4-167
 - Base Currency 1/2, **4-168**
 - Browse Window, 4-160
 - Choice of Form, when printing, 4-170
 - Comment, **4-164**
 - Corresponding Mode, **4-164, 4-171**
 - Currency, **4-167**
 - Date, **4-163**
 - Defining Number Sequences, 2a-51, 4-154
 - Entering, **4-161**
 - Exchange Rate, **4-168**
 - Generating Nominal Ledger Transactions from, 4-171
 - Language, **4-166**

- Net, **4-166**
- Number, **4-162**
- Objects, **4-165**
- OK check box, **4-167**
- Our Reference, **4-165**
- Payment Mode, **4-163, 4-171**
- Person, **4-163**
- Posting VAT, 4-155, 4-166, 4-171
- Printing, **4-169, 4-182**
- Printing with lists of originating Invoices, **4-184**
- Separate Sequences for each Payment Mode, 2a-51, 4-154
- Setting Default Corresponding Mode, 4-154
- Setting Default Payment Mode, 4-153
- Setting Default VAT Code, 4-153
- Specification, **4-165**
- Total, **4-166**
- VAT, **4-166**
- VAT Code, **4-166**
- Viewing Transactions Generated From, 4-173
- Cash In/Out Number
 - Separate Sequences for each Payment Mode, 4-162, 4-163
- Cash Note, 4-156
 - Sales Ledger document, **2a-177**
- Cash Notes, 2a-56, 2a-71, 2a-274, 4-160
 - Creating Cash Transactions from, 4-156
 - Creating Nominal Ledger Transactions from, 2a-56
 - Printing, 2a-177
- Cash Out. *See also* Cash In/Out
 - Cash Book module document, **4-182**
 - Creating from Payments, 2a-335
 - Creating from Purchase Invoices, 2a-307
 - Creating from Purchase Invoices in batches, 4-177
 - Defining Number Sequences, 4-159
 - Exporting, 1-539
 - Listing those created from Purchase Invoices and Payments, 4-195
- Cash Out Collection
 - Cash Book module document, **4-184**
- Cash Out Invoices
 - Cash Book module document, **4-184**
- Cash Out Journal
 - Cash Book module report, **4-191**
- Cash Out Payments
 - Cash Book module document, **4-184**
- Cash Out Personnel Payments
 - Cash Book module document, **4-184**
- Cash Report
 - Cash Book module report, **4-193**
- Cash Transactions, **4-160**. *See also* Cash In/Out
 - Approving, **4-180**
 - Common Number Series, 1-245, 2a-51, 2a-72, 2a-257, 2a-275, 4-154
 - Invalidating, **4-172**
 - Printing, 2a-121, 2a-149, 2a-303, 2a-333, 4-266
- Cash VAT, 2a-20, 2a-25, 2a-137, 2a-239, 2a-240, 2a-243, 2a-321, 2b-67
- Cashflow
 - Reports Aiding Forecasting, 2a-213, 2a-360, 2b-149, 5-87
- Categories
 - Depreciation of Assets in, 4-109
- Category. *See also* Asset Categories
 - Assets, **4-44**
 - Customer Letters, **6-97**
- Cc
 - Activities, **6-63**
- Century, 1-436
- Change Contracts
 - Contracts module function, **5-65**
- Change History. *See* History
- Change Password
 - Operations menu command, Customers, **1-257**
 - Operations menu command, Master Control Panel, **1-83**
 - Operations menu command, Persons, **1-491**
- Change Sign
 - Operations menu command, Transactions, **2b-89**
- Change to Base 1
 - Operations menu command, Invoices, **2a-125**
- Changing Accounting Systems, 1-209
- Character Encoding, 6-187
- Character Set
 - Company Info, **1-426**
- Chargeable Work, 5-359
- Chart of Accounts, 1-179, 1-181
 - Exporting, 1-535
 - Printing, 1-499, 1-521

- Chat, **6-216**
 - Beeping Other Participants, **6-218**
 - Inviting Other Users, **6-217**
 - Leaving, **6-217**
 - Listing Participants, **6-218**
 - Operations Menu, **6-217**
 - Printing, **6-217**
 - Saving as Text File, **6-218**
 - Starting, **6-217**
- Chat button, 1-81, **6-216**
- Check Corresponding A/C Rules
 - Transaction Settings, **2b-64**, 2b-80
- Check Objects according to Proj Class check box
 - Project Settings, 5-161
- Check Objects according to Project Class check box
 - Project Settings, **5-141**
- Check Receipt Amounts
 - Operations menu command (Receipts), **2a-145**
- Cheque Document
 - Purchase Ledger document, **2a-350**
- Cheque Number
 - Payments, **2a-319**
 - Personnel Payments, **4-260**
 - Receipts, **2a-135**
- Cheque Numbers
 - Assigning to Payments, 2a-334
- Cheques
 - Creating from Payments, 2a-337
 - Defining Amounts in Words, 1-473
 - Printing, 2a-327, 2a-350, 4-264
 - Returned by Bank, 2a-325, 2a-327
- Child Number, 5-51
 - Contract Status, **5-60**
 - Contracts, **5-23**
- Chronology in Stock
 - Stock Settings, 3-263, **3-275**
- Circulation
 - Contracts module Export function, **5-93**
- Class. *See* Classification
 - Activity Types, **6-37**
 - Projects, **5-159**
- Classes. *See* Asset Classes
- Classification
 - Adding to Customers, 2a-169, 6-116
 - Contact Persons, **6-113**
 - Customers, **1-242**, 6-39
 - Items, 1-292, 1-326, 1-330
 - Removing from Customers, 6-118
- Classification Types
 - CRM module setting, **6-39**
- Clean Up Mail Registers
 - Technics Module function, 6-167, 6-168, 6-173, 6-174, 6-192, **6-220**
- Client
 - Logging on, 1-58
- Client Company, 6-209, 6-212
- Client machines
 - Creating a Database Text Backup, **1-541**
- Client Text Backup
 - System Module Export function, **1-534**
- Close
 - Operations menu command, Purchase Orders, **3-175**
- Closed check box
 - Contact Persons, **6-111**
 - Customers, **1-247**
 - Items, **1-289**
 - Mailboxes, **6-168**
 - Objects, 1-184
 - Persons, **1-486**
 - Purchase Order Processes, **3-208**
 - Purchase Orders, 3-93, **3-157**, 3-186
 - Quotations, **4-295**
 - Sales Orders, **3-34**
 - Suppliers, **2a-260**
- Closing
 - Months and Periods, 1-442, 2b-63, 2b-87
- Closing Hansa, **1-62**
- Code
 - Activity Classes, **6-31**
 - Activity Types, **6-36**
 - Autotransactions, **2b-21**
 - Budget Keys, **2b-29**
 - Company, 1-40
 - Currencies, **2b-216**
 - Depreciation Models, **4-36**
 - Payment Modes, **2a-48**
 - Payment Terms, **2a-54**
 - Recipes, **3-362**, **5-292**
 - VAT Codes, **2b-66**
- Coefficient
 - Deliveries, **3-286**, **3-308**
 - Invoices, **2a-81**
 - Productions, **5-303**
 - Stock Depreciations, **3-328**

- Stock Movements, **3-337**
- Stocktaking, **3-358**
- Comment
 - Activity Classes, **6-32**
 - Activity Types, **6-37**
 - Asset Status, **4-72, 4-73**
 - Assets, **4-47**
 - Budgets, **2b-99**
 - Cash In/Cash Out, **4-164**
 - Contracts, **5-40**
 - Customers, **1-252**
 - Deliveries, **3-288**
 - Disposals, **4-59**
 - Goods Receipts, **3-302**
 - Invoices, 1-243, **2a-94**
 - Payment Modes, **2a-49**
 - Payments, **2a-315**
 - Persons, **1-490**
 - Productions, **5-304**
 - Project Budgets, **5-180**
 - Project Transactions, **5-209**
 - Purchase Invoices, **2a-287**
 - Purchase Orders, **3-172**
 - Quotations, **4-313, 5-193**
 - Receipts, **2a-131**
 - Recipes, **3-362, 5-292**
 - Returned Goods, **3-345**
 - Revaluations, **4-67**
 - Sales Orders, 1-243, **3-54**
 - Service Orders, **5-365**
 - Service Stock Transactions, **5-414**
 - Stock Depreciations, **3-325**
 - Suppliers, **2a-263**
 - Work Orders, **5-385**
 - Work Sheet Transactions, **5-419**
 - Work Sheets, **5-403**
- Comments
 - Attaching to Records, 1-137
 - Attaching to the Personal Desktop, 1-147
 - Internal Orders, **3-197**
 - Printing, 1-137
 - Reading, 1-137, 1-147
 - Removing, 1-139
- Commercial Reg No
 - Company Info, **1-425**
- Commission
 - Reporting on, 2a-30, 2a-189
- Commission Account
 - Account Usage S/L, **2a-18**
- Commit
 - Operations menu command, Account Reconciliation, **2b-95**
- Commodity/EAN Code
 - Copying to Bar Code, 3-82
 - Items, **1-305**
- Common Number Series, 1-245, 2a-51, 2a-72, 2a-257, 2a-275, 4-154
- Companies
 - Adding, 1-46
 - Changing, 1-482
 - Creating, 1-39
 - Holding and Subsidiary, 4-202
 - Mother and Daughter, 4-202
 - Number of, 1-45
 - Reporting on, 1-520
 - Sharing information between, **1-133**
 - System Module register, 1-39, 1-46, 1-53, 1-58, 1-104, 1-130, **1-481**
 - Transferring Information by Dragging and Dropping, 1-94
 - Working with, **1-130**
- Company, **1-35**
 - Account Reconciliation, **2b-93**
 - Code, 1-40
 - Encryption Key, **1-53, 1-58**
 - File menu command, 1-53, **1-104**
 - Name, 1-40
 - Opening, 1-36
 - Opening Automatically on Start Up, 1-57
 - Port, 1-58
 - Selecting, 1-41, 1-53, 1-58, 1-104
 - Short, 1-40
 - TCP/IP, 1-58
 - Transactions, **2b-77**
- Company Info
 - ANA Code, **1-425**
 - Bank 1, Bank 2, **1-425**
 - Bank Customer ID, 1-43, 1-425
 - Character Set, **1-426**
 - Commercial Reg No, **1-425**
 - Country, **1-425, 1-479**
 - DB Encoding, **1-427**
 - Default Mail Encoding, **1-427**
 - Edit Font, 1-43, **1-427**
 - Exporting, 1-535

- Language, **1-427**, 1-478
- Report Font, 1-43, **1-427**
- Report Font Size, **1-427**
- System Module report, **1-520**
- System Module setting, 1-42, **1-424**
- VAT Law, **1-426**
- VAT Law Code, 1-44
- Company Name
 - Changing, 1-42
- Company Registration Number. *See* Registration Number
- Company Text Backup
 - System Module Export function, **1-527**
- Company Vehicles
 - Recording Journeys and Mileage, 4-269
- Completed check box
 - Service Orders, **5-362**
- Components. *See* Assembled Items and Recipes
 - Displaying on Delivery Notes/Picking Lists, 3-276
 - Displaying on Invoices, 2a-75
 - Displaying on Orders, 3-39
 - Displaying on Orders/Invoices, 1-302
 - Displaying on Quotations, 4-300
- Conference Access Groups
 - Technics Module setting, **6-164**, 6-168, 6-171
- Conferences, **6-169**
 - Access Group, **6-171**
 - Deleting, **6-172**
 - Deleting Mail from, 6-174
 - Giving Access to, 6-164, 6-168, 6-171
 - Listing those without E-Mail Aliases, 6-224
 - Modifying, **6-172**
 - Mother, 6-171
 - Nested Structure, 6-171
 - Number of Mails and Attachments in, 6-226
 - Reading Mail in, 6-198
 - Recovering Deleted Mail, 6-223
 - Removing Old Mail, 6-220
 - Removing Old Mail Automatically, 6-222
 - Sending Mail to, 6-198
 - Serial Number, 6-167
- Conferences button, 1-81
- Connect to Prepayment
 - Operations menu command, Invoices, 2a-120, 2a-156
 - Operations menu command, Purchase Invoices, 2a-305, 2a-340
- Connecting to POP3 Accounts, 6-178
- Connecting to SMTP Accounts, 6-186
- Consolidated Reports
 - Currency, 4-204, 4-230
- Consolidation
 - Consolidation Module Export function, **4-215**
 - Consolidation module report, **4-212**
- Consolidation Chart of Accounts
 - Consolidation module report, **4-213**
- Consolidation module, **4-202**
 - Exports, **4-214**
 - Registers, **4-206**
 - Reports, **4-210**
 - Settings, **4-204**
- Consolidation Settings
 - Consolidation module setting, **4-204**, 4-230
- Contact. *See also* Attention
 - Activities, **6-60**
 - Contract Quotations, **5-55**
 - Contracts, **5-36**
 - Customer Letters, **6-93**
 - Projects, **5-160**
 - Suppliers, **2a-257**
- Contact Classification
 - Customer Letters, **6-98**
- Contact Data
 - Sales Orders Export function, **3-138**
- Contact Date. *See* Make Contact Date
- Contact History
 - Building up, for Customers, 6-56
- Contact List
 - CRM module report, **6-136**
- Contact Persons
 - Address, **6-111**
 - Classification, **6-113**
 - Closed check box, **6-111**
 - CRM module register, **6-109**
 - CRM register, 1-242
 - Customer, **6-110**
 - Customer Name, **6-110**
 - Updating, 6-38
 - Date of Birth, **6-111**
 - Department, **6-111**
 - Exporting, 1-536, **6-153**
 - Exporting for Import to Palm3, **6-154**
 - Exporting to Palm3, **6-154**
 - Job Description, **6-112**
 - Name, **6-111**

- No Letters check box, **6-111**
- Preventing Mailing, 6-111
- Printing Details, **6-113**
- Printing List, 6-136
- Printing List of those with the same Birthday, 6-133
- Removing blanks and dashes from Fax Numbers, 1-517
- Salutation 1, 2 and 3, **6-113**
- Specific Job Title, **6-112**
- Updating Address, 6-113
- Contacts. *See* Attention *and* Contact Persons
 - Creating from Customers, 1-258
 - Mailing, **6-90**
- Contents of Hansa Directory/Folder, 1-32
- Continuous Stationery, 1-510
- Contra Transactions, 2b-80
- Contract
 - Service Orders, **5-362**
- Contract Class
 - Changing in Contracts, 5-65
 - Contract Quotations, **5-51**
 - Contracts, **5-26**
- Contract Classes
 - Contracts module setting, **5-17**
- Contract Contacts
 - Contracts module report, **5-83**
- Contract Date. *See* Date of Contract
- Contract Defaults
 - Contracts module setting, 2a-124, **5-17**
- Contract Duration, 5-24
- Contract History
 - Contracts module report, **5-84**
- Contract Item
 - Items, **1-303**, 2a-124, 5-62
- Contract Labels
 - Contracts module document, **5-78**
 - Designing, 5-79
 - Not Properly Aligned, 5-80
 - Printing Static Text, 5-81
- Contract List
 - Contracts module report, **5-85**
- Contract Number
 - Assets, **4-46**, **4-140**
 - Contract Quotations, **5-51**
 - Contract Status, **5-60**
 - Work Sheet Transactions, **5-420**
- Contract Period. *See* Period Type *or* Length
- Contract Quotation
 - Contracts, **5-36**
- Contract Quotations
 - Adding/Removing/Inserting Rows, 5-53
 - Address, **5-55**
 - Analysing Conversion to Contracts, 5-86
 - Attention, **5-55**
 - Browse Window, 5-49
 - Contact, **5-55**
 - Contract Class, **5-51**
 - Contract Number, **5-51**
 - Contracts module document, **5-77**
 - Contracts module register, **5-49**
 - Converting to Contracts, 5-22, 5-57
 - Customer, **5-51**
 - Customer's Price, **5-54**
 - Date, **5-52**
 - Exporting, 1-539
 - Item Number, **5-54**
 - Item Type, **5-54**
 - Length, **5-52**
 - Listing for a Customer, 6-42
 - Maintaining History, **5-59**
 - Make Contact Date, **5-55**
 - Our Price, **5-54**
 - Our Reference, **5-52**
 - Partner, **5-55**
 - Period Type, **5-52**
 - Printing, 5-77
 - Quantity, **5-54**
 - Quotation Number, **5-51**
 - Referring To, **5-55**
 - Salesman, **5-53**
 - Times, **5-52**
 - Valid Until Date, **5-52**
 - Version, **5-51**
- Contract Status
 - Browse Window, 5-59
 - Child Number, **5-60**
 - Contract Number, **5-60**
 - Contracts module register, **5-59**
 - Customer, **5-60**
 - Entering, **5-59**
 - Number, **5-60**
 - Quotation Acceptance, **5-61**
 - Quotation Number, **5-60**
 - Signed Contract, **5-61**

- Version, **5-61**
- Contract Work, **5-359**
- Contract Worth
 - Contracts module report, **5-87**
- Contract/Quotation Status
 - Contracts module report, **5-86**
- Contracts
 - Accepted check box, **5-27**
 - Adding/Removing/Inserting Rows, **5-29**
 - Approving, **5-27**, **5-42**, **5-43**
 - Attention, **5-38**
 - Authorisation, **5-38**
 - Base Currency 1/2, **5-35**
 - Browse Window, **5-21**
 - Cancel Date, **5-26**, **5-63**
 - Cancelling, **5-63**
 - Changing Item and Class details, **5-65**
 - Changing to reflect Language of Customer, **5-39**
 - Child Number, **5-23**
 - Comment, **5-40**
 - Contact, **5-36**
 - Contract Class, **5-26**
 - Contract Quotation, **5-36**
 - Contracts module document, **5-77**
 - Contracts module register, **5-21**
 - Creating Activities from, **6-38**
 - Creating from Invoices, **1-303**, **2a-123**, **5-22**, **5-62**
 - Credit Card, **5-38**
 - Currency, **5-33**, **5-34**
 - Customer, **5-24**
 - Date of Contract, **5-25**
 - Days, **5-27**
 - Delivery Address, **5-41**
 - Delivery Mode, **5-39**
 - Delivery Terms, **5-38**
 - Department, **5-24**
 - Determining Invoice Date, **5-27**, **5-68**
 - Discount, **1-440**, **5-30**
 - End Date, **5-24**
 - Entering, **5-21**
 - Estimating Total Revenue, **5-87**
 - Exchange Rate, **5-35**
 - Exporting, **1-539**
 - Factor, **5-26**
 - Fax Number, **5-38**
 - Freight, **5-34**
 - Generating Activities from, **5-44**
 - Generating from Quotations, **5-22**, **5-57**
 - Invoice Address, **5-40**
 - Invoice options, **5-27**
 - Invoice to, **5-36**, **5-88**, **5-90**
 - Invoicing, **5-46**, **5-66**
 - Item Number, **5-29**
 - Item Type, **5-32**
 - Language, **5-39**
 - Last Invoice Date, **5-25**
 - Last Price Change, **5-25**
 - Length, **5-26**
 - Listing for a Customer, **6-42**
 - Listing Invoices, **5-84**
 - Maintaining History, **5-59**
 - Next Price Change, **5-25**
 - Number, **5-23**
 - Object, **5-30**, **5-40**
 - OK check box, **5-27**, **5-42**, **5-43**
 - Original Item, **5-33**
 - Original Serial Number, **5-33**
 - Our Reference, **5-37**
 - Partner, **5-36**
 - Payment Terms, **5-37**
 - Period Type, **5-26**
 - Price Factor, **5-31**
 - Price List, **5-39**
 - Printing, **5-77**
 - Project, **5-38**
 - Quantity, **5-29**
 - Renewing, **5-70**
 - Reversing Approval, **5-65**
 - Sales Account, **5-30**
 - Salesman, **5-37**
 - Sort Key, **5-41**
 - Start Date, **5-24**
 - Subtotal, **5-34**
 - Sum, **5-30**
 - Telephone Number, **5-38**
 - Total, **5-34**
 - Total Quantity, **5-33**, **5-80**
 - Unit Price, **5-29**
 - Updating Item, Pricing and Customer details, **5-73**
 - VAT, **5-34**
 - VAT Code, **5-31**
 - VAT Registration Number, **5-41**
 - Version, **5-36**

- Zone, **5-41**
- Contracts module, **5-16**
 - Documents, **5-75**
 - Exports, **5-92**
 - Maintenance, **5-63**
 - Registers, **5-21**
 - Reports, **5-82**
 - Settings, **5-16**
- Control String
 - System Usage, 1-48
- Conversion 1 and 2
 - Items, **1-297**
- Conversions - Accounts
 - System Module setting, **1-428**
- Conversions - Activity Types
 - System Module setting, **1-430**
- Conversions - Currency Codes
 - System Module setting, **1-433**
- Conversions - Customer Classifications
 - System Module setting, **1-434**
- Conversions - Customers
 - System Module setting, **1-433**
- Conversions - Items
 - System Module setting, **1-434**
- Conversions - Master
 - System Module setting, **1-428, 1-430, 1-433, 1-434, 2b-229, 2b-233**
- Copies
 - Operations menu command, Forms, **1-510**
 - Printing Several, 1-113
- Copy
 - Edit menu command, **1-116**
- Copy Order Date to Despatch Date check box
 - Order Settings, **3-27**
- Copying Records. *See* Duplicate
- Corr. *See* Correspondence
- Correction Invoice
 - Operations menu command, Invoices, **2a-112**
- Correction List
 - Nominal Ledger report, **2b-138**
- Correction Mark
 - Operations menu command, Time Sheets, 5-202, **5-204, 5-205**
 - Operations menu command, Transactions, **2b-84, 2b-88**
- Corrections
 - Transactions, 2b-84
- Correspondence
 - Transactions, **2b-80**
- Corresponding Account Rules, 2b-64, 2b-80
 - Reporting Illegal Transactions, 2b-182
- Corresponding Accounts
 - Nominal Ledger report, **2b-139**
- Corresponding Accounts List
 - Cash Book module report, **4-194**
- Corresponding Mode
 - Cash In/Out, **4-164, 4-171**
 - Setting Default for Cash In/Cash Out, 4-154
- Corresponding Modes
 - Cash Book module setting, **4-157, 4-164, 4-171**
 - Printing a List, 4-194
- Cost
 - Goods Receipts, **3-307**
 - Project Budgets, **5-181**
 - Project Transactions, 5-141, 5-143, **5-211**
 - Recipes, **3-364, 5-295**
 - Work Sheet Transactions, **5-421**
- Cost (Time)
 - Activities, **6-55**
 - Forcing Entry of, in Activities, 6-32
- Cost Account, **4-244**. *See also* Purchase Account
 - Asset Classes, **4-34, 4-84**
 - Disposals, 4-59
 - Internal Orders, **3-194**
 - Item Groups, 1-160, **1-280, 3-242, 3-246, 3-248, 3-329, 3-350, 5-404**
 - Items, 1-160, **1-306, 3-246, 3-248, 3-329, 3-350, 5-404**
 - Setting Default, 1-159
 - Setting Default for Purchase Invoices, 2a-261
 - Stock Depreciations, **3-323, 3-326**
 - Suppliers, 1-163, 2a-248, **2a-261, 3-178**
 - Updating after Invoicing, 1-159
- Cost Accounting, 1-180, **3-242**
 - and Structured Items, 3-259
 - Cost Price for Serial No check box, 2a-80, **3-259, 3-285**
 - Default Cost Model, 2a-33
 - FIFO per Location check box, **3-243, 3-257, 3-263, 3-336**
 - Goods Receipts, 3-178
 - Object for Stock Account check box, **3-258, 3-287**

- Separate Transaction rows per Item check box, **3-260**, 3-292, 3-315, 3-329
- Stock Module setting, **3-256**
- Switching on, 1-159
- Update GP at Invoicing check box, **3-257**
- Use Components Cost Accounts check box, **3-259**
- Use Item Groups for Cost Accounts check box, 1-160, 1-281, 1-282, 1-306, 2a-248, 3-179, 3-243, 3-245, 3-246, 3-248, **3-258**, 3-319, 3-329, 3-350, 5-306, 5-404
- Cost Bearer, 1-181
- Cost Centre, 1-181
- Cost Model
 - Item Groups, **1-283**, 3-242, 3-247
 - Sales Ledger setting, 1-283, **2a-33**, 3-244, 3-246, 3-247, 5-405
 - Setting Default, 2a-33
 - Setting Default for Items, 1-289
- Cost of Repair
 - Service Orders, **5-362**
- Cost per Hour
 - Persons, 5-181, 5-212, **5-222**
- Cost per Kilometre, 4-240
- Cost Price
 - Changing using Formulae, 1-343
 - Date of Last Change, 1-300
 - Goods Receipts, **3-305**, **3-311**
 - Invoices, **2a-79**
 - Items, 1-284, **1-300**, 1-344, 2a-34, 3-161, 3-213, 5-181, 5-211, 5-421
 - Linking to Serial Number, 2a-80, 3-259, 3-285
 - Most Recent, for Items, 1-300, 1-301
 - Quotations, **4-303**
 - Sales Orders, **3-42**
 - Setting Default for updating method for new Items, 1-302, 1-315
 - Updating For Items from Goods Receipts, 1-178, 1-301, 3-305, 3-317, 3-371
 - Updating for Items from Returned Goods, 3-346, 3-347
 - Updating for Items from Stock Movements, 3-337
 - Use in Pricing Internal Orders, 3-194
- Cost Price Change
 - Items, **1-300**
- Cost Price for Serial No check box
 - Cost Accounting, 2a-80, **3-259**, 3-285
- Cost Value
 - Service Stock Transactions, **5-414**
- Costs
 - Calculating in Stock Depreciations, 3-327
 - Calculating in Stock Depreciations and Movements, 2a-35
 - Calculating in Stock Movements, 3-336
 - Comparing with Budget
 - per Project, 5-271
 - Comparing with sales value
 - per Project, 5-271
 - per Service Item, 5-278
- Costs 1-5
 - Goods Receipts, **3-310**
- Counted Quantity, 3-357
- Countries
 - Formatting VAT Numbers, 1-254, 1-478, 2a-95, 2a-265, 2a-285, 4-315, 5-41
 - System Module setting, 1-252, **1-435**, 2a-263
- Country
 - Company Info, **1-425**, 1-479
 - Customers, **1-252**
 - Suppliers, **2a-263**
- Country of O. *See* Country of Origin
- Country of Origin
 - Goods Receipts, **3-310**
 - Purchase Items, **3-152**
- Courier Companies, 3-260
- Create Activity
 - Operations menu command, Contracts, **5-44**
 - Operations menu command, Customer Letters, **6-106**
 - Operations menu command, Customers, **1-259**
 - Operations menu command, Productions, **5-311**
 - Operations menu command, Projects, **5-173**
 - Operations menu command, Purchase Invoices, **2a-304**
 - Operations menu command, Quotations, **4-321**
 - Operations menu command, Sales Orders, **3-70**
 - Operations menu command, Service Orders, **5-376**
 - Operations menu command, Work Orders, **5-390**
- Create Asset
 - Operations menu command, Purchase Invoices, **2a-306**, 4-14, 4-42

- Create Budget
 - Operations menu command, Projects, **5-175**
- Create Cash In
 - Operations menu command, Invoices, **2a-119**, 4-156, 4-160
 - Operations menu command, Receipts, **2a-153**, 4-156
- Create Cash Out
 - Operations menu command, Payments, **2a-335**, 4-156
 - Operations menu command, Purchase Invoices, **2a-307**, 4-156, 4-160
- Create Collection Cash In
 - Cash Book module function, 4-160, **4-175**
- Create Collection Cash Out
 - Cash Book module function, 4-160, **4-177**
- Create Contract
 - Operations menu command, Invoices, 1-303, **2a-123**, 5-22, 5-62
- Create Contract Invoices
 - Contracts module function, **5-66**
- Create Credit Note
 - Operations menu command, Returned Goods, **3-352**
- Create Deliveries from Orders
 - Sales Orders function, **3-84**
- Create Depreciation Simulations
 - Assets module function, **4-80**
- Create Depreciation Transactions
 - Assets module function, **4-88**
- Create Down Payment
 - Operations menu command, Receipts, **2a-145**, 3-21
- Create Down Payment Invoice
 - Operations menu command, Projects, 5-112, 5-163, **5-169**
- Create EDI Invoice
 - Operations menu command, Invoices, **2a-122**
- Create E-Mail
 - Operations menu command, Purchase Orders, 3-142, **3-182**
 - Operations menu command, Sales Orders, 3-26, **3-79**
- Create Instalments
 - Operations menu command, Invoices, **2a-121**
- Create Interest Invoices
 - Sales Ledger function, 1-247, 2a-89, 2a-91, **2a-163**
- Create Invoice
 - Operations menu command, Project Budgets, 5-114, **5-189**
 - Operations menu command, Service Orders, **5-373**, 5-418
- Create Mail
 - Operations menu command, Quotations, 4-290, **4-323**
- Create Mailbox
 - Operations menu command, Persons, **1-492**
- Create NL Simulation
 - Operations menu command, Revaluations, **4-67**
- Create Nominal Ledger Transactions
 - System Module function, **1-515**
- Create Object
 - Operations menu command, Projects, **5-172**
- Create Payments Suggestion
 - Operations menu command, Payments, **2a-329**
- Create Planned Records
 - Sales Orders function, **3-86**, 3-153, 5-293
- Create Planned Records from Orders
 - Sales Orders function, **3-91**
- Create Prepayment Invoice
 - Operations menu command, Receipts, **2a-150**
- Create Productions
 - Operations menu command, Productions, **5-308**
- Create Project
 - Operations menu command, Quotations, **5-195**
- Create Project Budget
 - Operations menu command, Quotations, **5-195**
- Create Project Invoices
 - Job Costing module function, 5-114, **5-225**
- Create Project Transaction check box
 - Activity Classes, 5-103, 6-33, 6-61
- Create Purchase Invoice
 - Operations menu command, Goods Receipts, **3-319**
- Create Purchase Item
 - Operations menu command, Items, **1-312**, 3-148
- Create Purchase Order
 - Operations menu command, Project Budgets, 5-137, 5-138, **5-186**
- Create Purchase Orders
 - Sales Orders function, 1-293, **3-91**, 3-145

- Create Put in use Transaction
 - Operations menu command, Assets, **4-54**
- Create Put in use Transactions
 - Assets module function, **4-88**
- Create Quotation
 - Operations menu command, Projects, **5-173**
- Create Random Password Mail
 - Operations menu command, Customers, **1-260**
- Create Sales Order
 - Operations menu command, Project Budgets, **5-110**, 5-137, 5-138, **5-187**
- Create Service Stock Transaction
 - Operations menu command, Service Orders, **5-371**
- Create Stock Movements
 - Sales Orders function, **3-95**
- Create Stocktaking Records
 - Stock Module function, 3-355, **3-365**
- Create Withholding Rows
 - Operations menu command, Payments, **2a-332**
- Create Work Orders
 - Operations menu command, Service Orders, 360, **5-370**, 5-378
 - Service Orders module function, 5-378, **5-424**
- Creating Records, 1-85, 1-128
- Creation Date
 - Customers, **1-241**
- Credit
 - Autotransactions, **2b-22**
 - Purchase Invoices, **2a-276**
- Credit Account. *See also* Stock Account
 - Determining for Down Payment Invoices, 5-140, 5-170
 - Setting Default for Items, 1-289
- Credit Card
 - Contracts, **5-38**
 - Invoices, **2a-94**
 - Sales Orders, **3-54**
- Credit Limit
 - Customers, **1-246**
 - Exporting, 1-541
 - Sales Ledger setting, 1-246, **2a-36**
 - Suppliers, **2a-258**
- Credit Note
 - Sales Ledger document, **2a-177**
- Credit Notes, 2a-56, 2a-71, 2a-274
 - Against Down Payment Invoices, 5-165
 - Allocating to previous Invoices, 2a-22
 - and Number Series, 2a-114
 - and Project Transactions, 5-142, 5-208
 - Entering, **2a-110**
 - for Returned Goods, 3-75, 3-298, 3-345, 3-352
 - Printing, 2a-177
 - Stock Implications, 2a-114, 2a-191, 3-315
 - Using different Sales Accounts, 1-280, 1-305
 - Using different Sales Accounts and VAT Codes, 2a-22
 - Using different VAT Codes, 1-280, 1-306
- Credit Notes update Project Transactions check box
 - Project Settings, **5-142**, 5-208
- Credit Notes, Updating Stock
 - Sales Ledger report, **2a-191**
 - Stock Module report, 3-387
- Creditor Account
 - Account Usage P/L, 1-165, **1-471**, **2a-237**, 2a-252, 2a-261
 - Purchase Invoices, **2a-286**
 - Setting Default, 1-165, 1-166, 2a-261
 - Setting Default for Suppliers, 1-472, 2a-252, 2a-256
 - Supplier Categories, 1-165, 1-472, **2a-252**
 - Suppliers, 1-165, 1-472, **2a-261**, 3-319
- Creditor Control Account. *See* Creditor Account
- Creditors Account Report
 - Nominal Ledger report, 2b-140
- Credits, 1-167
 - Displaying as Negative or Positive Figures, 2b-47
- CRM module
 - Documents, **6-120**
 - Exports, **6-151**
 - Maintenance, **6-116**
 - Registers, **6-81**
 - Reports, **6-125**
 - Settings, **6-30**
- Cur. *See* Currency
- Currencies
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - Changing Currency Code, 1-433
 - Code, **2b-216**
 - Date, **2b-218**
 - Default Exchange Rate, **2b-217**
 - Defining Names for Use in Documents, 2b-220

- Exporting, 1-536
- Gender, **2b-220**
- In Invoices, 2b-240
- In Nominal Ledger Transactions, 2b-75, 2b-265, 2b-276
- In Payments, 1-167, **2a-326**, 2b-254
- In Purchase Invoices, 2b-243
- In Receipts, 1-162, **2a-141**, 2b-243
- In Reports, 2b-277
- In Sales Orders, 2b-243
- Maximum Exchange Rate, **2b-217**
- Member of the EMU, **2b-218**
- Minimum Exchange Rate, **2b-217**
- Minor Currency Name, **2b-220**
- Name, **2b-216**
- Preventing Exchange Rate Changes in Transactions, **2b-218**, 2b-242, 2b-266, 2b-270, 2b-273
- Round Off Limit, **2b-219**
- Rounding Off, **2b-242**
- Rounding Rules, 2b-216
- Setting Rounding Rules, 2a-84, **2b-221**, 3-48, 3-166, 4-306
- System Module register, 1-348, 2b-213, 2b-214, **2b-216**
- Updating Rates in Nominal Ledger Transactions, 2b-276
- Use in cash transactions, 4-167
- Use in Pricing Contracts, 5-33, 5-34
- Use in Pricing Invoices, 2a-82, 2a-84, 2b-242
- Use in Pricing Purchase Orders, 3-165
- Use in Pricing Quotations, 4-305, 4-307
- Use in Pricing Sales Orders, 3-47, 3-48
- Value in Text Name, **2b-220**
- Write Off Limit, **2b-219**
- Currency
 - Cash In/Cash Out, **4-167**
 - Contracts, **5-33**, **5-34**
 - Customers, **1-251**, 2b-239
 - Expenses, 4-237, **4-243**, 4-246, **4-247**, 4-249
 - Goods Receipts, **3-312**
 - Invoices, **2a-82**, **2a-84**, 2b-242
 - Most recently used, for purchasing Items, 1-301
 - Payments, **2a-325**, 2b-254
 - Personnel Payments, **4-260**, **4-261**
 - Price Lists, **1-348**
 - Purchase Invoices, **2a-281**, **2a-282**, 2b-243
 - Purchase Items, **3-150**
 - Purchase Order Processes, **3-208**
 - Purchase Orders, **3-165**, **3-167**
 - Quotations, **4-305**, **4-307**
 - Receipts, **2a-141**, 2b-243
 - Returned Goods, **3-349**
 - Sales Orders, **3-47**, **3-48**
 - Service Orders, **5-363**
 - Suppliers, **2a-264**, 2b-239
 - Used in Consolidated Reports, 4-204, 4-230
- Currency Account Rate Change
 - Nominal Ledger report, **2b-281**
- Currency Conversion
 - Dual-Base System, 2b-212, **2b-214**
 - Dual-Base System in Invoices, **2b-241**
 - Dual-Base System in Transactions, **2b-268**
 - Simple Method, 2b-212, **2b-213**
 - Simple Method in Invoices, **2b-240**
 - Simple Method in Transactions, **2b-266**
 - Upgrading to the Dual-Base System, **2b-228**
- Currency Credit
 - Transactions, **2b-267**, **2b-274**
- Currency Debit
 - Transactions, **2b-267**, **2b-274**
- Currency Round Off
 - System Module setting, 2a-77, 2a-83, 2a-84, 2a-281, **2b-220**, 3-41, 3-47, 3-48, 3-161, 3-166, 4-302, 4-306
- Current Record, 1-128
- Current User
 - Listing Activities, 6-146
- Cust. Info. on Trans. check box
 - Invoices, **2a-92**
 - Receipts, **2a-141**
- Customer
 - Activities, **6-59**
 - Contact Persons, **6-110**
 - Contract Quotations, **5-51**
 - Contract Status, **5-60**
 - Contracts, **5-24**
 - Customer Letters, **6-92**
 - Forcing Entry of, in Activities, 6-32
 - Invoices, **2a-69**
 - Projects, **5-160**
 - Quotations, **4-295**
 - Sales Orders, **3-33**
 - Service Orders, **5-355**
 - Service Stock Transactions, **5-410**

- Work Orders, **5-380**
- Work Sheet Transactions, **5-419**
- Work Sheets, **5-396**
- Customer Categories
 - Bad Debtors Account, **1-230**, 2a-168
 - Debtor Account, 1-159, 1-472
 - Debtors Account, **1-230**
 - Discount Matrix, **1-229**, 1-365
 - Down Payment Percentage, 1-231, 3-21
 - Exporting, 1-536
 - Main Classification, 1-334
 - Main Display Group, 1-232
 - On Account A/C, **1-230**
 - Price List, **1-229**, 1-346
 - Sales Ledger setting, **1-228**, 1-239
 - Web Order Class, 1-231
- Customer Category
 - Customers, **1-239**
 - Using to determine recipients of Customer Letters, 6-97
- Customer Classification
 - Using to determine recipients of Customer Letters, 6-98
- Customer Classifications
 - CRM module setting, **6-39**
 - CRM setting, 1-242
- Customer Contract Defaults
 - Contracts module setting, 2a-124, **5-18**
- Customer Details
 - Updating in Contracts, 5-73
 - Updating in Quotations, 4-328
- Customer Discount
 - Job Costing module setting, **5-128**
- Customer Discounts
 - Overtime, 5-119
 - Time Class, 5-119
- Customer Labels
 - Designing, 1-265
 - Not Properly Aligned, 1-266
 - Printing Static Text, 1-266
 - Sales Ledger document, **1-263**
- Customer Letter
 - CRM module document, **6-123**
- Customer Letter Number
 - Defining Sequences, 6-45
- Customer Letters
 - Address, **6-97**
 - Approving, **6-98**
- Browse Window, 6-90
- Category, **6-97**
- Contact, **6-93**
- Contact Classification, **6-98**
- Creating Activities from, 6-38
- CRM module register, **6-90**
- Customer, **6-92**
- Customer Classification, **6-98**
- Date, **6-92**
- Defining Number Sequences, 6-45
- Designing, 6-99
- Determining Letter Text, 6-96
- Determining Recipients, 6-92, 6-97
- Document, **6-94**
- Email, 6-97
- Entering, **6-90**
- Fax, 6-97
- Faxing, **6-105**
- Format of Date when printing, 6-124
- Generating Activities from, 6-106
- Job Description, **6-98**
- Language, **6-98**
- Not printing, for individual Contact Persons, **6-111**
- Number, **6-92**
- OK check box, **6-95**
- One per Contact check box, **6-93**
- Printing, **6-99**
- Sending by Email, 6-106
 - Specifying Return Address, 6-94
- Standard Text, **6-95**
- Superimposed Text, 6-102
- Time, **6-92**
- Viewing Text and Recipients, 6-106, 6-143
- Customer List
 - Sales Ledger report, **1-267**
- Customer Name
 - Contact Persons, **6-110**
 - Updating, 6-38
- Customers, **1-240**
 - Showing in Account Reconciliation register and report, 2a-22, 2b-95
- Customer Number
 - Customers, **1-239**
 - Deliveries, **3-283**
 - Receipts, **2a-133**
 - Returned Goods, **3-344**

- Customer Order Number
 - Invoices, **2a-93**
 - Sales Orders, **3-37**
 - Service Orders, **5-357**
- Customer Relationship Manager. *See* CRM module
- Customer Sales Statistics
 - Sales Ledger report, **1-274**
- Customer Statistics
 - Sales Ledger Export function, **2a-229**
 - Sales Ledger report, **1-272**
- Customer Status
 - Operations menu command, Contact Persons, **6-113**
 - Operations menu command, Contracts, **5-44**
 - Operations menu command, Customers, **1-257**, 6-40
 - Operations menu command, Service Orders, **5-375**
 - Sales Ledger report, 1-257, **1-275**, 5-375, 6-40, 6-113
- Customer Status Report
 - CRM module setting, 5-375, **6-40**
 - CRM setting, 1-257, 5-44
 - Sales Support setting, 6-114
- Customer/Item Statistics
 - Sales Ledger Export function, **2a-229**
 - Sales Ledger report, **1-381**
- Customer's Item Number
 - Converting to your own when importing EDI Orders, 1-304
- Customer's Price
 - Contract Quotations, **5-54**
- Customers
 - Account, 1-159, 1-161
 - Account Operator, **1-244**
 - Adding Classification, 2a-169, 6-116
 - Adding extra fields, 1-233
 - Adding Items to Invoices automatically, 1-249, 1-323, 2a-69, 2a-75, 3-65, 3-99
 - Allow FTP Access check box, 1-61, **1-248**
 - Allow Login check box, **1-248**
 - ANA Code, **1-246**
 - Attention, 2a-72, 3-36, 5-356
 - Bank Account, **1-244**
 - Browse Window, 1-238
 - Building up Contact History, 6-56
 - Cash, 1-159
 - Changing Classification, 1-434
 - Changing Customer Number, 1-433
 - Classification, **1-242**, 6-39
 - Closed check box, **1-247**
 - Comment, **1-252**
 - Country, **1-252**
 - Creation Date, **1-241**
 - Credit Limit, **1-246**
 - CRM module register, 6-108
 - Currency, **1-251**, 2b-239
 - Customer Category, **1-239**
 - Customer Name, **1-240**
 - Customer Number, **1-239**
 - Default Items, **1-249**
 - Deleting, **1-256**
 - Delivery Address, **1-243**
 - Naming individual address lines, 1-236
 - Delivery Date Based On, 3-35, 3-61, 3-282
 - Delivery Date Based On options, **1-244**
 - Delivery Mode, **1-244**
 - Delivery Terms, **1-244**
 - Department, **1-240**
 - Discount Matrix, **1-250**, 1-365
 - Display On The Web, **1-255**
 - EDI Customer check box, **1-248**
 - Editing, **1-255**
 - EGO Customer check box, **1-248**
 - Email, **1-242**
 - Entering, 1-206, **1-238**
 - Exporting, 1-536, **6-154**
 - Factoring, 3-52, 5-367
 - Fax Number, **1-241**
 - Freight Code, **1-255**
 - Freight Number, **1-243**
 - Generating Activities from, 1-259
 - Generating Contacts from, 1-258
 - Interest check box, **1-247**, 2a-42, 2a-164
 - Interest Rate, 1-246, 2a-42
 - Invoice Address, **1-240**
 - Naming individual address lines, 1-236
 - Invoice To, **1-246**
 - Language, **1-253**
 - Last Changed, **1-241**
 - Limited Access, 1-250
 - Listing Activities, 6-41, 6-126
 - Listing Contract Quotations, 6-42
 - Listing Contracts, 6-42
 - Listing Invoices, 6-42

Listing Items Sold to, 6-43
Listing Monthly Sales Totals, 6-43
Listing Quotations, 6-43
Listing Sales Orders, 6-44
Listing those with most/least sales, 1-274
Listing who has bought or not bought an Item, 6-149
Listing with Discount Matrices, 1-385
Mailing, **6-90**
Mailing options, **1-248**
Mailing those who have bought or not bought an Item, 2a-169, 6-116
Main Classification, 1-254, 1-334
Mobile, **1-241**
Objects, **1-241**
On Account check box, 1-230, **1-247**, 2a-24, 2a-132, 2a-154
On Hold check box, **1-247**
Order Comment, **1-243**
Password, **1-257**, **1-260**
Payment Terms, **1-245**, 2a-71, 3-36, 5-356
Previous Prices charged to, 2a-125, 3-80
Price Based On options, **1-251**
Price List, **1-249**, 1-346
Primary Contact, **1-242**
Printing Address Labels, 3-375
Recording separate Delivery Addresses, 3-17
Registration Number, **1-252**
Reminder check box, 2a-184
Reminders check box, **1-247**
Removing blanks and dashes from Fax Numbers, 1-517
Removing Classification, 6-118
Sales Group, **1-250**
Sales Orders/Sales Ledger register, 1-206, **1-238**
Salesman, **1-250**, 2a-70, 3-36
Sending Orders by email, 3-26, 3-79
Sending Quotations by email, 4-290, 4-323
Setting Contract Defaults, 5-18
Setting Prices for Time and Materials, 5-128
Short Code, **1-239**
Sort Key, **1-240**
Telephone Number, **1-241**
Their Supplier Code, **1-246**
Using Web Shop. *See* Web Shop Customers
VAT Code, 1-158, **1-253**, 1-280
VAT Registration Number, **1-254**

Warning, **1-252**
Web Site, **1-242**
Zone, **1-253**, 1-279, 1-305, 2a-25, 2a-26, 5-170
Customers with no Activities
CRM module report, **6-138**
Customising Reports. *See* Definition of Reports
Customs
Goods Receipts, 3-150, **3-307**, **3-311**
Customs Cost Account
Account Usage S/L, **2a-27**, 3-307
Customs Number
Goods Receipts, **3-309**
Cut
Edit menu command, **1-115**

D

Daily Balances
Nominal Ledger report, **2b-141**
Daily Call Sheets, 4-297
Daily Transaction Register. *See* Transaction Journal
Daily View
Calendar. *See* Day Planner
Data
Entering, 1-202
Exporting, 1-82, 1-104
Importing, 1-105
Database, **1-35**
Creating, 1-37
Creating (Multi-user), 1-52
Creation does not follow steps in manual, 1-49
Opening, 1-36
Structure, 1-155
Database Backup Path
Timed Operations, 1-70
Database Backup Time
Timed Operations, 1-70
Database Closing Time
Timed Operations, 1-71
Database key, 1-48
Database Opening Time
Timed Operations, 1-71
Database Text Backup
on Client machines, 1-541
System Module Export function, **1-527**

- Date
 - Asset Status, **4-70**
 - Budgets, **2b-100**
 - Cash In/Cash Out, **4-163**
 - Contract Quotations, **5-52**
 - Currencies, **2b-218**
 - Customer Letters, **6-92**
 - Expenses, **4-246**
 - Format on Printed Customer Letters, 6-124
 - Internal Orders, **3-190**
 - Project Transactions, **5-208**
 - Quotations, **4-296**
 - Service Stock Transactions, **5-409**
 - Time Sheets, **5-199**
 - Work Orders, **5-381**
 - Work Sheet Transactions, **5-419**
 - Work Sheets, **5-395**
- Date and Numeric Format
 - System Module setting, **1-436**
- Date Formats
 - Year 2000, 1-436
- Date Last Modified. *See* Last Changed
- Date of Birth
 - Contact Persons, **6-111**
- Date of Contract
 - Contracts, **5-25**
- Date of Last Base Price Change
 - Items, 1-290
- Date of Last Cost Price Change
 - Items, 1-300
- Dated Price Lists, **1-348, 1-362**
 - Selection of, 1-251
- Dates
 - and Export Text Files, 1-437
 - Warning when entering accounting transactions out of date sequence, 1-445
- Daughter Companies
 - Consolidation module setting, **4-205**
- Daughter Company, 4-202
 - Wholly or Partially Owned, 4-206
- Day Planner, 6-76
 - Activities appearing in, 6-77
 - Marking Activities as Done from, 6-77
 - Showing Activities in, **6-56**
- Day Planner button, 6-76
- Days
 - Contracts, **5-27**
- Days to Assemble each Unit
 - Recipes, 3-87, 3-362, **5-293**
- Days to Delivery
 - Quotations, **4-311**
- DB Encoding
 - Company Info, **1-427**
- DBDef.txt, **1-37**
- Deadline
 - Work Orders, **5-383**
- Debit
 - Autotransactions, **2b-22**
- Debit Notes, 2a-276, 2a-300
- Debiting Mode
 - Interest, **2a-43**
- Debits
 - Displaying as Negative or Positive Figures, 2b-47
- Debt Chasing, 2a-204, 2a-207
- Debtor Account
 - Account Usage S/L, 1-159, 1-230, 1-471, **2a-16**
 - Customer Categories, 1-159, 1-472
 - Setting Default, 1-159, 1-161
 - Setting Default for Customers, 1-230, 1-239, 1-472
- Debtors Account
 - Customer Categories, **1-230**
- Debtors Account Report
 - Nominal Ledger report, 2b-142
- Debts
 - Transferring from Debtor Account to Bad Debtor Account, 2a-168
- Decimal Places. *See* Round Off *and* Rounding Rules
 - in Quantities on Printed Invoices, 2a-177
- Decision Date
 - Quotations, **4-298**, 4-334, 4-342
- Decrease Available on Deliveries
 - Stock Settings, 1-310, 1-311, **3-274**, 3-283, 3-288, 3-292, 3-295
- Default Base Currency, **2b-222**
- Default check box
 - Purchase Items, 3-69, 3-87, 3-92, **3-149**, 3-184, 3-211
- Default Company
 - Program Mode, 1-57
- Default Exchange Rate
 - Currencies, **2b-217**

- Default Item Group
 - Item Settings, 1-289, **1-313**
- Default Item Type
 - Item Settings, 1-294, **1-315**
- Default Items
 - Customers, **1-249**
 - Sales Ledger setting, **1-323**, 2a-69, 2a-75, 3-65, 3-99
- Default Mail Encoding
 - Company Info, **1-427**
- Default Source
 - Items, **1-296**
- Default Supplier
 - Purchase Order Settings, 3-69, 3-87, 3-92, **3-145**, 3-184, 3-211
- Defaults
 - Bank Account, 1-161, 1-167
 - Cash Account, 1-161, 1-167
 - Corresponding Mode for Cash In/Cash Out, 4-154
 - Cost Account, 1-159
 - Cost Account on Purchase Invoices, 2a-261
 - Cost Model, 2a-33
 - Cost Model for Items, 1-289
 - Credit Account for Items, 1-289
 - Creditor Account, 1-165, 1-166, 2a-261
 - Creditor Account for Suppliers, 1-472, 2a-252, 2a-256
 - Customs Cost Account, 1-170
 - Debtor Account, 1-159, 1-161
 - Debtor Account for Customers, 1-230, 1-239, 1-472
 - Delivery Date from Orders, 1-244, 3-35, 3-61, 3-282
 - Discount Matrix for Customers, 1-229, 1-239
 - Exchange Rates, 2b-217
 - Freight Cost Account, 1-170
 - Item Classification for Customers, 1-232
 - Item Group, 1-289, 1-313
 - Item Type, 1-294, 1-315
 - Location, 3-243, 3-263, 3-270
 - Locations for different Persons, 1-490
 - Number Series, 1-199, 1-446, 1-488
 - Objects, 1-183, 1-186
 - Objects in Depreciation
 - Transactions/Simulations, 4-32, 4-47
 - Objects in Nominal Ledger Transactions, 3-37, 3-41, 3-158, 3-162, 4-165, 4-303, 4-312, 5-31, 5-40, 5-304, 5-305, 5-367
 - Objects in Nominal Ledger Transactions from Deliveries, 3-258, 3-281, 3-287
 - Objects in Nominal Ledger Transactions from Goods Receipts, 2a-241, 2a-261, 3-303, 3-309
 - Objects in Nominal Ledger Transactions from Invoices, 2a-18, 2a-72, 2a-78
 - Objects in Nominal Ledger Transactions from Payments, 2a-240, 2a-319
 - Objects in Nominal Ledger Transactions from Purchase Invoices, 2a-238, 2a-260, 2a-278, 2a-286
 - Objects in Nominal Ledger Transactions from Receipts, 2a-139
 - Objects in Nominal Ledger Transactions from Returned Goods, 3-345, 3-347
 - Objects in Projects, 5-135
 - On Account A/C for Customers, 1-230
 - On Account A/C for Suppliers, 2a-253
 - Payment Mode for Cash In/Cash Out, 4-153
 - Price List, 1-354
 - Price List for Customers, 1-229, 1-239
 - Purchase Account, 1-163, 2a-236
 - Purchase Account for Items, 1-289
 - Reduce options in Returned Goods, 3-268
 - Reporting Period, 1-463
 - Sales Account, 1-157, 1-220, 1-305, 2a-15
 - Sales Account for Down Payment Invoices, 3-22, 3-67, 5-170
 - Sales Account for Items, 1-289
 - Sales Account in Credit Notes, 1-285, 2a-26, 2a-71, 2a-77, 2a-111
 - Sales Account in Invoices, 1-279, 2a-25
 - Setting for Assets, 4-24
 - Setting for Contracts, 5-17
 - Setting for Contracts to each Customer, 5-18
 - Stock Account, 1-159, 1-169
 - Updating Cost Price, 1-302, 1-315
 - VAT Account, 1-158, 1-164
 - VAT Account in Invoices, 1-280
 - VAT Code for Cash In/Cash Out, 4-153
 - VAT Code for Credit Notes, 1-285, 2a-26, 2a-71, 2a-78, 2a-111
 - VAT Code for Down Payment Invoices, 3-22
 - VAT Code for Items, 1-280, 1-289, 1-306

- VAT Code for Purchases, 2a-236, 2a-243, 2a-264
- VAT Code for Sales, 1-253, 2a-15
- VAT Code for Sales Invoices, 2a-26
- VAT Code in Down Payment Invoices, 3-68
- VAT Code on Invoices, 1-220
- Deficiency List
 - Production module report, 5-321
 - Purchase Orders report, 3-184
 - Purchase Orders/Stock module report, 1-294, **3-219**, 3-264
 - Stock Module report, 3-387
- Define Document
 - Operations menu command, Documents, 1-110
- Definition of Reports, 2b-48
 - Balance Sheet, 2b-125
 - Exporting, 1-535
 - Key Financial Ratios, 2b-144
 - Profit & Loss, 2b-176
 - VAT Report, 2b-194
- Delete E-Mail Queue
 - Technics Module function, **6-222**
- Delete Not Used Items
 - Sales Ledger function, 1-309, **2a-166**
- Delete Old Transactions
 - System Module function, **1-516**
- Delete Prices
 - Pricing module function, **1-355**
- Deleted Mail
 - Recovering, 6-223
- Deleting Invoices, 3-66, 5-375
- Deleting Mail, **6-208**, 6-220
 - from Conferences, 6-174
- Deleting Mail Automatically, 6-222
- Deleting Records, 1-129
- Deliverable List
 - Sales Orders report, **3-108**
- Delivered Quantity
 - Correcting in Sales Orders, 3-102
 - Internal Orders, **3-194**
 - Sales Orders, **3-42**, 3-61, 3-75, 3-298
- Deliveries
 - Address, **3-289**
 - Using Invoice Address, 3-283
 - Allowing a greater quantity than that ordered, 3-61, 3-274, 3-284
 - Allowing Over Delivery, 3-276
 - Approving, 3-61, **3-288**, **3-292**, **3-295**
 - Available Quantity, 3-275, **3-283**
 - Base Price, **3-286**
 - Best Before Date, **3-285**
 - Browse Window, 3-279
 - Calculating Quantity based on Dimensions, 3-287
 - Changing to reflect Language of Customer, 3-291
 - Coefficient, **3-286**, **3-308**
 - Comment, **3-288**
 - Customer Number, **3-283**
 - Defining Number Sequences, 3-265
 - Deleting, 1-516
 - Delivery Address, **3-282**
 - Delivery Date, **3-282**
 - Delivery Mode, **3-280**
 - Delivery Number, **3-280**
 - Delivery Quantity, **3-284**, **3-288**
 - Depth, **3-287**
 - Description, **3-283**
 - Despatch Date and Time, **3-286**
 - Determining when Items are removed from stock, 1-310, 1-311, 3-274, 3-288, 3-292, 3-295
 - Entering, **3-279**
 - Excise, **3-288**
 - Exporting, 1-539, 3-422
 - Failing to Generate Nominal Ledger Transactions, 3-247
 - Freight Code, **3-291**
 - From City, **3-290**
 - From Dock, **3-290**
 - Generating Nominal Ledger Transactions
 - from, 1-515, 2b-50, 3-246, 3-247
 - Accumulated or Separate Rows per Item, 3-292
 - Height, **3-287**
 - Including Plain and Service Items, 3-60, 3-64, 3-272
 - Issuing from Sales Orders, 3-59
 - Issuing from the Sales Ledger, 3-292
 - Item Number, **3-283**
 - Language, **3-291**
 - Listing those awaiting Invoicing, 3-117
 - Listing those that can be made from stock, 3-108
 - Location, **3-282**, **3-286**

- Objects, **3-281, 3-286**
- OK check box, 3-61, **3-288, 3-292, 3-295**
- Order Class, **3-281**
- Order Number, **3-281**
- Ordered Quantity, **3-283**
- Pack Type, **3-288**
- Package Description, **3-288**
- Packages, **3-287, 3-289**
- Preventing Over Delivery, 3-276, 3-284, 3-325, **3-335**
- Preventing the creation of, before the Planned Delivery Date, 3-30
- Printing Labels, **3-377**
- Quantity, 3-60
- Raising from Sales Orders in Batches, **3-84**
- Recalculating Weight and Volume, 3-295
- Recipe, **3-286**
- Requiring Location in, 3-243, 3-263, 3-271, 3-282, 3-344
- Row FIFO, **3-286**
- Scheduling, 3-34, 3-44
- Scheduling from Quotations, 4-311
- Serial Number, **3-284**
- Sorting, **3-283**
- Source, **3-286**
- Stock Module register, 3-59, **3-279**
- Tax Sum, **3-291**
- Tel Message check box, **3-283**
- To City, **3-290**
- To Dock, **3-290**
- Transport Directives, **3-290**
- Transport Number, **3-289**
- Updating Batch Serial Numbers, 3-273, 3-298
- Use of Objects, 3-258, 3-287
- Using to generate Project Transactions, 5-215, 5-225
- Viewing Stock Status of each Item, 3-295
- Viewing Transactions Generated From, 3-296
- Volume, **3-290**
- Weight, **3-289**
- Width, **3-287**
- Delivery
 - Operations menu command, Sales Orders, **3-59**, 3-279
- Delivery Address
 - Contracts, **5-41**
 - Customers, **1-243**
 - Naming individual address lines, 1-236
 - Deliveries, **3-282**
 - Internal Orders, **3-197**
 - Invoices, **2a-96**
 - Purchase Orders, **3-173**
 - Quotations, **4-315**
 - Sales Orders, **3-57**
 - Service Orders, **5-369**
- Delivery Addresses
 - Sales Orders setting, **3-17**
- Delivery Charges. *See* Freight and Freight Charges
- Delivery Date
 - Deliveries, **3-282**
 - Setting Default for Customers, 1-244, 3-35, 3-61, 3-282
- Delivery Date Based On options
 - Customers, **1-244**, 3-35, 3-61, 3-282
- Delivery Days
 - Purchase Items, 3-87, **3-153**
- Delivery Journal
 - Stock Module report, **3-387**
- Delivery List
 - Sales Orders report, **3-112**
 - Stock Module report, **3-389**
- Delivery Methods. *See* Delivery Modes
- Delivery Mode
 - Contracts, **5-39**
 - Customers, **1-244**
 - Deliveries, **3-280**
 - Internal Orders, **3-196**
 - Invoices, **2a-87**
 - Purchase Orders, **3-169**
 - Quotations, **4-309**
 - Sales Orders, **3-50**
 - Service Orders, **5-366**
 - Suppliers, **2a-258**
- Delivery Mode/Item Statistics
 - Stock Module report, **3-397**
- Delivery Modes
 - Changing to reflect Language of Customer, 3-18
 - Sales Orders setting, 1-244, 2a-87, 2a-258, **3-18**, 3-50, 3-169, 3-196, 4-309, 5-39, 5-366
 - Using to Determine layout of Delivery Note documents, 3-281, 3-294
 - Using to Determine layout of documents, 1-112, 1-244, 3-19

- Using to Determine layout of Internal Order documents, 3-196, 3-198
- Using to Determine layout of Invoice documents, 2a-87, 2a-103
- Using to Determine layout of Order documents, 3-51
- Using to Determine layout of Purchase Order documents, 2a-259, 3-169, 3-174
- Delivery Note
 - Sales Orders, **3-45**
 - Stock Module document, **3-376**
- Delivery Notes
 - Listing Components, 3-276
 - Printing, 3-61, **3-293**, 3-376
 - Printing Automatically, 1-423, 3-293
 - Printing for different Delivery Modes, 3-281, 3-294
 - Printing for different Languages, 3-294
 - Printing from the Sales Ledger, 2a-104
 - Printing hazardous information on, 1-296, 3-23
- Delivery Number
 - Deliveries, **3-280**
- Delivery Quantity
 - Deliveries, **3-284**, **3-288**
 - Reducing when Goods are Returned, 3-345
- Delivery Terms
 - Changing to reflect Language of Customer, 3-20
 - Contracts, **5-38**
 - Customers, **1-244**
 - Internal Orders, **3-196**
 - Invoices, **2a-87**
 - Purchase Orders, **3-169**
 - Quotations, **4-309**
 - Sales Orders, **3-50**
 - Sales Orders setting, 1-244, 2a-87, 2a-258, **3-20**, 3-50, 3-169, 3-196, 4-309, 5-38, 5-365
 - Service Orders, **5-365**
 - Suppliers, **2a-258**
- Demand Project Class check box
 - Project Settings, 5-136, **5-140**, 5-159
- Demarcation. *See* Job Groups
- DemoData2003.Txt
 - Example Database, 1-33
- Demonstration Stock, 3-259
- Density
 - Items, **1-299**
- Department
 - Asset Status, **4-71**
 - Assets, **4-48**
 - Contact Persons, **6-111**
 - Contracts, **5-24**
 - Customers, **1-240**
 - Moving Assets from one to another, 4-71
- Department (of your company). *See* Companies
- Department Summary
 - Assets module report, **4-117**
- Departments. *See* Job Groups
 - Assets module setting, **4-34**
 - Depreciation of Assets in, 4-109
 - Exporting, 1-536
- Depeciation
 - Use of Objects, 4-32, 4-47
- Deposited
 - Receipts, **2a-141**
- Deposits. *See* Down Payments *and* Prepayments
- Depreciation
 - Calculating, 4-26, 4-36, 4-80, 4-88
 - Creating Simulations, 4-80
 - Creating Transactions, 4-88
 - Defining the Accounts to be used, 4-25, **4-33**
 - Disposals, **4-58**
 - Examples, 4-85
 - Failure to Calculate, 4-81
 - Reporting, 4-123
 - Reporting on a monthly basis, 4-120
- Depreciation Account
 - Asset Classes, **4-33**, 4-58, 4-59, 4-84
- Depreciation Base. *See* Depreciation Calculation
- Depreciation Calculation, 4-49
 - Changing Model and/or Purchase Value, 4-62
 - Choosing Purchase Value or Last Revaluation, 4-84
 - Deducting Prior Depreciation, 4-50
 - Depreciation Model, 4-50
 - Effect of Residual Value, 4-52
 - Land and Buildings, 4-53
 - Role of Purchase Value, 4-45
 - Starting Date, 4-51
- Depreciation Method
 - Depreciation Models, **4-36**
- Depreciation Model
 - Changing, in an Asset, 4-62
- Depreciation Models
 - Assets module setting, **4-36**

- Code, **4-36**
- Depreciation Method, **4-36**
- Exporting, 1-536
- Name, **4-36**
- Percentage, **4-36**
- Round Off, **4-39**
- Depreciation of Subsidies
 - Treating as Income, 4-46, 4-140
- Depreciation Plan
 - Assets module report, **4-120**
- Depreciations Report
 - Assets module report, **4-123**
- Depth
 - Deliveries, **3-287**
 - Goods Receipts, **3-310**
 - Invoices, **2a-81**
 - Items, **1-298**
 - Productions, **5-304**
 - Quotations, **4-305**
 - Sales Orders, **3-46**
 - Stock Depreciations, **3-328**
 - Stock Movements, **3-337**
 - Stocktaking, **3-358**
- Description
 - Assets, **4-43**
 - Autotransactions, **2b-22**
 - Deliveries, **3-283**
 - Disposals, **4-57**
 - Expenses, **4-245**
 - Goods Receipts, **3-305**
 - Internal Orders, **3-194**
 - Invoices, **2a-75**
 - Items, **1-289**
 - Price Lists, **1-348**
 - Projects, **5-159**
 - Purchase Invoices, **2a-278**
 - Purchase Items, **3-149**, 3-213
 - Purchase Orders, **3-160**
 - Quotations, **4-301**
 - Returned Goods, **3-346**
 - Revaluations, **4-64**
 - Sales Orders, **3-39**
 - Service Orders, **5-359**
 - Service Stock Transactions, **5-412**
 - Stock Depreciations, **3-326**
 - Stock Movements, **3-335**
 - Stocktaking, **3-357**
 - Time Sheets, **5-200**
 - Transactions, **2b-74**
 - VAT Codes, **2b-67**
 - Work Sheets, **5-397**
- Despatch Date
 - Sales Orders, **3-35**
- Despatch Date and Time
 - Deliveries, **3-286**
 - Sales Orders, **3-45**
- Despatch Time
 - Sales Orders, **3-36**
- Destination
 - Specifying when Printing Reports, 1-107
- Difference
 - Transactions, **2b-73**
- Dimensions
 - Using to Calculate Quantity, 1-314, 2a-62
 - Using to Calculate Quantity in Deliveries, 3-287
 - Using to Calculate Quantity in Goods Receipts, 3-310
 - Using to Calculate Quantity in Invoices, 2a-62
 - Using to Calculate Quantity in Productions, 5-304
 - Using to Calculate Quantity in Stock Depreciations, 3-328
 - Using to Calculate Quantity in Stock Movements, 3-337
 - Using to Calculate Quantity in Stocktaking records, 3-358
- Disassemble
 - Operations menu command, Productions, **5-312**
- Discount
 - Contracts, 1-440, **5-30**
 - Invoices, 1-440, 1-464, **2a-76**
 - Price Lists, **1-349**, 2a-88, 3-53, 5-402
 - Project Budgets, 1-440, **5-181**
 - Purchase Orders, 1-464, **3-161**
 - Quotations, 1-440, 1-464, **4-301**
 - Recalculating in Invoices, 1-369, 2a-123
 - Recalculating in Quotations, 4-324
 - Sales Orders, 1-440, 1-464, **3-40**
 - Work Sheets, 1-440, 1-464, **5-398**
- Discount Bands, 1-366
- Discount Calculation Method, **1-440, 1-464, 2a-76, 3-40**, 4-301, 5-30, **5-398**
- Discount Date
 - Purchase Invoices, **2a-276**

- Discount Matrices
 - Exporting, 1-535
 - Pricing module register, 1-229, 1-250, 1-365, **1-367**, 1-369, 2a-76, 2a-123, 3-40, 4-301, 4-324, 5-30, 5-398
 - Use in Pricing Contracts, 5-30
 - Use in Pricing Invoices, 2a-76
 - Use in Pricing Quotations, 4-301
 - Use in Pricing Sales Orders, 3-40
 - Use in Pricing Work Sheets, 5-398
- Discount Matrices List
 - Pricing module report, **1-385**
- Discount Matrix
 - Customer Categories, **1-229**, 1-365
 - Customers, **1-250**, 1-365
 - Invoices, **2a-89**
 - Quotations, **4-313**
 - Sales Orders, **3-54**
 - Setting Default for Customers, 1-229, 1-239
- Discount Percentage
 - Project Transactions, **5-210**
 - Work Sheet Transactions, **5-420**
- Discount Percentages
 - Use in Pricing Purchase Orders, 3-161
- Discount Statistics
 - Sales Ledger report, **2a-193**
- Discrepancies between Stocktake and Stock Levels, 3-367
- Disk Space, 1-127
- Display Groups
 - System Module setting, **1-438**
- Display Groups
 - Listing Activities for all Persons belonging to, 6-129
- Display of Account Balances, 2b-47
- Display On The Web
 - Customers, **1-255**
- Disposal Journal
 - Assets module report, **4-129**
- Disposals
 - Account, **4-57**, 4-58
 - Approving, **4-58**
 - Assets module document, **4-107**
 - Assets module register, **4-55**
 - Browse Window, 4-55
 - Comment, **4-59**
 - Cost Account, 4-59
 - Defining Number Sequences, 4-40
 - Depreciation, **4-58**
 - Description, **4-57**
 - Entering, **4-55**
 - Exporting, 1-539
 - Generating Nominal Ledger Transactions
 - from, 4-40, 4-59
 - Inventory Number, **4-57**
 - Number, **4-56**
 - Object, **4-58**
 - OK check box, **4-58**
 - Quantity, **4-57**
 - Reference, **4-57**
 - Sales Price, **4-58**
 - Time, **4-56**
 - Transaction Date, **4-56**
 - Type, **4-56**, 4-59
 - Viewing Transactions Generated From, 4-61
- Disposing of Assets, 4-55
- Disputed check box
 - Invoices, **2a-92**
- Distances
 - Expenses module setting, **4-236**
- Distribute Receipt
 - Operations menu command, Receipts, **2a-144**
- Do Not Allow Base Price Change check box
 - Item Settings, 1-290, **1-314**, 1-338
- Do not allow Credit Invoices without no. check box
 - Account Usage S/L, **2a-22**, 2a-111
- Do Not Allow Over Delivery
 - Stock Settings, 3-61, **3-276**, 3-284
- Do Not Allow Over Delivery check box
 - Stock Settings, 2a-19, 3-325, 3-335, 5-299
- Do not allow Payment rows with different Sent Currencies check box
 - Payment Settings, 2a-318
- Do Not Invoice check box
 - Projects, **5-162**
- Do Not Print Freight Labels for this Group check box
 - Item Groups, **1-282**, 1-423, 3-295, 3-378
- Document
 - Customer Letters, **6-94**
 - Payment Modes, **2a-49**, 2a-328
- Document Number
 - Expenses, **4-246**
- Documents, **1-110**, 1-154
 - Activities, **6-122**

- Address Labels, 3-375
- Adjusting Page Setup/Magnification, 1-113
- Asset put in use, **4-107**
- Asset Status, **4-107**
- Assets module, **4-106**
- Attaching to the Personal Desktop, 1-146
- Base Price Change, **3-375**
- Budgets, **5-231**
- Cash Book module, **4-181**
- Cash In, **4-182**
- Cash In Collection, **4-184**
- Cash In Invoices, **4-184**
- Cash In Receipts, **4-184**
- Cash Note, **2a-177**
- Cash Out, **4-182**
- Cash Out Collection, **4-184**
- Cash Out Invoices, **4-184**
- Cash Out Payments, **4-184**
- Cash Out Personnel Payments, **4-184**
- Changing to reflect Delivery Mode of Delivery, 3-281, 3-294
- Changing to reflect Delivery Mode of Internal Order, 3-196, 3-198
- Changing to reflect Delivery Mode of Invoice, 2a-87, 2a-103
- Changing to reflect Delivery Mode of Order, 3-51
- Changing to reflect Delivery Mode of Purchase Order, 2a-259, 3-169, 3-174
- Changing to reflect Delivery Mode of transaction, 1-112, 1-244, 3-19
- Changing to reflect Language of Customer, 1-253
- Changing to reflect Language of Delivery, 3-294
- Changing to reflect Language of Internal Order, 3-198
- Changing to reflect Language of Invoice, 2a-103
- Changing to reflect Language of Purchase Order, 3-174
- Changing to reflect Language of Supplier, 2a-263
- Changing to reflect Language of transaction, 1-111
- Changing to reflect Payment Mode of Payment, 2a-49, 2a-328
- Cheque Document, **2a-350**
- Contract Labels, **5-78**
- Contract Quotations, **5-77**
- Contracts, **5-77**
- Contracts module, **5-75**
- Credit Note, **2a-177**
- CRM module, **6-120**
- Customer Labels, **1-263**
- Customer Letter, **6-123**
- Defining, 1-110
- Defining Names of Currencies, 2b-220
- Delivery Note, **3-376**
- Disposals, **4-107**
- Expenses, **4-277**
- Expenses module, **4-275**
- Freight Labels, 3-377
- Interest Invoice, **2a-177**
- Internal Order, **3-216**
- Internal S/Order, **3-105**
- Intrastat P/L, 2a-248, 2a-279, **2a-350**
- Intrastat S/L, **2a-177**
- Invoice, **2a-175**
- Item Labels, **3-379**
- Job Costing module, **5-229**
- Nominal Ledger, **2b-109**
- Open Invoice Customer Statement, **2a-179**
- Open Invoice Supplier Statement, **2a-352**
- Payment Form, **2a-353**
- Payment List, **2a-354**
- Periodic Customer Statement, **2a-182**
- Personnel Payment Receipts, **4-277**
- Picking List, **3-381**
- Placing in a Print Queue, 1-114
- Printing Automatically, 1-423
- Printing more than one Copy, 1-113
- Printing to Specific Printers, 1-451
- Production module, **5-317**
- Productions, **5-319**
- Proforma, **2a-183**
- Proforma Delivery, **3-382**
- Project, **5-232**
- Project Info, **5-234**
- Project Invoices, **2a-177**
- Purchase Invoice, **2a-354**
- Purchase Labels, **3-382**
- Purchase Ledger, **2a-348**
- Purchase Order, **3-216**
- Purchase Order Confirmation, **3-217**
- Purchase Order Quotation, **3-217**

- Purchase Order Reminder, **3-217**
- Purchase Orders, **3-214**
- Quotation, **5-234**
- Quotations, 4-332
- Quotations module, **4-330**
- Receipt Form, **2a-184**
- Reminder, 1-247, 2a-91, **2a-184**
- Revaluations, **4-107**
- Sales Ledger, **2a-173**
- Sales Order, **3-105**
- Sales Orders, **3-103**
- Service Order, **5-429**
- Service Orders module, **5-427**
- Service Stock Transactions, **5-429**
- Stock Depreciation, **3-382**
- Stock module, **3-373**
- Stock Movement, **3-383**
- Superimposed Text, 1-508
- System module, 1-518
- Tax Report, **2b-58, 2b-62**, 2b-115
- Time Sheet, **5-235**
- VAT Correction, **2a-186**
- Way List, **4-278**
- Work Order, **5-430**
- Work Sheet, **5-431**
- Documents button, 1-82
- Done check box
 - Activities, **6-54**
 - Updating from Day Planner, 6-77
 - Updating from Task Manager, 6-69
- Don't Show Activities, **6-58**
- Down Payment Invoice
 - Operations menu command, Sales Orders, 3-21, **3-66**
- Down Payment Invoices, 5-112, 5-163, 5-169
 - Crediting, 5-165
 - Default Sales/Credit Account, 5-170
 - Determining Credit Account, 5-140
 - Invalidating, 5-166
 - Nominal Ledger Implications, 5-170
- Down Payment Percentage
 - Customer Categories, 1-231, 3-21
- Down Payments
 - Calculate on Nett, **3-22**
 - Calculate on Total, **3-22**
 - Default Sales Account, 3-22, 3-67
 - Default VAT Code, 3-22, 3-68
 - for Sales Orders, 2a-145
 - Item, **3-22**, 3-67
 - Nominal Ledger Implications, 3-67
 - Payment Terms, **3-22**
 - Percentage, 1-231, **3-21**, 3-67
 - Sales Orders module setting, 2a-147
 - Sales Orders setting, 1-231, **3-21**, 3-66
 - Text, **3-22**, 3-67
 - Use Sales Order No for Prepayments check box, 2a-21, 2a-136, 2a-155, **3-23**
 - VAT Code, **3-22**
- Download File
 - Operations menu command, Attachments, **1-136**
- Drag and Drop
 - Using to Copy Data between Companies, 1-94
 - Using to Insert Data into Fields, 1-94
- Drill-down in Reports, 1-98
- Drill-down reports, 2b-117
 - Activities, Customers, 6-126
 - Activities, Persons, 6-131
 - Asset History, 4-111, 4-140
 - Balance Sheet, 2b-134
 - Birthday List, 6-133
 - Budget Follow-up, 5-237
 - Calendar Booking History, 6-135
 - Contact List, 6-136
 - Contract History, 5-84
 - Correction List, 2b-138
 - Customer List, 1-267
 - Customer Status, 1-257, 1-276, 6-114
 - Customers with no Activities, 6-138
 - Deliverable List, 3-108
 - Expenses Journal, 4-280
 - Factoring Customers' Contracts History, 5-88
 - Factoring Customers' Invoices List, 5-90
 - Forward Balance Journal, 2b-142
 - GP, Orders, 3-115
 - GP, Projects, 5-248
 - Invoice Status, 2a-118
 - Invoiceable Orders, 3-117
 - Invoices with Cash In, 4-194
 - Invoices with Cash Out, 4-195
 - Invoices without Cash In, 4-197
 - Invoices without Cash Out, 4-198
 - Item Group List, 1-372
 - Item History, 3-393
 - Item Statistics, 1-374
 - Liquidity Forecast, 2b-150

Nominal Ledger report, 2b-152
Order Stock, 3-120
Periodic Customer Statement, 2a-207
Periodic Personnel Statement, 4-282
Periodic Supplier Statement, 2a-364
Personal Calendar, 6-79
Profit & Loss report, 2b-176
Project Info, 5-173
Project Invoicing, 5-254
Project List, 5-259
Project Purchases, 5-264
Project Status, 5-269
Purchase Ledger, 2a-371
Purchase Order Journal, 3-225
Purchase Order Stock, 3-229
Quotation Decision Statistics, 4-335
Quotation Forecasting, 4-336
Quotation History, 4-338
Quotation Journal, 4-340
Quotation Status, 4-346
Quotation Stock, 4-344
Returned Goods Journal, 3-399
Sales Ledger, 2a-216
Sales Order Journal, 3-129
Serial Number History, 3-400
Sorted Order List, 3-131
Stock List, 1-408
Trial Balance, 2b-189
User Activities, 6-146
Way List Journal, 4-284
Who has bought/not bought, 6-149
Dual-Base Currency Conversion System, 2b-212,
2b-214
Invoices, **2b-241**
Transactions, **2b-268**
Upgrading to, **2b-228**
Due
Transactions, **2b-77**
Due Date
Invoices, **2a-72**
Purchase Invoices, **2a-276**
Duplicate button, 1-86, 1-91
Duplicating Records, 1-86, 1-128

E

EDI Customer check box
Customers, **1-248**

EDI Invoices
Creating from Invoices, 2a-122
EDI module, 1-248, 1-304
EDI Orders
Converting Customer's Item Numbers to your
own, 1-304
Edit Font
Company Info, 1-43, **1-427**
Edit Link Comment
Operations menu command, Attachments, **1-138**
Operations menu command, Master Control
Panel, **1-148**
Edit Menu, 1-115
Copy, **1-116**
Cut, **1-115**
EGO Customer check box
Customers, **1-248**
Elapsed Time. *See* Cost (Time)
Electronic Data Interchange. *See* EDI module
Email. *See* External Mail
Customer Letters, 6-97
Customers, **1-242**
Sending Customer Letters by, 6-106
Specifying Return Address, 6-94
E-Mail. *See* External Mail
Projects, **5-168**
Suppliers, **2a-257**
Email Address
Persons, **1-490, 6-163**
Email Addresses
Use of Special Characters, **6-179**
E-Mail Aliases
External Gateway register, **6-180**
Printing a List, 6-224
Technics Module report, **6-224**
E-Mail POP3 Servers
External Gateway register, **6-178**
Email Queue
Emptying, 6-222
Technics Module register, **6-196**
E-Mail SMTP Servers
External Gateway register, **6-186**
Employee
Project Transactions, **5-208**
Service Stock Transactions, **5-409**
Time Sheets, **5-199**
Work Orders, **5-382**

- Work Sheet Transactions, **5-419**
- Work Sheets, **5-395**
- Employee Statistics
 - Job Costing module report, **5-239**
 - Service Orders module report, **5-433**
- Employee Status
 - Job Costing module report, **5-243**
- Employee Time Statistics
 - CRM module report, **6-140**
 - Showing Paid or Unpaid, Work or Absence, 6-32
- Employees. *See also* Persons
 - Comparing Actual and Planned Hours Worked, 6-140
 - Comparing Actual Hours Worked with Chargeable Hours, 6-140
 - Comparing Gross Profit figures, 5-245
 - Comparing Invoiceable and Invoiced work, 5-243
 - Comparing Invoiceable, Internal and Other work, 5-239
 - Comparing Invoiceable, Warranty and Contract work, 5-433
 - Expenses, 1-167
- EMU Rate Round Off Account
 - Account Usage P/L, 2b-218, 2b-219, **2b-236**
 - Account Usage S/L, **2a-23**, 2b-218, 2b-219, **2b-236**
- EMU Rate Write Off Account
 - Account Usage P/L, **2a-242**, 2b-218, 2b-219, **2b-236**
 - Account Usage S/L, **2a-23**, 2b-218, 2b-219, **2b-236**
- Enable Quantity Calculation check box
 - Item Settings, **1-314**
- Enabler
 - System Module setting, **1-48**, 1-439
- Encryption Key
 - Company, **1-53**, **1-58**
- End Date
 - Activities, **6-55**
 - Assets, **4-52**
 - Contracts, **5-24**
 - Productions, **5-298**
 - Projects, **5-162**
- End Time
 - Activities, **6-55**
 - Productions, **5-305**
- Enter and Return
 - Purchase Invoice Settings, **2a-251**
 - Transaction Settings, **2b-65**
- Entering Records, 1-85, 1-128
- Entry Date. *See* Creation Date
- Envelope Icon, **6-191**
- Environmental Taxes, 2b-68
- Error Messages
 - A Transaction of this type already exists with a later date, 1-445
 - Account is protected by sub-ledger control, 1-472
 - Already Registered, 1-354
 - Can't find document, 2a-102, 2a-177, 4-171, 4-184
 - Code not registered, 1-159, 1-164
 - Creditor Account missing, 1-165
 - Debtor Account missing, 1-159
 - Invalid Size for the Item, 2a-61, 2a-63
 - Item not allowed due to Project Item Handling, 5-137
 - Month checked, 1-443
 - Month locked, 1-443
 - Multiple objects of the same type, 2b-46
 - Not a valid WIP Account for this Project, 5-156
 - Not the same VAT Code as on Sales A/C, 2a-19
 - Object of certain type needed, 2b-44
 - On Creating Transactions from Expenses, 4-253
 - On Creating Transactions from Purchase Invoices, 2a-294
 - Preliminary Account not found, 1-165
 - Sales Account missing, 1-158
 - There are Stock Transactions which dates are earlier/later, 3-263
 - There are Stock Transactions whose dates are earlier/later, 3-275
 - Transaction could not be generated, 1-160, 1-162, 1-167
 - Transaction out of balance, 2a-302
 - Use of this Account requires a Project, 5-156
 - User Limit on Server reached, 1-59
- Escape Sequence, 1-507
- EU
 - VAT on Acquisitions, 2a-284, 2b-66

- EU Code. *See also* Commodity/EAN Code
- EU VAT Sales
 - Sales Ledger report, 1-242, **2a-194**
- Euro, 2b-212, **2b-214**
 - Moving to Base Currency 1, 2b-233
- Euro Zone, 2b-213
- European Union
 - Dual Base Currency Conversion System, 2b-212, **2b-214**
- European Union subsidies
 - for Assets, 4-46, 4-140
- Example Database, 1-33
- Exchange Rate
 - Cash In/Cash Out, **4-168**
 - Contracts, **5-35**
 - Expenses, 4-237, 4-246, **4-247**, 4-249
 - Goods Receipts, **3-312**
 - in Invoices created from Sales Orders, 2a-22, 2a-85, 3-64
 - in Purchase Invoices created from Purchase Orders, 2a-241, 3-181
 - in Purchases Invoices created from Purchase Orders, 2a-282
 - Invoices, **2a-85**, 2b-242
 - Payments, 2b-254
 - Personnel Payments, **4-261**
 - Purchase Invoices, **2a-282**, 2b-243
 - Purchase Orders, **3-167**
 - Quotations, **4-307**
 - Receipts, 2b-243
 - Returned Goods, **3-349**
 - Sales Orders, **3-48**
 - Service Orders, **5-363**
 - Stock Movements, **3-339**
 - Transactions, **2b-266**, **2b-267**
- Exchange Rate Gain Account
 - Account Usage P/L, 2a-326, **2b-237**
 - Account Usage S/L, 2a-141, **2b-237**
- Exchange Rate Gains
 - Accounting for, 2b-280
- Exchange Rate Gains and Losses
 - Reporting on, 2a-218, 2a-373
- Exchange Rate Loss Account
 - Account Usage P/L, 2a-326, **2b-237**
 - Account Usage S/L, 2a-141, **2b-237**
- Exchange Rate Losses
 - Accounting for, 2b-280
- Exchange Rates. *See also* Base Currency Rates
 - Accounting for Gains or Losses, 2b-280
 - Consequent Price Changes, 2a-120, 3-76, 4-325
 - Defining Maximum, 2b-217
 - Defining Minimum, 2b-217
 - Exporting, 1-536
 - Preventing Changes in Transactions, **2b-218**, 2b-242, 2b-266, 2b-270, 2b-273
 - Setting Default, 2b-217
 - System Module register, 2b-213, 2b-214, **2b-225**
 - System Module report, **2b-227**
 - Updating in Nominal Ledger Transactions, 2b-276
 - Use in cash transactions, 4-168
 - Use in Pricing Contracts, 5-35
 - Use in Pricing Invoices, 2a-85, 2b-242
 - Use in Pricing Purchase Invoices, 2a-282, 2b-243
 - Use in Pricing Purchase Orders, 3-167
 - Use in Pricing Quotations, 4-307
 - Use in Pricing Sales Orders, 3-48
- Excise
 - Deliveries, **3-288**
- Excl %
 - VAT Codes, **2b-66**
- Exclude from page options
 - Forms, 1-511
- Exclude VAT on Cash Discount check box
 - Account Usage S/L, **2a-20**
- Expense Account, 4-248, 4-263, 4-268, 4-282
- Expense Claims
 - Paying, 4-257
- Expense Date Rate for Cost Accounting check box
 - Expense Settings, **4-237**, 4-246, 4-249
- Expense Number
 - Expenses, **4-242**
- Expense Settings
 - Expense Date Rate for Cost Accounting, **4-237**, 4-246, 4-249
 - Expenses module setting, 4-237
 - Signer Required check box, **4-237**, 4-243, 4-255
- Expenses
 - Account, **4-244**
 - Choosing using Short Codes, 2b-12, 4-245

- Amount Including VAT, **4-245**
- Approving, **4-246, 4-254**
- Authorising, 4-237, 4-243, 4-255
- Base Currency 1/2, **4-247**
- Browse Window, 4-241
- Currency, 4-237, **4-243, 4-246, 4-247, 4-249**
- Date, **4-246**
- Defining Number Sequences, 4-238
- Deleting, 1-516
- Description, **4-245**
- Determining Pricing in Project Transactions, **5-108**
- Document Number, **4-246**
- Exchange Rate, 4-237, 4-246, **4-247, 4-249**
- Expense Number, **4-242**
- Expenses module document, **4-277**
- Expenses module register, **4-241**
- Exporting, 1-539
- Generating Nominal Ledger Transactions
 - from, 4-239, 4-248
- Invalidating, **4-254**
- Invoicing, 5-114, 5-206, **5-225**
- Item, **4-246**
- Linking Projects to Purchase Accounts, 5-155
- Object, **4-244**
 - Choosing using Short Codes, 2b-12, 4-245
- OK check box, **4-246, 4-248**
- Person, **4-243**
- Pricing of Materials, Purchases and Time, **5-126**
- Project, **4-246**
- Quantity, **4-246**
- Registering against Projects, 5-108
- Short Code, **4-245**
- Signer, 4-237, **4-243, 4-255**
- Supplier, **4-246**
- Total, **4-247**
- Transaction Date, **4-243**
- Using to generate Project Transactions, 5-216
- VAT, **4-245, 4-246**
- VAT Code, **4-245**
- Viewing Transactions Generated From, 4-254
- Expenses Journal
 - Expenses module report, **4-280**
- Expenses module, 1-167, **4-234**
 - Documents, **4-275**
 - Registers, **4-241**
 - Reports, **4-279**
 - Settings, **4-234**
- Expiry Date. *See* Valid Until Date
- Explode when Pasted. *See* Show Components on Documents check box
- Export Files
 - Opening in Excel, 1-437
- Export to new Fixed Assets Module
 - Assets Module Export function, **4-144**
- Exporting Data, 1-82, 1-104
- Exporting Reports to Disk, 1-108
- Exports
 - Activities, **6-152**
 - ASG Labels, 3-422
 - Assets module, **4-143**
 - Attaching to the Personal Desktop, 1-146
 - Banking File, **2a-381**
 - Base Registers, **1-536**
 - Circulation, **5-93**
 - Client Text Backup, **1-534**
 - Company Text Backup, **1-527**
 - Consolidation, **4-215**
 - Consolidation module, **4-214**
 - Contact Data, **3-138**
 - Contact List, **6-153**
 - Contact List to Palm3, **6-154**
 - Contracts module, **5-92**
 - CRM module, **6-151**
 - Customer List, **6-154**
 - Customer Statistics, **2a-229**
 - Customer/Item Statistics, **2a-229**
 - Database Text Backup, **1-527**
 - Export to new Fixed Assets Module, **4-144**
 - Intrastat Invoices, **2a-229, 2a-382**
 - Invoice Rows, **2a-230**
 - Invoices, **2a-230**
 - Invoices for Factoring, **2a-231**
 - Item Base Registers, **1-538**
 - Item Info, **2a-231**
 - Item Statistics, **2a-231**
 - Item Turnover History, **2a-232**
 - Job Costing module, **5-283**
 - Key Financial Ratios, **2b-199**
 - Monthly Balances, **2b-201**
 - Monthly P/L Report, **2b-202**
 - Nominal Ledger, **2b-198**
 - Open Invoices, **2a-233**
 - Open Purchase Invoices, **2a-382**
 - Order Rows, **3-138**

P/L Forest Export, **2a-383**
P/L Liquidity List, **2a-383**
Payroll System Export, 5-284
Purchase Ledger, **2a-380**
Purchase Order Rows, **3-238**
Purchase Orders module, **3-237**
Raw Data, **1-540**
Run Timed Backup, **1-541**
S/L Forest Export, **2a-234**
Sales Ledger, **2a-228**
Sales Orders module, **3-137**
Settings, **1-541**
SIE (Swedish Std Import/Export), **2b-206**
Stock List, **3-423**
Stock module, **3-422**
System Data, **1-535**
System module, **1-526**
Time Sheet Rows, **5-284**
Transaction Registers, **1-539**
Transaction Registers (Period), **1-539**
Trial Balance, **2b-208**
Exports button, 1-82
Ext Tax. *See* Extra Tax
External Gateway, 6-175
 Backing Up, **6-188**
External Gateway module, **6-175**
External Mail, 6-158, **6-175**
 Attaching a Signature, 6-197
 Attachments, 6-204
 Connecting to Mailboxes, 6-180
 Deleting, 6-222
 Frequency of checking for, 6-187
 in a Single-User Installation, **6-189**
 Incoming, 6-178
 Incoming with incorrect address, 6-174
 Locking, 6-175
 Outgoing, 6-186
 Replying to, 6-202
 Sending, **6-196**
 Sending and Locking, 6-175, 6-193, 6-195
 Specifying Return Address, 6-163, 6-186
Extra Comment 1 and 2
 Time Sheets, **5-202**
Extra Cost
 Items, **1-300**
 Returned Goods, **3-347**
 Stock Movements, **3-336**

Extra Cost 1-5
 Goods Receipts, **3-313**
Extra Cost Account
 Account Usage S/L, **2a-27**, 3-308
Extra Costs Account
 Account Usage S/L, 3-347, 3-350
Extra Tax
 Invoices, **2a-83**

F

Factor
 Contracts, **5-26**
Factoring
 Customers, 3-52, 5-367
 Purchase Orders, **3-170**
 Suppliers, **2a-259**
Factoring Company
 Purchase Invoices, **2a-284**
 Sending Invoice information to, 2a-37, 2a-231
Factoring Customers' Contracts History
 Contracts module report, **5-88**
Factoring Customers' Invoices List
 Contracts module report, **5-90**
Factoring File
 Sales Ledger setting, **2a-37**
Fax
 Customer Letters, 6-97
 Sending Customer Letters by, 6-105
 Work Orders, **5-384**
 Work Sheets, **5-402**
Fax Interval
 Program Mode, 1-457
Fax Number
 Contracts, **5-38**
 Customers, **1-241**
 Internal Orders, **3-197**
 Invoices, **2a-95**
 Quotations, **4-315**
 Sales Orders, **3-56**
 Service Orders, **5-368**
 Suppliers, **2a-257**
Fax Numbers
 Removing blanks and dashes, 1-517
Fax Queue
 Technics Module register, **1-461**
Fax Server
 Setting Up, 1-456

- Fax Settings
 - Technics Module setting, **1-458**
- Fields
 - in Forms, 1-507
 - Moving between, 1-88
- FIFO, 1-168
 - and Serial Numbers, 2a-80, 3-259, 3-285
 - Calculating Prices, 1-176
 - Calculation Method, 3-257
 - Invoices, **2a-79**
 - Stock Depreciations, 2a-35, **3-327**
 - Using to Calculate Gross Profit, 1-177
 - Work Sheets, **5-401**
- FIFO Calculated Automatically check box
 - Stock Settings, **3-271**, 5-299, 5-302, 5-310
- FIFO in Old Unit Price
 - Operations menu command, Stock Movements, **3-341**
- FIFO per Location check box
 - Cost Accounting, 3-243, **3-257**, 3-263, 3-336
- FIFO Value
 - Showing as Input Cost, 5-302, 5-309
- FIFO Values
 - Changing, 3-336
 - Enforcing, 3-263, 3-275
 - For Returned Goods, 3-342
- File Dialogue Window, 1-101
- File Menu, **1-103**
 - Company, 1-53, **1-104**
 - Documents, **1-110**
 - Imports, **1-105**
 - Page Setup, **1-113**
 - Print, 1-90, **1-114**
 - Print Queue, **1-114**
 - Reports, **1-106**
 - Settings, 1-42, **1-112**
- File Transfer Protocol. *See* FTP
- Files.
 - Attaching to Records, 1-136
 - Making Available to FTP Clients, 1-61
 - Reading, 1-136
 - Removing, 1-139
- Financial Years. *See* Fiscal Years
- Finish
 - Operations menu command, Productions, **5-308**
- Finished
 - Productions, **5-299**
- Finished check box
 - Productions, **5-305**, 5-308
- Finished option
 - Projects, **5-162**
- First Invoice Date
 - Projects, **5-168**, 5-183, **5-208**
- First Only
 - Operations menu command, Forms, **1-512**
- Fiscal Value
 - Assets, **4-54**
- Fiscal Year Depreciation
 - Assets module report, 4-26, **4-130**
- Fiscal Year Revaluations
 - Assets module report, 4-26, **4-132**
- Fiscal Year Write-offs
 - Assets module report, 4-26, **4-134**
- Fiscal Years
 - Ending, 1-193
 - System Module setting, 1-198, **1-440**
- Fixed Amounts
 - Invoicing, 5-101, **5-178**, 5-182
- Fixed Assembly Days
 - Recipes, 3-87, 3-362, **5-293**
- Fixed Assets
 - Converting to Assets, 4-144
- Fixed Assets module. *See* Assets module
- Flips, 1-89
- Folder, 6-170
- Fonts
 - Setting for Reports, 1-43
 - Using in Forms, 1-469
- For Production
 - Stock Movements, **3-334**
- Force Entry Of options
 - Activity Classes, **6-32**
- Force Unique Prepayment Numbers check box
 - Account Usage P/L, **2a-241**, 2a-321
 - Account Usage S/L, **2a-21**, 2a-136
- Forecast
 - Sales Orders report, **3-113**
- Forecasts. *See* Revised Budgets
- Forms. *See also* Documents
 - Choice of, when printing Cash In/Cash Out records, 4-170
 - Defining Names of Currencies, 2b-220
 - Defining Type Styles, 1-469
 - Exclude from page options, 1-511
 - Exporting, 1-536

- Fields, 1-507
 - Frames, 1-507
 - Lines, 1-507
 - Naming, 1-509
 - Pictures, 1-508
 - Printing, 1-513
 - Printing a specific number of copies
 - automatically, 1-510
 - Printing on Continuous Stationery, 1-510
 - Single- and Multi-page, 1-511
 - Superimposed Text, 1-508
 - System Module register, 1-110, 1-112, **1-505**
 - Text Objects, 1-506
 - Forms Editor, **1-505**
 - Formulae
 - Using in Nominal Ledger Transactions, 2b-22
 - Forward Balance Journal
 - Nominal Ledger report, **2b-142**
 - Fr Cost. *See* Freight Cost
 - Frames
 - in Forms, 1-507
 - Freight
 - Contracts, **5-34**
 - Exporting, 1-541
 - Goods Receipts, 3-171, **3-311**
 - GP Percentage of Price, **2a-38**
 - Invoices, 2a-38, 2a-39, **2a-83**
 - Item, **2a-38**
 - Sales Ledger setting, **2a-38**, 2a-83, 5-34
 - Freight Charges
 - Attaching to Invoices Automatically, 2a-38, 2a-39
 - on Web Orders, 1-255
 - Freight Code
 - Customers, **1-255**
 - Deliveries, **3-291**
 - Freight Companies
 - Stock Module setting, **3-260**
 - Freight Cost
 - Goods Receipts, **3-307**
 - Freight Labels
 - Preventing Printing for certain Delivery Modes, 3-19, 3-281, 3-295, 3-378
 - Preventing Printing for certain Items, 1-282, 1-423, 3-295, 3-378
 - Printing, 3-61, 3-295
 - Printing Automatically, 1-423, 3-295
 - Stock Module document, **3-377**
 - Freight Number
 - Customers, **1-243**
 - Freight/Weight Calculation
 - Sales Ledger setting, **2a-39**
 - From City
 - Deliveries, **3-290**
 - From Dock
 - Deliveries, **3-290**
 - From Location
 - Stock Movements, **3-333**
 - From Position
 - Stock Movements, **3-334**
 - From Rate
 - Transactions, **2b-266, 2b-270, 2b-273**
 - FTP Customers
 - Allowing to Log In, 1-61, 1-248
 - FTP Port
 - Program Mode, 1-60
 - FTP Server
 - Setting Up, 1-59
 - FTP Shared Directory
 - Program Mode, 1-61
 - FTP Users
 - Allowing to Log In, 1-61, 1-486
 - Fuel Types
 - Expenses module setting, **4-238**
 - Future Purchasing, 3-86
- ## G
- Gateway
 - Backing Up, **6-188**
 - Internal and External, 6-175
 - Gender
 - Currencies, **2b-220**
 - General Options
 - System Module setting, **1-440**
 - Generate N/L Accrual Transactions
 - Nominal Ledger function, 2b-40
 - Generate Serial Numbers
 - Operations menu command, Goods Receipts, **3-318**
 - Generate Serial Numbers for Out Items
 - Operations menu command, Productions, **5-310**
 - GM. *See* Gross Margin
 - Goods
 - Printing a total for, on Invoices, 1-285

- Returning to Stock. *See* Returned Goods
- Goods In. *See* Goods Receipts
- Goods In Transactions
 - Reporting, 3-418
- Goods Out Transactions
 - Reporting, 3-419
- Goods Receipt
 - Operations menu command, Purchase Orders, 3-144, **3-176**
- Goods Receipt Journal
 - Stock Module report, **3-391**
- Goods Receipt Note
 - Printing, 3-177
- Goods Receipt Number
 - Persons, 3-265, 3-302
- Goods Receipts
 - Adding Rows, 3-304
 - Approving, **3-311, 3-315**
 - Base Currency 1/2, **3-312**
 - Base Price, **3-308**
 - Best Before Date, **3-306**
 - Browse Window, 3-300
 - Calculating Quantity based on Dimensions, 3-310
 - Comment, **3-302**
 - Cost, **3-307**
 - Cost Accounting Transactions, 3-178
 - Cost Price, **3-305, 3-311**
 - Costs 1-5, **3-310**
 - Country of Origin, **3-310**
 - Currency, **3-312**
 - Customs, 3-150, **3-307, 3-311**
 - Customs Number, **3-309**
 - Defining Number Sequences, 3-265
 - Deleting, 1-516
 - Depth, **3-310**
 - Description, **3-305**
 - Entering, **3-301**
 - Exchange Rate, **3-312**
 - Exporting, 1-539
 - Extra Cost 1-5, **3-313**
 - Freight, 3-171, **3-311**
 - Freight Cost, **3-307**
 - Generating Nominal Ledger Transactions
 - from, 1-515, 2b-50, 3-245, 3-246, 3-247, 3-265, 3-314
 - Accumulated or Separate Rows per Item, 3-315
 - Height, **3-310**
 - Including Plain and Service Items, 3-180
 - Inserting Rows, 3-304
 - Item Number, **3-305**
 - Listing for a Supplier, 6-47
 - Location, **3-302**
 - Number, **3-302**
 - Objects, **3-303, 3-309**
 - OK check box, 3-178, **3-311, 3-315**
 - Position, **3-310**
 - Price Include VAT check box, **3-303**
 - Printing, **3-378**
 - Printing Labels, 3-316, 3-382
 - Purchase Account, 3-245
 - Purchase Control Account, **3-309**
 - Purchase Order Contract, **3-303**
 - Purchase Order Number, **3-302**
 - Quantity, 3-177, **3-305, 3-311**
 - Raising Purchase Invoices from, 3-319
 - Removing Rows, 3-304
 - Requiring for Plain and Service Items before Invoicing, 3-177, 3-272
 - Requiring Location in, 3-243, 3-263, 3-271, 3-302
 - Scheduling, 3-157, 3-165
 - Serial Number, **3-306**
 - Whether Compulsory, 3-274, 3-306
 - Setting Default Quantity to Zero, 3-144
 - Stock Account, 3-245, **3-308**
 - Stock Module register, 1-223, 3-176, **3-300**
 - Subtotal, **3-312**
 - Sum, **3-306**
 - Supplier Number, **3-302**
 - Supplier's Item Code, **3-308**
 - Total, **3-312**
 - Transaction Date, **3-302**
 - Transferring Cost Account and Object from Purchase Orders, 3-163, 3-309
 - Transferring Stock Account and Object from Purchase Orders, 3-145, 3-162, 3-245, 3-308
 - Unit Price, **3-305**
 - Use of Objects, 2a-241, 2a-261, 3-303, 3-309
 - VAT, **3-312**
 - Viewing Batch Specification records
 - Generated From, 3-321
 - Viewing Transactions Generated From, 3-320
 - Width, **3-310**

Goods Received
Receiving Against Purchase Orders, 3-176
GP. *See* Gross Profit
GP Percentage of Price
Freight, **2a-38**
GP, Employees
Job Costing module report, **5-245**
GP, Invoices
Sales Ledger report, **2a-196**
GP, Orders
Sales Orders report, 1-177, **3-115**
GP, Projects
Job Costing module report, **5-248**
Gross Margin
Project Budgets, **5-183**
Reporting, 1-272
Gross Profit
Calculating for Invoices, 3-257
Calculating from FIFO Values, 1-177
Including Carriage, etc, 1-300
Invoices, **2a-79**
per Employee, 5-245
per Project, 5-248, 5-271
per Service Item, 5-278
Project Budgets, **5-181**
Project Transactions, **5-212**
Quotations, **4-303, 4-306**
Reporting, 1-272, 1-274
Sales Orders, **3-42, 3-47**
Work Sheet Transactions, **5-421**
Gross Profit, Invoices
Sales Ledger report, **2a-196**
Gross Profit, Orders
Sales Orders report, **3-115**
Gross Profit, Projects
Job Costing module report, **5-248**
Group Currency, 4-204, 4-230
Group Invoicing
Sales Orders function, **3-98**

H

Hansa
Changing To, 1-209
Closing Down, **1-62**
Importing process appears to fail, 1-73, 1-532
Installation, **1-26**
Keyboard Commands, 1-103, 1-152

Starting, **1-35**
Structure, 1-155
Structure of Registers, 1-19
Upgrading from Previous Versions, 1-75, 2b-228
Version Number, 1-127
Website, 1-75, 1-83
Work Area, 1-78
Hansa Directory
Contents, 1-32
Hansa Folder
Contents, 1-32
Hansa.HDB, 1-35
Hansaworld.com, 1-75
HansaWorld.com button, 1-83
Haulage Companies, 3-260
Hazard Level
Items, **1-296**
Hazard Levels
Sales Orders setting, **3-23**
HDB File, 1-35
Height
Deliveries, **3-287**
Goods Receipts, **3-310**
Invoices, **2a-81**
Items, **1-298**
Productions, **5-304**
Quotations, **4-305**
Sales Orders, **3-46**
Stock Depreciations, **3-328**
Stock Movements, **3-337**
Stocktaking, **3-358**
Hier. Objects. *See* Hierarchical Objects
Hierarchical Objects, 1-188
Objects, 1-188
Hierarchical Structure of Conferences, 6-171
History
of Assets, 4-54
Operations menu command, Mail, **6-203**
Record menu command, **1-121**
History of Mails, **6-203**
Hold Amount
Purchase Invoices, **2a-273**
Hold check box
Purchase Invoices, **2a-275**

- Holding Company, 4-202
 - Huldt & Lillevik, 5-284
- I**
- I Cur. *See* Invoice Currency
 - I/P Account
 - VAT Codes, **2b-67**
 - I-Cost. *See* Input Cost
 - ID
 - Persons, **1-489**
 - Ignore Chronology check box
 - Locations, **3-263**, 3-276
 - Importing Files
 - Process Appears to Fail, 1-73, 1-532
 - Imports
 - Attaching to the Personal Desktop, 1-146
 - Automatic, **1-522**
 - Automatic, manual file search, 1-74, **1-523**, 1-532
 - File menu command, **1-105**
 - Nominal Ledger, **2b-197**
 - Sales Ledger, **2a-227**
 - SIE (Swedish Std Import/Export), **2b-197**
 - System module, **1-522**
 - Transactions as Rows, **2b-197**
 - In Quantity
 - Service Stock Transactions, **5-412**, 5-415
 - Inactive check box
 - Assets, **4-44**
 - Incl %
 - VAT Codes, **2b-66**
 - Include Invoices Not Due check box
 - Interest, **2a-44**
 - Incoming External Mail, 6-178
 - Connecting to Mailboxes, 6-180
 - Frequency of checking for, 6-187
 - in a Single-User Installation, 6-189
 - Incorrectly addressed, 6-174
 - Locking, 6-175
 - Increase Reminder Level check box
 - Interest, **2a-44**
 - Inflation
 - Effect on Value of Assets, 4-91
 - Inflation Coefficients
 - Assets module setting, 4-39, 4-95, 4-134
 - Initial Depreciation 1 and 2
 - Assets, **4-50**
 - Initials. *See* Signature
 - Inload Date and Time
 - Sales Orders, **3-45**
 - Inp A/C. *See* Input Account
 - Input Account
 - VAT Codes, **2b-67**
 - Input Correction Account
 - VAT Codes, **2a-309**, 2b-69
 - Input Cost
 - Productions, 3-271, **5-302**
 - Recipes, **3-363**, **5-294**
 - Showing FIFO Value, 5-302, 5-309
 - Updating in Recipes, 5-315
 - Input Quantity
 - Calculating in Productions, based on Dimensions, 5-304
 - Productions, **5-302**
 - Recipes, **3-363**, **5-294**
 - Installation, **1-26**
 - LinuxSingle-user, 1-28
 - Macintosh Single-user, 1-28
 - Windows Single-user, 1-28
 - Instalment
 - Payment Terms, **2a-55**
 - Receipts, **2a-139**
 - Instalment Plans
 - in Invoices and Purchase Invoices, 2a-40
 - Instalments
 - Invoices paid by, 2a-121
 - Sales Ledger setting, **2a-40**
 - Instalments (Purchase Ledger)
 - Reporting, 2a-359
 - Instalments (Sales Ledger)
 - and Receipts, 2a-139
 - Reporting, 2a-206
 - Instructions for Technicians, 5-335, 5-385
 - Insurance Value
 - Assets, **4-53**
 - Assets module report, **4-135**
 - Integration, 1-155
 - Workflow, 1-20
 - Interest
 - Calculation Model, **2a-44**
 - Charging on Late Payment, 1-246, 1-247, 2a-41, 2a-89, 2a-91, **2a-163**
 - Debiting Mode, **2a-43**
 - Exporting, 1-536
 - Include Invoices Not Due check box, **2a-44**

- Increase Reminder Level check box, **2a-44**
- Interest Item, **2a-43**
- Invoices, **2a-89**
- Invoicing Fee, **2a-43**
- Minimum Days Overdue, **2a-43**
- Minimum Sum, **2a-42**
- Payment Terms, **2a-43**
- Rate, **2a-42**
- Sales Ledger setting, 1-246, **2a-41**, 2a-164
- Interest check box
 - Customers, **1-247**, 2a-42, 2a-164
- Interest Invoice
 - Sales Ledger document, **2a-177**
- Interest Invoices
 - Creating, 2a-89, **2a-163**
 - Crediting, 2a-166
 - Excluding Invoices from Calculations, 2a-91
 - Printing, 2a-177
 - Using Separate Number Series, 2a-163
- Interest Invoicing
 - Sales Ledger report, **2a-197**
- Interest Item
 - Interest, **2a-43**
- Interest Rate
 - Customers, 1-246, 2a-42
- Internal Gateway, 6-175
- Internal option
 - Projects, **5-163**
- Internal Order
 - Purchase Orders document, **3-216**
- Internal Order Number
 - Internal Orders, **3-190**
- Internal Orders
 - Adding Rows, 3-193
 - Authorised By, **3-191**
 - Browse Window, 3-188
 - Changing to reflect Language of Supplier, 3-197
 - Comments, **3-197**
 - Cost Account, **3-194**
 - Cost Price, **3-194**
 - Date, **3-190**
 - Delivery Address, **3-197**
 - Delivery Mode, **3-196**
 - Delivery Terms, **3-196**
 - Description, **3-194**
 - Entering, **3-188**
 - Exporting, 1-539
 - Fax Number, **3-197**
 - Implementing, **3-198**, 3-203
 - Inserting Rows, 3-193
 - Internal Order Number, **3-190**
 - Item Number, **3-194**
 - Language, **3-197**
 - Location, **3-191**
 - Moving Stock into correct Location, 3-199
 - Name, **3-190**
 - Objects, **3-195**
 - Person, **3-190**
 - Planned Delivery Date, **3-191**
 - Printing, 3-72, 3-105, **3-197**, 3-216
 - Printing Automatically, 1-423, 3-72
 - Printing for different Delivery Modes, 3-196, 3-198
 - Printing for different Languages, 3-198
 - Purchase Orders register, **3-188**
 - Quantity, **3-194**
 - Recipe, **3-195**
 - Removing Rows, 3-193
 - Scheduling, 3-191
 - Status, **3-192**
 - Telephone Number, **3-197**
 - Total, **3-195**
 - Total Cost, **3-194**
 - Writing Off Stock, 3-201
- Internal S/Order
 - Sales Orders document, **3-105**
- Intrastat
 - Branch Identifier, 1-425
 - Commodity Code, 1-305
- Intrastat Invoices
 - Exporting, **2a-229**, **2a-382**
- Intrastat P/L
 - Purchase Ledger document, 2a-248, 2a-279, **2a-350**
- Intrastat S/L
 - Sales Ledger document, **2a-177**
- Invalidate
 - Record menu command, **1-119**, 2a-115, 2a-301, 4-172, 4-254, 4-265, 6-54, 6-67
- Invalidating Down Payment Invoices, 5-166
- Inventory Number
 - Asset Status, **4-72**
 - Assets, **4-43**
 - Disposals, **4-57**
 - Revaluations, **4-63**

- Inventory option
 - Asset Status, **4-71**
- Investment Date
 - Assets, **4-54**
- Investment Value
 - Assets, **4-54**
- Invite
 - Operations menu command, Chat, **6-217**
- Invoice
 - Operations menu command, Contracts, 5-46
 - Operations menu command, Purchase Orders, 2a-248, 3-162, **3-178**
 - Operations menu command, Quotations, **4-320**
 - Operations menu command, Sales Orders, **3-62**
 - Sales Ledger document, **2a-175**
- Invoice Address
 - Contracts, **5-40**
 - Customers, **1-240**
 - Naming individual address lines, 1-236
 - Invoices, **2a-95**
 - Quotations, **4-314**
 - Sales Orders, **3-56**
 - Service Orders, **5-368**
 - Using in Deliveries, 3-283
- Invoice After
 - Quotations, **5-192**
- Invoice After Date
 - Project Budgets, 5-168, **5-183**, 5-208
 - Project Transactions, 5-168, **5-208**
- Invoice Based on Delivery (Special Menu only)
 - check box
 - Order Settings, **3-28**, 3-43, 3-63, 5-352
- Invoice before Delivery check box
 - Invoices, **3-53**
 - Sales Orders, 3-64
- Invoice Currency
 - Receipts, **2a-135**
- Invoice Date
 - Determining in Contract Invoices, 5-27
 - Invoices, **2a-70**
 - Project Budgets, **5-183**
 - Project Transactions, **5-208**
 - Purchase Invoices, **2a-272**
 - Quotations, **4-305**
- Invoice Delivered Orders
 - Sales Orders function, **3-100**
- Invoice History
 - Viewing for each Customer, 1-257, 5-44, 5-375, 6-113
 - Viewing for each Supplier, 2a-267
- Invoice Info on N/L Transaction check box
 - Account Usage S/L, **2a-21**, 2a-92, 2a-141
- Invoice Journal
 - Sales Ledger report, **2a-198**
- Invoice Material options
 - Project Budgets, **5-179**, 5-182
 - Projects, **5-167**
 - Setting Default, 5-148
- Invoice Materials options
 - Quotations, **5-193**
- Invoice Number
 - Defining Sequences, 2a-46, 2a-51, 2a-72, 4-154
 - Defining Sequences for each Language, 2a-47
 - Invoices, **2a-69**
 - Persons, 2a-46
 - Project Budgets, **5-181**
 - Project Transactions, **5-208**
 - Quotations, **4-305**
 - Receipts, **2a-132**
 - Showing in Account Reconciliation register and report, 2a-22, 2b-95
 - Work Sheet Transactions, **5-419**
- Invoice options
 - Contracts, **5-27**
- Invoice Periods, 5-24
- Invoice Purchase options
 - Project Budgets, 5-101
- Invoice Purchases options
 - Project Budgets, **5-179**, 5-182
 - Projects, **5-167**
 - Quotations, **5-193**
 - Setting Default, 5-146
- Invoice Recipe
 - Items, **1-303**
- Invoice Rows
 - Converting Prices to Currency, 2a-82, 2a-84, **2a-120**, 2b-242
 - Sales Ledger Export function, **2a-230**
- Invoice Status
 - Operations menu command, Invoices, **2a-118**
 - Operations menu command, Purchase Invoices, **2a-302**

- Invoice Stocked Items options
 - Project Budgets, **5-179**, 5-182
 - Projects, **5-167**
 - Quotations, **5-193**
 - Setting Default, 5-147
- Invoice Time options
 - Project Budgets, 5-101, **5-178**, 5-182
 - Quotations, **5-193**
 - Setting Default, 5-145
- Invoice Times options
 - Projects, **5-167**
- Invoice To
 - Contracts, **5-36**, 5-88, 5-90
 - Customers, **1-246**
 - Sales Orders, **3-52**
 - Service Orders, **5-367**
 - Work Orders, **5-384**
 - Work Sheets, **5-402**
- Invoice Update Stock check box
 - Account Usage S/L, **2a-19**, 2a-104, 3-244, 3-247, 3-292
- Invoice Value
 - Receipts, **2a-135**
- Invoiceable Contracts
 - Contracts module report, **5-91**
- Invoiceable option
 - Projects, **5-163**
- Invoiceable Orders
 - Sales Orders report, **3-117**
- Invoiceable Quantity
 - Project Transactions, **5-210**
 - Work Sheet Transactions, **5-420**
- Invoiceable Work, 5-359
- Invoiced Quantity
 - Correcting in Sales Orders, 3-102
 - Correcting in Service Orders, 5-426
 - Purchase Orders, **3-164**, 3-181
 - Sales Orders, **3-42**, 3-65
 - Service Orders, **5-361**
 - Work Sheets, 5-361, **5-399**
- Invoices, 1-156
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - Accrual, 2a-77, **2a-105**
 - Actual Amounts, 5-101, **5-178**, 5-182
 - Adding Items automatically, 1-249, 1-323, 2a-69, 2a-75, 3-65, 3-99
 - Adding Rows, 2a-74
 - Approving, 2a-82, **2a-98**, 2a-116, **2a-167**, 3-65, 3-353, 5-374
 - Attention, **2a-72**
 - Authorisation, **2a-94**
 - Base, **2a-84**, 2b-242
 - Base Currency 1/2, **2a-85**
 - Browse Window, 2a-66
 - Calculating Gross Profit, 3-257
 - Calculating Quantity based on Dimensions, 2a-62
 - Cannot be Created, 1-446, 1-489
 - Changing to Base Currency 1, 2a-125
 - Changing to reflect Language of Customer, 2a-75, 2a-93
 - Coefficient, **2a-81**
 - Comment, 1-243, **2a-94**
 - Connecting to Prepayments, 2a-136, 2a-156
 - Converting to EDI Invoices, 2a-122
 - Cost Price, **2a-79**
 - Creating Activities from, 6-38
 - Creating and Paying Off by journal in the Nominal Ledger, 2b-75
 - Creating Cash In records from, 4-156, 4-160
 - Creating Cash In records from, in batches, 4-160, 4-175
 - Creating Contracts from, 1-303, 2a-123, 5-22, 5-62
 - Creating for Rental, 1-303
 - Creating from Orders before Deliveries, 3-53, 3-64, 3-273
 - Creating from Project Budgets, 5-189
 - Creating from Quotations, 4-320
 - Credit Card, **2a-94**
 - Crediting, **2a-110**
 - Crediting Down Payment Invoices, 5-165
 - Crediting when Items are returned, 3-75, 3-298, 3-345, 3-352
 - Currency, **2a-82**, **2a-84**, 2b-242
 - Cust. Info. on Trans. check box, **2a-92**
 - Customer, **2a-69**
 - Customer Order Number, **2a-93**
 - Defining Number Sequences, 2a-46, 2a-51, 2a-72, 4-154
 - Defining Number Sequences for each Language, 2a-47
 - Delaying Posting VAT, 2a-125
 - Deleting, 1-516, 3-66, 5-375
 - Delivery Address, **2a-96**

- Delivery Mode, **2a-87**
- Delivery Terms, **2a-87**
- Depth, **2a-81**
- Description, **2a-75**
- Determining Appearance, 5-209
- Determining Appearance when issued from Projects, 5-139
- Determining Appearance when issued from Projects, 5-166
- Discount, 1-440, 1-464, **2a-76**
- Discount Matrix, **2a-89**
- Disputed check box, **2a-92**
- Down Payment Invoice, 2a-145, 3-66
- Dual-Base Currency Conversion System, **2b-241**
- Due Date, **2a-72**
- Entering, 1-214, **2a-67**, **2a-97**
- Exchange Rate, **2a-85**, 2b-242
- Exchange Rate when created from Orders, 3-64
- Exchange Rate when created from Sales Orders, 2a-22, 2a-85
- Excluding from Interest Calculations, 2a-91
- Exporting, 1-539, **2a-230**
- Exporting to a factoring company, 2a-37, 2a-231
- Ext Tax, **2a-83**
- Fax Number, **2a-95**
- FIFO, **2a-79**
- Fixed Amounts, 5-101, **5-178**, 5-182
for Down Payments, 5-112, 5-163, 5-169
- Freight, 2a-38, 2a-39, **2a-83**
from Project Budgets, 5-178, 5-225
- Generating Activities from, 2a-98
- Generating Cash In from, 2a-119
- Generating Nominal Ledger Transactions
from, 1-156, 1-515, 2a-46, 2b-50, 3-246, 3-247
- Gross Profit, **2a-79**
- Height, **2a-81**
- In Currency, 2b-240
- Including Subtotals for Goods, Transport and Packaging, 1-285
- Inserting Rows, 2a-74
- Interest, **2a-89**
- Interest for Late Payment, 1-246, 1-247, 2a-41, 2a-89, **2a-163**
- Invalidating, **2a-115**
- Invalidating Down Payment Invoices, 5-166
- Invoice Address, **2a-95**
- Invoice before Delivery check box, **3-53**
- Invoice Date, **2a-70**
- Invoice Number, **2a-69**
- Item Number, **2a-74**
- Language, **2a-93**
- Last Reminder Date, **2a-88**
- Listing Cash In records created from, 4-194
- Listing Components, 1-302, 2a-75
- Listing for a Customer, 6-42
- Listing Orders and Deliveries awaiting, 3-117
- Listing Serial Numbers, 3-28, 3-43, 3-63
- Listing those from which no Cash In records have been created, 4-196
- Location, **2a-93**
- No Collection check box, **2a-91**
- No Interest check box, **2a-91**, 2a-164
- No Reminder check box, **2a-91**, 2a-184
- Number of Decimal Places in Quantity column when printing, 2a-177
- Object, **2a-72**
- Objects, **2a-78**
- Official Serial Number, 2a-47, **2a-73**
- OK check box, **2a-82**, **2a-98**, 2a-116, 3-65, 3-353, 5-374
- Order Number, **2a-92**
- Original Customer, **2a-93**
- Our Reference, **2a-70**
- Payment Terms, **2a-71**, 2a-143
- Prepayment Invoice, 2a-150
- Preventing, 5-162, 5-183
- Preventing the Raising of, from Sales Orders, 3-72
- Previous Sales Prices charged to Customer, 2a-125
- Price Factor, **2a-80**
- Price List, **2a-88**
- Printing, **2a-99**, **2a-175**, 3-65, 3-353, 5-47, 5-374
- Printing Automatically, 1-423, 2a-101
- Printing for different Delivery Modes, 2a-87, 2a-103
- Printing in different Languages, 2a-103
- Printing Proforma, **2a-116**
- Printing Proformas, 2a-183
- Printing Project Invoices, 2a-177
- Project, **2a-93**

Quantity, **2a-75**, 3-63
Raising for Contracts, 5-46, **5-66**
Raising for Projects, 5-112, 5-114, 5-163, 5-206, **5-225**
Raising for Service Orders, 5-341, 5-418
Raising from Sales Orders, 3-62
Raising from Sales Orders in Batches, **3-98**, **3-100**
Raising from Service Orders, 5-373
Recalculating Discount, 1-369, 2a-123
Recalculating Weight and Volume, 2a-122
Recipe, **2a-80**
Reminder Level, 2a-59, **2a-87**, 2a-180, 2a-185
Reminder Level, 2a-44
Reminders for Payment, 2a-58, 2a-87, 2a-184
Removing Rows, 2a-74
Removing rows from print-out, 2a-123
Requiring Location in, 2a-93, 3-243, 3-263, 3-271
Rounding to Nearest Monetary Unit, 1-160
Row FIFO, **2a-80**
Sales Account, 1-157, **2a-77**
 Posting VAT to, 2a-19
Sales Ledger register, 1-219, **2a-65**, 3-62, 5-46, 5-373
Salesman, **2a-70**
Sending to a Different Address, 3-52, 5-36, 5-367
Serial Number, **2a-79**
Service Order Number, **2a-94**
Setting against Purchase Invoices, 2b-80
Setting Rounding Rules for rows, 2a-77
Setting Rounding Rules for rows in Currency, 2b-222
Setting Rounding Rules for Total, 1-464, 2a-84
Setting Rounding Rules for Total in Currency, 2b-221
Setting Rounding Rules for VAT, 1-464, 2a-83
Setting Rounding Rules for VAT in Currency, 2b-222
Simple Currency Conversion Method, **2b-240**
Sorting, **2a-93**
Subtotal, **2a-84**
Sum, **2a-77**
Telephone Number, **2a-95**
Text for Materials, 5-147
Text for Project Details, 5-140, 5-168

Text for Purchases, 5-145
Text for Stocked Items, 5-146
Text for Time, 5-143
Total, **2a-84**
Total GP, **2a-90**
Total Quantity, **2a-89**
Total Volume, **2a-90**
Total Weight, **2a-90**
Transaction Date, **2a-73**
Unit, **2a-81**
Unit Price, **2a-76**
 Preventing Changes to, 1-340
Unit Price of Unit, **2a-81**
Unit Quantity, **2a-81**
Update Stock check box, **2a-90**
Updating Stock and Cost Accounts after, 1-159
Use of Objects, 2a-18, 2a-72, 5-144
Using Past Sales to make Purchasing Suggestions, 3-210
VAT, **2a-83**
VAT Account, 1-158
VAT Code, **2a-78**
VAT Registration No, **2a-95**
Viewing Stock Status of each Item, 2a-118
Viewing Transactions Generated From, 2a-122
Whether to include Plain and Service Items without a Delivery, 3-60, 3-64, 3-272
Width, **2a-81**
Writing Off, 2a-144, 2a-171
Writing off small outstanding amounts, 2a-23, 2a-138, 2b-218, 2b-219, 2b-236
Zone, **2a-95**
Invoices before Delivery check box
 Stock Settings, 3-64, **3-273**
Invoices for Factoring
 Sales Ledger Export function, **2a-231**
Invoices with Cash In
 Cash Book module report, **4-194**
Invoices with Cash Out
 Cash Book module report, **4-195**
Invoices without Cash In
 Cash Book module report, **4-196**
Invoices without Cash Out
 Cash Book module report, **4-198**
Invoicing Fee
 Interest, **2a-43**

- Item
 - Activities, **6-61**
 - Changing in Contracts, 5-65
 - Down Payments, **3-22**, 3-67
 - Expenses, **4-246**
 - Freight, **2a-38**
 - Productions, **5-301**
 - Project Budgets, **5-180**
 - Project Transactions, **5-207**
 - Purchase Invoices, **2a-279**
 - Recipes, **3-363**, **5-294**
 - Service Stock Transactions, **5-412**
 - Time Sheets, **5-200**
 - Work Sheet Transactions, **5-419**
- Item Base Prices
 - and Overtime, 5-122
- Item Base Registers
 - System Module Export function, **1-538**
- Item Classification
 - Setting Default for Customers, 1-232
- Item Classifications
 - and Item 'Paste Special' list, 1-328
 - and Web Shop, 1-334
 - Stock Module setting, 1-232, 1-254, 1-292, **1-326**, 1-334
- Item Code
 - Price Lists, **1-350**
- Item Cost
 - Returned Goods, **3-346**
- Item Description Type
 - Contracts module setting, **5-20**
- Item Details
 - Updating in Contracts, 5-73
 - Updating in Quotations, 4-328
- Item Effectivity
 - Production module setting, **5-286**
- Item Formula
 - Items, **1-291**
- Item Formula check box
 - Item Settings, **1-320**
- Item Formulae
 - Pricing module register, **1-316**
 - Sales Ledger setting, 1-291
 - Using to change Base Prices, 1-342
 - Using to change Cost Prices, 1-343
- Item Group
 - Items, **1-289**, 3-242
 - Project Transactions, **5-208**
 - Setting Default for new Items, 1-289, 1-313
- Item Group List
 - Stock Module report, **1-372**
- Item Groups
 - Adding comments to Invoices, 1-286
 - Cost Account, 1-160, **1-280**, 3-242, 3-246, 3-248, 3-329, 3-350, 5-404
 - Cost Model, **1-283**, 3-242, 3-247
 - Deleting, **1-286**
 - Do Not Print Freight Labels for this Group check box, **1-282**, 1-423, 3-295, 3-378
 - Entering, **1-278**
 - Exporting, 1-538
 - Printing a List of, 1-372
 - Purchase Control Account, **1-282**, 2a-248, 3-179, 3-242, 3-245, 3-314, 3-319
 - Sales Account, 1-158, **1-279**
 - Sales Ledger register, **1-278**, 1-289, 1-350
 - Sales Ledger setting, 1-369
 - Stock Account, 1-160, **1-281**, 3-242, 3-245, 3-246, 3-247, 3-263, 3-314, 3-340, 3-350, 5-306, 5-404
 - Type, **1-285**
 - VAT Code, 1-159, **1-280**
- Item History
 - Operations menu command, Items, **1-312**
 - Stock Module report, **3-393**
 - Stock report, 1-176
- Item History per Location
 - Stock Module report, **3-396**
- Item Info
 - Sales Ledger Export function, **2a-231**
- Item Labels
 - Designing, 3-380
 - Not Properly Aligned, 3-380
 - Printing Static Text, 3-381
 - Stock Module document, **3-379**
- Item List
 - Sales Ledger report, **1-372**
 - Sales Orders report, **1-372**
- Item Name
 - Time Sheets, **5-202**
- Item Number
 - Contract Quotations, **5-54**
 - Contracts, **5-29**
 - Converting Customer's Item Numbers to, when importing EDI Orders, 1-304
 - Copying to Bar Code, 3-82

- Deliveries, **3-283**
- Goods Receipts, **3-305**
- Internal Orders, **3-194**
- Invoices, **2a-74**
- Items, **1-289**
- Purchase Items, **3-149**
- Purchase Orders, **3-160**
- Quotations, **4-300**
- Returned Goods, **3-346**
- Sales Orders, **3-39**
- Service Orders, **5-358**
- Stock Depreciations, **3-325**
- Stock Movements, **3-335**
- Stocktaking, **3-357**
- Work Sheets, **5-397**
- Item Sales Statistics
 - Sales Ledger report, **1-377**
- Item Settings
 - Bar Code Length, 1-304, **1-313**
 - Default Item Group, 1-289, **1-313**
 - Default Item Type, 1-294, **1-315**
 - Do Not Allow Base Price Change check box, 1-290, **1-314**, 1-338
 - Enable Quantity Calculation check box, **1-314**
 - Item Formula check box, **1-320**
 - Sales Ledger setting, **1-313**
 - Show Batch Status check box, **1-314**, 3-255
 - Show Best Before Dates check box, **1-313**, 2a-79, 3-44, 3-251, 3-285, 5-400
 - Show Item Status check box, 1-311, **1-314**
 - Unique Bar Code check box, 1-304, **1-313**
- Item Statistics
 - Sales Ledger Export function, **2a-231**
 - Sales Ledger report, **1-374**
- Item Status
 - Operations menu command, Deliveries, **3-295**
 - Operations menu command, Invoices, **2a-118**
 - Operations menu command, Items, **1-310**
 - Operations menu command, Productions, **5-310**
 - Operations menu command, Project Budgets, 5-189
 - Operations menu command, Purchase Orders, 3-182
 - Operations menu command, Quotations, 4-320
 - Operations menu command, Sales Orders, 3-72
 - Operations menu command, Stock Depreciations, **3-330**
 - Operations menu command, Stock Movements, **3-341**
 - Operations menu command, Work Sheets, **5-406**
- Item Status Report
 - Operations menu command, Items, **1-309**
- Item Status Window, **1-310**
 - and Varieties, 1-410
 - Opening Automatically, 1-311, 1-314
 - Var Button, 1-412
- Item Turnover History
 - Sales Ledger Export function, **2a-232**
 - Sales Ledger report, **1-379**
- Item Type
 - Contract Quotations, **5-54**
 - Contracts, **5-32**
 - Items, **1-293**, **5-220**, **5-422**
 - Project Transactions, **5-209**
 - Service Orders, **5-359**
 - Setting Default for new Items, 1-294, 1-315
 - Work Orders, **5-383**
 - Work Sheet Transactions, **5-420**
 - Work Sheets, **5-398**
- Item Types
 - Plain, **1-293**
 - Service, **1-294**
 - Stocked, **1-293**, 3-243, 5-289
 - Structured, **1-293**, 3-360, 5-290
- Item Varieties
 - Changing to reflect Language of Customer, 1-391
 - Stock module setting, **1-390**
- Item Variety Groups
 - Stock module setting, **1-389**
- Item/Customer Statistics
 - Sales Ledger Export function, **2a-229**
 - Sales Ledger report, **1-381**
- Item/Delivery Mode Statistics
 - Stock Module report, **3-397**
- Item/Job Group Prices
 - Job Costing module setting, **5-130**
 - Overtime, 5-121
 - Time Class, 5-121
- Item/Quantity Statistics
 - Sales Ledger report, **1-380**

- Item/Salesman Statistics
 - Sales Ledger report, **2a-201**
- Item/Supplier Statistics
 - Purchase Orders/Stock module report, **3-235**, 3-420
- Items
 - Adding comments to Quotations, Orders and Invoices, 1-307
 - Adding to Invoices automatically, 1-249, 1-323, 2a-69, 2a-75, 3-65, 3-99
 - Alcohol %, **1-296**
 - Alternative Code, **1-304**
 - Bar Code, **1-304**, 2a-74, 3-39, 4-300, 5-29, 5-54, 5-358, 5-397
 - Base Price, 1-284, **1-290**, 1-344, 1-346, 2a-34, 5-180
 - Base Price Change, **1-290**
 - Bonus %, **1-291**, 2a-70, 3-36, 4-298, 5-37
 - Browse Window, 1-287
 - Bulk Selling, 2a-61
 - Buying by Area and Volume, 3-310
 - Calculating Bonus for Salesmen, 1-291
 - Changing Base Prices in batches, 1-336
 - Changing Base Prices using Formulae, 1-342
 - Changing Cost Prices using Formulae, 1-343
 - Changing Item Number, 1-434
 - Changing to reflect Language of Customer, 1-307
 - Charging to Projects, 1-291
 - Classification, 1-292, 1-326, 1-330
 - Closed check box, **1-289**
 - Commodity/EAN Code, **1-305**
 - Contract Item, **1-303**, 2a-124, 5-62
 - Contracts module register, 5-62
 - Conversion 1 and 2, **1-297**
 - Converting into Purchase Items, 1-312, 3-148
 - Cost Account, 1-160, **1-306**, 3-246, 3-248, 3-329, 3-350, 5-404
 - Cost Price, 1-284, **1-300**, 1-344, 2a-34, 3-161, 3-213, 5-181, 5-211, 5-421
 - Cost Price Change, **1-300**
 - Default Source, **1-296**
 - Deleting, **1-309**
 - Deleting Not Used, 1-309, **2a-166**
 - Density, **1-299**
 - Depth, **1-298**
 - Description, **1-289**
 - Displaying Prices and Stock Levels in Web Shop, 1-255
 - Entering, 1-209, **1-287**
 - Exporting, 1-538
 - Extra Cost, **1-300**
 - Hazard Level, **1-296**
 - Height, **1-298**
 - Invoice Recipe, **1-303**
 - Item Formula, **1-291**
 - Item Group, **1-289**, 3-242
 - Item Number, **1-289**
 - Item Type, **1-293**, **5-220**, **5-422**
 - Job Costing module register, **5-220**
 - Last Purchase Cost, **1-300**
 - Last Purchase Currency, **1-301**
 - Last Purchase Price, **1-301**
 - Linking Weight and Volume, 2a-61
 - Listing those with most/least sales, 1-377
 - Listing who has bought or not bought an Item, 6-149
 - Mailing Customers who have bought or not bought an Item, 2a-169, 6-116
 - Markup %, **1-291**, 1-353, 5-108, 5-109, 5-211, **5-221**
 - Maximum Stock Level, **1-295**
 - Minimum Level, 5-308
 - Minimum Stock Level, **1-294**, 3-184
 - Minimum Stock Level in each Location, **3-264**
 - Objects, **1-292**
 - Offering to Web Customers, 1-232, 1-254, 1-292, 1-334
 - Plain check box, 3-60
 - Plain option, **1-293**
 - Previous Prices charged for, 2a-125, 3-80
 - Previous Prices purchased for, 3-183
 - Price Factor, **1-291**
 - Printing hazardous information on Delivery Notes, 1-296, 3-23
 - Production Module register, **5-289**
 - Recipe, **1-302**, 3-361, 5-291
 - Rental Invoicing, **1-303**
 - Reporting on Movements of Stock, 3-393
 - Returning to Stock. *See* Returned Goods
 - Sales Account, 1-158, **1-305**
 - Sales Orders/Sales Ledger register, 1-209, **1-287**
 - Selling by Area and Volume, 1-298, 2a-62, 3-287

Serial Number Tracking, **1-295**, 3-177
Service option, **1-294**
Service Orders module register, 5-422
Setting Default for method for updating Cost Price, 1-302
Setting Default for updating method, 1-315
Shelf Code, **1-296**
Show Components on Documents check box, **1-302**, 2a-75, 3-39, 4-300
Stocked check box, 3-69, 3-178, 3-184
Stocked Item check box, 5-289
Stocked option, **1-293**, 3-243
Structured Item check box, 3-360, 5-290
Structured Item option, **1-293**
Treat Item as Material on Project check box, 5-101, **5-220**
Unit, **1-289**
Unit 2, **1-296**
Unit Coefficient, **1-296**
Updating Cost Price from Goods Receipts, 1-178, 1-301, 3-305, 3-317, 3-371
Updating Cost Price from Returned Goods, 3-346, 3-347
Updating Cost Price from Stock Movements, 3-337
Varieties, **1-387**
VAT Code, 1-158, **1-306**
Viewing Stock Status, 1-310
Volume, **1-299**
Warning, **1-304**
Warranty Months, **1-304**, 3-271, 5-331, 5-352, 5-359
Weight, **1-299**
Weighted Average, 1-284, **1-300**, 2a-35, 3-372
Width, **1-298**
with calculated prices, 1-316
Items for Repair. *See* Repair Items
Items Purchased
Listing for a Supplier, 6-48
Items Sold
Listing for a Customer, 6-43

J

Job Costing module, **5-96**
Documents, **5-229**
Exports, **5-283**
Maintenance, **5-224**

Registers, **5-157**
Reports, **5-236**
Settings, **5-128**
Job Description
Contact Persons, **6-112**
Customer Letters, **6-98**
Persons, **5-222**
Using to determine recipients of Customer Letters, 6-98
Job Descriptions
CRM module setting, **6-44**
Job Group
Persons, **5-222**
Job Groups
Job Costing module setting, **5-133**
Only Short Codes Allowed check box, **5-133**
Only Shortcodes Allowed check box, 5-200
Restricting to Certain Items, 5-133, 5-200
Setting Prices for Materials, Purchases and Time, 5-130
Job Sheet Transactions
Invoicing, **5-373**
Jobs. *See* Projects
Journal Entries. *See* Transactions
Journeys
of Company Vehicles, 4-269
Just In Time Ordering. *See* Create Planned Records

K

Key, 1-48
Budgets, **2b-99**
Command used in Report Definition
Formulae, 2b-146
Key Financial Ratios
Definition, 2b-144
Exporting Definitions, 1-535
Nominal Ledger Export function, **2b-199**
Nominal Ledger report, **2b-144**
Printing, 2b-148
Printing Definitions, 1-521

Keyboard Shortcuts, 1-103, 1-152
 Known Serial Number Register, 5-352

L

Labels

Designing, 1-265, 3-380, 5-79
 Not Properly Aligned, 1-266, 3-380, 5-80
 Printing for Contracts, 5-78
 Printing for Customers, 1-263
 Printing for Deliveries, 3-377
 Printing for Items, 3-379
 Printing from Goods Receipts, 3-316, 3-382
 Printing Static Text, 1-266, 3-381, 5-81

Labour

Invoicing, 5-341, 5-418
 Recording, 5-337
 Registering Against Service/Work Orders, 5-386, 5-392

Land and Depreciation, 4-53

Land Value

Assets, **4-53**

Language

Cash In/Cash Out, **4-166**
 Company Info, **1-427**, 1-478
 Contracts, **5-39**
 Customer Letters, **6-98**
 Customers, **1-253**
 Deliveries, **3-291**
 Internal Orders, **3-197**
 Invoices, **2a-93**
 Persons, **1-487**
 Project Budgets, **5-185**
 Projects, **5-168**
 Purchase Invoices, **2a-286**
 Purchase Orders, **3-170**
 Quotations, **4-311**
 Sales Orders, **3-54**
 Service Orders, **5-366**
 Suppliers, **2a-263**

Languages

Defining Amounts in Words for Printing on
 Cheques, 1-473
 Exporting, 1-541
 Separate Invoice Number Sequences, 2a-47
 System Module setting, 1-112, 1-253, **1-441**,
 2a-93, 2a-263, 2a-286, 3-54, 3-170, 3-197,

3-291, 4-166, 4-311, 5-39, 5-168, 5-185, 5-366

Using to Determine Description text on
 Invoices, 2a-75

Using to Determine Description text on
 Quotations, 4-301

Using to Determine Description text on Sales
 Orders, 3-39

Using to Determine Description text on
 Service Orders, 5-359

Using to determine Form used for Cash
 Transactions, 4-166

Using to Determine Headings in Reports, 2b-126

Using to Determine layout of Delivery Note
 documents, 3-294

Using to Determine layout of documents, 1-111

Using to Determine layout of Internal Order
 documents, 3-198

Using to determine layout of Invoice
 documents, 2a-103

Using to Determine layout of Purchase Order
 documents, 3-174

Using to Determine text for Accounts, 1-498

Using to Determine text for Delivery Mode, 3-18

Using to Determine text for Delivery Terms,
 3-20

Using to Determine text for Item Varieties, 1-391

Using to Determine text for Items, 1-307

Using to Determine text for Payment Terms,
 2a-56

Using to Determine text for Units, 2a-62

Using to Determine text on Contract
 Documents, 5-39

Using to Determine text on Delivery
 Documents, 3-291

Using to Determine text on Documents, 1-253,
 2a-263

Using to Determine text on Internal Order
 Documents, 3-197

Using to Determine text on Invoice
 Documents, 2a-93

Using to Determine text on Order Documents,
 3-54

Using to Determine text on Price Lists, 1-384

- Using to Determine text on Project Documents, 5-168
- Using to Determine text on Purchase Invoice Documents, 2a-286
- Using to Determine text on Purchase Order Documents, 3-170
- Using to Determine text on Quotation Documents, 4-311
- Using to Determine text on Service Order Documents, 5-366
- Last Changed
 - Customers, **1-241**
- Last Invoice Date
 - Contracts, **5-25**
- Last Only
 - Operations menu command, Forms, **1-512**
- Last Price Change
 - Contracts, **5-25**
- Last Purchase Cost
 - Items, **1-300**
- Last Purchase Currency
 - Items, **1-301**
- Last Purchase Price
 - Items, **1-301**
- Last Reminder Date
 - Invoices, **2a-88**
- Late Payment
 - Charging Interest, 1-246, 1-247, 2a-41, 2a-89, 2a-91, **2a-163**
- Latvian Cash Book Report
 - Cash Book module report, 4-199
- Launching Hansa, **1-35**
 - Importing process appears to fail, 1-73, 1-532
- Lead Time. *See* Fixed Assembly Days, Days to Assemble Each Unit *and* Delivery Days
- Leader. *See* Project Leader
- Leasing Companies, 1-246
 - Sending Invoices to, 3-52, 5-36, 5-367
- Legal Code
 - Revaluations, **4-63**
- Length
 - Contract Quotations, **5-52**
 - Contracts, **5-26**
- Letter List
 - CRM module report, **6-143**
 - Operations menu command, Customer Letters, **6-106**
- Letters. *See* Customer Letters
 - Superimposed Text, 6-205
- Library, 6-170
- Lifetime of Mails, 6-167, 6-174, 6-192, 6-220
- Limited Access
 - Customers, 1-250
 - Persons, **1-486**
 - Project Budgets, 5-185
 - Projects, 5-161
 - Purchase Invoices, 2a-287
 - Purchase Items, 3-152
 - Purchase Orders, 3-171
 - Quotations, 4-310
 - Sales Orders, 3-51
 - Suppliers, 2a-259
- Limited Access module, 1-87, 1-468, **1-486**
- Lines
 - in Forms, 1-507
- Linux
 - Multi-user Installation, 1-29
 - Single-user Installation, 1-28
 - System Requirements, 1-28
- Liquidity Forecast
 - Cash Book module report
 - Nominal Ledger report, **2b-149**
- List Window, 1-100
- Loading Hansa, **1-35**
 - Importing process appears to fail, 1-73, 1-532
- Loans, 1-167
- Local Company, 6-209
- Local Machine
 - System Module setting, **1-442**
- Local Mailboxes, **6-209**
- Location
 - Deliveries, **3-282, 3-286**
 - for Service Items, 3-271
 - Goods Receipts, **3-302**
 - Internal Orders, **3-191**
 - Invoices, **2a-93**
 - Persons, **1-490**
 - Productions, **5-300**
 - Purchase Orders, **3-173**
 - Quotations, **4-312**
 - Requiring in Deliveries, 3-271, 3-282, 3-344
 - Requiring in Goods Receipts, 3-271, 3-302
 - Requiring in Invoices, 2a-93, 3-271
 - Requiring in Production records, 5-300
 - Requiring in Work Sheets, 5-395

- Returned Goods, **3-344**
 - Sales Orders, **3-45, 3-51**
 - Service Stock Transactions, 5-352, **5-413**
 - Setting Default, 3-243, 3-263, 3-270
 - Setting Defaults for different Persons, 1-490
 - Stock Depreciations, **3-324, 3-327**
 - Stocktaking, **3-356, 3-357**
 - Work Sheets, **5-394**
 - Location List
 - Stock Module report, **3-398**
 - Locations
 - Calculating FIFO Values for Individually, 3-243, 3-257, 3-263
 - Exporting, 1-538
 - Ignore Chronology check box, **3-263**, 3-276
 - Minimum Stock Level for each Item, 3-264
 - Moving Stock from one to another, 3-188, 3-332
 - Printing a List of, 3-398
 - Requiring Positions, 3-263
 - Stock Account, 1-160, 1-169, 1-281, 3-245, 3-246, 3-247, **3-263**, 3-314, 3-328, 3-340, 3-350, 5-306, 5-404
 - Stock Module setting, 2a-93, 3-51, 3-243, **3-262**, 4-312, 5-394
 - Sub-divisions, **3-267**
 - Locked check box
 - Incoming External Mail, 6-175
 - Mail, **6-194**
 - Outgoing External Mail, 6-175, 6-193, 6-195
 - Recipes, **3-363, 5-295**
 - Locking
 - Months and Periods, 1-442, 2b-63, 2b-87
 - System Module setting, **1-442**
 - Locking Mail, **6-194**
 - Logging Control
 - Technics Module setting, 1-121
 - Logging on to a Server, 1-58
 - Login button, 1-80
 - Lookup Table
 - Using to Insert Data into Fields, 1-91
 - Loss
 - Posting, 1-197
- M**
- Machine
 - Productions, **5-300**
 - Macintosh
 - Multi-user Installation, 1-29
 - Single-user Installation, 1-28
 - System Requirements, 1-27
 - Mail
 - Addressing, **6-194**
 - Amending, **6-201**
 - Attachments, **6-204**
 - Deleting, **6-208**, 6-220
 - Deleting Automatically, 6-222
 - Lifetime, 6-167, 6-174, 6-192, 6-220
 - Locked check box, **6-194**
 - Marking as not read, **6-204**
 - Preventing Changes, 6-194
 - Printing, **6-205**
 - Priority check box, **6-194**
 - Reading and Changing off-line, **6-209**
 - Receiving, **6-191**
 - Recipients, **6-194**
 - Recovering after Deletion, 6-223
 - Replying to, **6-201**
 - Saving, **6-206**
 - Searching for text, 6-207
 - Sending, **6-191**, 6-193, **6-195**
 - Sending to Conferences, 6-198
 - Sent check box, **6-193**, 6-195
 - Viewing History, **6-203**
 - Mail Count
 - Technics Module report, **6-226**
 - Mail Settings
 - Technics Module setting, **6-173**
 - Mail System
 - Setting up, **6-159**
 - Mailbox button, 1-80, **6-191**
 - Mailboxes
 - Access Group, **6-168**
 - Closed check box, **6-168**
 - Connecting to Incoming External Mail, 6-180
 - Creating, **6-166**
 - Creating from Person register, 1-492
 - Deleting, **6-169**
 - Entering, 1-202
 - Listing those without E-Mail Aliases, 6-224
 - Maximum Number of Mails, 6-167, 6-173
 - Modifying, **6-169**
 - Number of Mails and Attachments in, 6-226
 - Opening from Person register, 1-491, 1-492
 - Recovering Deleted Mail, 6-223

- Removing Old Mail, 6-220
- Removing Old Mail Automatically, 6-222
- Serial Number, 6-167
- Technics Module setting, **6-166**
- Mailing Customers and Contacts. *See* Customer Letters
- Mailing options
 - Customers, **1-248**
- Mailmerge. *See* Customer Letters
- Mails
 - Creating from Purchase Orders, 3-142, 3-182
 - Creating from Quotations, 4-290, 4-323
 - Creating from Sales Orders, 3-26, 3-79
 - Number of, in Mailboxes and Conferences, 6-226
- Main Classification
 - Customer Categories, 1-232, 1-334
 - Customers, 1-254, 1-334
- Main Item, 5-338, 5-343, 5-387. *See also* Repair Items
- Main Location
 - Stock Settings, 2a-93, 3-52, 3-243, 3-263, **3-270**, 3-282, 3-302, 3-324, 3-344, 3-357, 3-366, 3-413, 4-312, 5-300, 5-395
- Main Owner Percentage
 - Consolidation module register, **4-206**
- Main Serial Number
 - Work Sheets, **5-399**
- Maintenance
 - Assets module, **4-80**
 - Cash Book module, **4-175**
 - Contracts module, **5-63**
 - CRM module, **6-116**
 - Job Costing module, **5-224**
 - Nominal Ledger module, **2b-107**
 - Production module, **5-314**
 - Purchase Ledger, **2a-346**
 - Purchase Orders module, **3-210**
 - Quotations module, **4-327**
 - Sales Ledger module, **2a-163**
 - Sales Orders module, **3-82**
 - Service Orders module, **5-424**
 - Stock module, **3-365**
 - System module, **1-515**
- Maintenance functions
 - Account Balance Transfer, 2b-14, **2b-17**
 - Add Class to Customers, **6-116**
 - Attaching to the Personal Desktop, 1-146
 - Bar Code, EU Code and Item Code, **3-82**
 - Budget, **2b-107**
 - Build Project Transactions from Deliveries, **5-225**
 - Calculate Price Lists, 1-345, 1-348, **1-351**, 1-354
 - Cancel Unpaid Contracts, **5-63**
 - Change Contracts, **5-65**
 - Clean Up Mail Registers, 6-167, 6-168, 6-173, 6-174, 6-192, **6-220**
 - Create Collection Cash In, 4-160, **4-175**
 - Create Collection Cash Out, 4-160, **4-177**
 - Create Contract Invoices, **5-66**
 - Create Deliveries from Orders, **3-84**
 - Create Depreciation Simulations, **4-80**
 - Create Depreciation Transactions, **4-88**
 - Create Interest Invoices, 1-247, 2a-89, 2a-91, **2a-163**
 - Create Nominal Ledger Transactions, **1-515**
 - Create Planned Records, **3-86**, 3-153, 5-293
 - Create Planned Records from Orders, **3-91**
 - Create Project Invoices, 5-114, **5-225**
 - Create Purchase Orders, 1-293, **3-91**, 3-145
 - Create Put in use Transactions, **4-88**
 - Create Stock Movements, **3-95**
 - Create Stocktaking Records, 3-355, **3-365**
 - Create Work Orders, 5-378, **5-424**
 - Delete E-Mail Queue, **6-222**
 - Delete Not Used Items, 1-309, **2a-166**
 - Delete Old Transactions, **1-516**
 - Delete Prices, **1-355**
 - Generate N/L Accrual Transactions, 2b-40
 - Group Invoicing, **3-98**
 - Invoice Delivered Orders, **3-100**
 - OK Cash Ins and Cash Outs, **4-180**
 - OK Invoices, **2a-167**
 - Rate Gain/Loss, **2b-283**
 - Recalculate Invoiced, **5-426**
 - Recalculate Orders, **3-102**
 - Recreate Reference Field, **2a-167**
 - Remove Classification from Customers, **6-118**
 - Renew Contracts, 5-22, **5-70**
 - Reordering Requirements, **3-210**
 - Restore Recently Deleted Mail, **6-223**
 - Rev Budget, **2b-107**
 - Revaluate Asset Acquisition Value, **4-62**, **4-91**
 - Revaluation of Base Currency 2, **2b-287**
 - Send and Receive E-Mail, **1-517**

- Stocktaking Comparison, 3-355, **3-367**
- System Message, **1-63**
- Transfer to Bad Debtors, 1-230, 2a-16, 2a-92, **2a-168**, 2a-216
- Update Contact Register Data, **6-119**
- Update Contracts, 5-25, **5-73**
- Update Customer Classification, **2a-169**
- Update Fax Numbers, **1-517**
- Update Item Base Prices, 1-342
- Update Item Cost Price, 1-178, **3-371**
- Update Item Cost Prices, 1-343
- Update Purchase Items, 3-150, **3-212**
- Update Quotations, **4-328**
- Update Recipe, **5-315**
- Update Suppliers, **2a-346**
- Update Transactions, **2b-232**
- Write Off Invoices, **2a-171**
- Maintenance Window, 1-105
- Make Contact Date
 - Contract Quotations, **5-55**
 - Quotations, **4-297**
- Make Contract
 - Operations menu command, Contract Quotations, 5-22, **5-57**
- Make Purchase Order
 - Operations menu command, Work Orders, 5-339, **5-388**, 5-403
- Make Work Sheet
 - Operations menu command, Work Orders, **5-386**
- Mark as not read
 - Operations menu command, Mail, **6-204**
- Markup
 - Project Budgets, **5-181**
 - Project Transactions, **5-211**
 - Quotations, **5-192**, **5-193**
 - Work Sheet Transactions, **5-421**
- Markup %
 - Items, **1-291**, 1-353, 5-108, 5-109, 5-211, **5-221**
- Master Control
 - File menu command, **1-104**
- Master Control Panel, **1-79**
 - Calendar button, 1-80
 - Chat button, 1-81, **6-216**
 - Conferences button, 1-81
 - Documents button, 1-82
 - Exports button, 1-82
 - Hansaworld.com Button, 1-75, 1-83
 - Login button, 1-80
 - Mailbox button, 1-80, **6-191**
 - Opening, 1-104
 - Personal Desktop, **1-143**
 - Reports button, 1-81
 - Resources button, 1-81
 - Select Module button, 1-81
 - Settings button, 1-82
 - Tasks button, 1-80
- Materials, 5-115
 - Determining how they appear on Project Invoices, 5-148, 5-167
 - Invoicing, 5-206, **5-225**
 - Invoicing a Fixed Amount, 5-101, **5-179**, 5-182
 - Pricing
 - for individual Customers, 5-128
 - in Project Budgets and Quotations, **5-116**
 - in Project Transactions from Purchase Invoices and Expense records, **5-126**
 - in Project Transactions from Time Sheets, **5-116**
 - Printing Price List, 5-261
 - Pricing for individual Employees, 5-223
 - Pricing for individual Job Groups, 5-130
 - Pricing for individual Price Lists, 5-130
 - Quotations, **5-194**
- Max FTP Users
 - Program Mode, 1-61
- Max Level. *See* Maximum Stock Level
- Maximum Cost
 - Service Orders, **5-362**
- Maximum Exchange Rate
 - Currencies, **2b-217**
- Maximum Number of Mails, 6-167, 6-173
- Maximum Stock Level
 - Items, **1-295**
- Member of the EMU
 - Currencies, **2b-218**
- Menus
 - Edit, 1-115
 - File, **1-103**
 - Modules, 1-125
 - Operations, 1-90, 1-125
 - Record, 1-117
 - Window, 1-126

- Messages
 - Sending to all users, 1-63
- Middle Only
 - Operations menu command, Forms, **1-512**
- Mileage
 - of Company Vehicles, 4-269
- Min Level. *See* Minimum Stock Level
- Minimum Days Overdue
 - Interest, **2a-43**
- Minimum Exchange Rate
 - Currencies, **2b-217**
- Minimum Level
 - Items, 5-308
- Minimum Order Quantity
 - Purchase Items, 3-184
- Minimum Order Sum
 - Suppliers, **2a-259**
- Minimum Ordering Quantity
 - Purchase Items, **3-151**
- Minimum Production Quantity
 - Recipes, 3-362, **5-292**
- Minimum Stock Level
 - for each Item in each Location, **3-264**
 - Items, **1-294**, 3-184
- Minimum Stock Levels
 - Stock Module setting, **3-264**
- Minimum Sum
 - Interest, **2a-42**
- Minimum Value
 - Assets, **4-53**
- Minor Currency, 1-475, 2b-220
- Minor Currency Name
 - Currencies, **2b-220**
- Mobile
 - Customers, **1-241**
- Models 1 & 2
 - Assets, **4-50**
 - Revaluations, **4-65**
- Modified Date. *See* Last Changed
- Modifying Records, 1-86
- Modules
 - Active Module on Start Up, 1-420
 - Assets, **4-14**
 - Cash Book, **4-148**
 - Consolidation, **4-202**
 - Contracts, **5-16**
 - CRM, **6-12**
 - EDI, 1-248, 1-304
 - Expenses, 1-167, **4-234**
 - Granting Access to, 1-45
 - Job Costing, **5-96**
 - Limited Access, 1-87, 1-468, **1-486**
 - Nominal Ledger, **2b-12**
 - Pricing, **1-344**
 - Production, 5-286
 - Purchase Ledger, **2a-236**
 - Purchase Orders, **3-140**
 - Quotations, **4-288**
 - Sales Ledger, **2a-14**
 - Sales Orders, **3-16**
 - Server, 1-54
 - Service Orders, **5-330**
 - Stock, 1-167, **3-242**
 - System, 1-42, **1-414**
 - Technics, **6-160**
- Modules Menu, 1-125
- Monthly Balances
 - Nominal Ledger Export function, **2b-201**
- Monthly P/L Report
 - Nominal Ledger Export function, **2b-202**
- Monthly Purchase Totals
 - Listing for a Supplier, 6-47
- Monthly Sales Totals
 - Listing for a Customer, 6-43
- Monthly View
 - Calendar, 6-74
- Months
 - Locking/Closing, 1-442, 2b-63, 2b-87
- Mother
 - Conferences, 6-171
 - Projects, **5-159**
- Mother Company, 4-202
- Mother Folder, **6-171**
- Movement option
 - Asset Status, **4-71**
- Multi-company Capability, 1-35
- Multi-Currency, **2b-212**
- Multi-page Forms, 1-511

N

- N/L Accrual
 - Purchase Invoices, 2a-280, **2a-295**
- N/L Accrual Transactions
 - Nominal Ledger report, **2b-170**

- N/L Accruals
 - Exporting, 1-536
 - from Purchase Invoices, 2a-280, **2a-295**
 - from Sales Invoices, 2a-77, **2a-105**
 - Generating Transactions from Simulations, 2b-40
 - Nominal Ledger setting, **2b-35**
- N/L Transfer, Invoices
 - Sales Ledger report, **2a-203**
- N/L Transfer, Subsystems
 - Nominal Ledger report, **2b-171**
- Name
 - Autotransactions, **2b-22**
 - Budget Keys, **2b-29**
 - Company, 1-40
 - Contact Persons, **6-111**
 - Currencies, **2b-216**
 - Depreciation Models, **4-36**
 - Internal Orders, **3-190**
- Name of Company
 - Changing, 1-42
- Names of Attachments
 - Changing, 1-138
- Names of Currencies
 - Defining for Use in Documents, 2b-220
- Negative Stock
 - Allowing, 3-276
 - Preventing, 3-276, 3-284, 3-325, 3-335
 - Preventing in Productions, 5-299
- Nested Structure of Conferences, 6-171
- Net
 - Cash In/Cash Out, **4-166**
- Net Book Value, 4-50
- Net Days
 - Payment Terms, **2a-54**
- Network
 - Logging on, 1-58
- New Activity button, 6-77
- New Archive
 - Operations menu command, Attachments, **1-140**
 - Operations menu command, Master Control Panel, **1-148**
- New Balance
 - Account Reconciliation, **2b-94**
- New button, 1-85, 1-91
- New Cash Discount
 - Operations menu command, Payments, **2a-332**
 - Operations menu command, Receipts, **2a-143**
- New Contact
 - Operations menu command, Customers, **1-258**
- New Fee
 - Operations menu command, Payments, **2a-333**
 - Operations menu command, Receipts, **2a-144**
- New Mail
 - Operations menu command, Attachments, **1-139**
- New Note
 - Operations menu command, Attachments, **1-137**
 - Operations menu command, Master Control Panel, **1-147**
- New Residual Value
 - Revaluations, **4-66**
- New Task button, 6-71
- New Unit Price
 - Stock Movements, **3-337**
- New Write-off
 - Operations menu command, Receipts, **2a-144**
- New/Used
 - Assets, **4-46**
- News, 6-170
- Next Contact Date. *See* Make Contact Date
- Next Price Change
 - Contracts, **5-25**
- Next Record button, 1-89
- No Collection check box
 - Invoices, **2a-91**
- No Interest check box
 - Invoices, **2a-91**, 2a-164
- No Letters check box
 - Contact Persons, **6-111**
- No More Transactions option
 - Projects, **5-162**
- No Reminder check box
 - Invoices, **2a-91**, 2a-184
- No Serial No. on Goods Receipts check box
 - Stock Settings, 2a-79, 3-44, **3-274**, 3-285, 3-306, 5-302, 5-400
- Nominal Ledger, **2b-12**
 - Documents, **2b-109**
 - Entering Opening Balances, 1-210
 - Exports, **2b-198**
 - Imports, **2b-197**
 - Integrating with Cash Book, 4-148, 4-156
 - Maintaining Stock Valuations in, 3-242

- Maintenance, **2b-107**
- Nominal Ledger report, **2b-152**
- Preventing Direct Use of Accounts in, 1-471, 2a-18, 2a-239
- Reports, **2b-116**
- Settings, **2b-12**
- Nominal Ledger module
 - Registers, **2b-70**
- Nominal Ledger Report, 1-194
 - Excluding Accounts from, 1-422
- Nominal Ledger Transactions. *See* Transactions
 - Ensuring Work Cost is a Credit, 5-303
- Nominal Ledger Transfer, Invoices
 - Sales Ledger report, **2a-203**
- Non Accounted Extra Costs
 - Stock Movements, **3-338**
- Normal Order Quantity
 - Purchase Items, 3-184
- Normal Ordering Quantity
 - Purchase Items, **3-151**
- Normal Production Quantity
 - Recipes, 3-362, **5-292**, 5-309
- Not Reclaimed
 - Assets, **4-46**
- Notes
 - Activities, **6-62**
 - Viewing in Task Manager, 6-70
 - Attaching to Records, 1-137
 - Attaching to the Personal Desktop, 1-147
 - Printing, 1-137
 - Reading, 1-137, 1-147
 - Removing, 1-139
- Notional EU VAT, 2a-284, 2b-66
- Number
 - Asset Status, **4-70**
 - Cash In/Cash Out, **4-162**
 - Contract Status, **5-60**
 - Contracts, **5-23**
 - Customer Letters, **6-92**
 - Disposals, **4-56**
 - Goods Receipts, **3-302**
 - Productions, **5-297**
 - Purchase Order Processes, **3-207**
 - Revaluations, **4-63**
 - Service Orders, **5-360**, **5-370**
 - Stock Depreciations, **3-323**
 - Stock Movements, **3-333**
 - Stocktaking, **3-356**
 - Time Sheets, **5-198**
 - Way Lists, **4-270**
- Number Format
 - System Module setting, **1-436**
- Number of Users, 1-45
- Number Series
 - and Credit Notes, 2a-114
 - Common to all transactions, 2a-72, 2a-257, 2a-275
 - Common to transactions of all types, 1-245, 2a-51, 4-154
 - for Interest Invoices, 2a-163
 - Setting Default for each Person, 1-488
 - Setting Overall Default, 1-446
 - Setting Overall Defaults, 1-199
- Number Series - Asset Status
 - Assets module setting, **4-40**, 4-70
- Number Series - Cash In
 - Cash Book module setting, **4-158**, 4-162
- Number Series - Cash Out
 - Cash Book module setting, **4-159**, 4-162
- Number Series - Customer Letters
 - CRM module setting, **6-45**, 6-92
- Number Series - Deliveries
 - Stock Module setting, **3-265**, 3-280
- Number Series - Disposals
 - Assets module setting, **4-40**, 4-56
- Number Series - Expenses
 - Expenses module setting, **4-238**, 4-242
- Number Series - Goods Movements
 - Stock Module setting, 3-333
- Number Series - Goods Receipts
 - Stock Module setting, **3-265**, 3-302
- Number Series - Invoices
 - Sales Ledger setting, **2a-46**, 2a-69
- Number Series - Payments
 - Purchase Ledger setting, **2a-246**, 2a-314
- Number Series - Personnel Payments
 - Expenses module setting, **4-239**, 4-258
- Number Series - Productions
 - Production module setting, **5-287**, 5-297
- Number Series - Projects
 - Job Costing module setting, **5-134**, 5-158
- Number Series - Purchase Invoices
 - Purchase Ledger setting, **2a-245**, 2a-271
- Number Series - Purchase Order Processes
 - Purchase Orders setting, **3-142**, 3-207

Number Series - Purchase Order Quotations
 Purchase Orders setting, **3-142**

Number Series - Purchase Orders
 Purchase Orders setting, **3-141**, 3-156

Number Series - Quotations
 Quotations setting, **4-289**, 4-295

Number Series - Receipts
 Sales Ledger setting, **2a-47**, 2a-130

Number Series - Returned Goods
 Stock Module setting, **3-266**, 3-343

Number Series - Revaluation Factors
 Assets module setting, **4-41**, 4-93

Number Series - Revaluation Run Lists
 Assets module setting, 4-98

Number Series - Revaluations
 Assets module setting, **4-41**, 4-63

Number Series - Sales Orders
 Sales Orders setting, **3-24**, 3-33

Number Series - Service Orders
 Service Orders module setting, **5-345**, 5-355

Number Series - Service Stock Transactions
 Service Orders module setting, **5-346**, 5-409

Number Series - Simulations
 Nominal Ledger setting, **2b-34**

Number Series - Stock Depreciations
 Stock Module setting, **3-266**, 3-323

Number Series - Stock Movements
 Stock Module setting, **3-266**

Number Series - Stocktaking
 Stock Module setting, **3-266**, 3-356

Number Series - Time Sheets
 Job Costing module setting, **5-134**, 5-198

Number Series - Transactions
 Nominal Ledger setting, **2b-34**, 2b-72

Number Series - Way Lists
 Expenses module setting, **4-240**, 4-270

Number Series - Work Orders
 Service Orders module setting, **5-346**

Number Series - Work Sheets
 Service Orders module setting, **5-346**, 5-394

Number Series Defaults
 System Module setting, 1-199, **1-446**, 2a-163

O

O/P Account
 VAT Codes, **2b-67**

OBAL
 Command used in Tax Report Definition
 Formulae, 2b-55

Object
 Asset Classes, **4-32**
 Autotransactions, **2b-22**
 Budgets, **2b-99**
 Contracts, **5-30**, **5-40**
 Disposals, **4-58**
 Expenses, **4-244**
 Choosing using Short Codes, 2b-12, 4-245
 Invoices, **2a-72**
 Payments, **2a-319**
 Persons, **1-490**, 4-248, 4-268, 4-282
 Purchase Invoices
 Choosing using Short Codes, 2a-278
 Purchase Order Processes, **3-209**
 Purchase Orders, **3-158**
 Quotations, **4-302**
 Receipts, **2a-139**
 Sales Orders, **3-37**, **3-41**
 Service Orders, **5-367**
 Simulations
 Assisted Object Entry, 2b-44
 Stock Depreciations, **3-324**, **3-326**
 Stock Movements, **3-334**
 Transactions, **2b-74**
 Assisted Object Entry, 2b-44

Object for Stock Account check box
 Cost Accounting, **3-258**, 3-287

Object Results
 Nominal Ledger report, **2b-172**

Object Type Control
 Nominal Ledger setting, **2b-43**

Object Types, 1-186
 Exporting, 1-536
 Nominal Ledger setting, 1-186, **2b-46**
 Printing, 1-521
 Using in Profit & Loss Report, 1-187

Object/Order Statistics
 Sales Orders report, **3-119**

Object/Quantity Report
 Nominal Ledger report, **2b-174**

Objects, 1-180
 Account Reconciliation, **2b-93**
 and Project Invoices, 5-144, 5-160
 Assets, 4-32, **4-47**
 Cash In/Cash Out, **4-165**

- Closed check box, 1-184
- Closing, 1-184
- Comparing Budgeted with Actual Figures, 2b-174
- Creating from Projects, 5-172
- Customers, **1-241**
- Default in Depreciation
 - Transactions/Simulations, 4-32, 4-47
- Default in Invoices, 2a-72
- Default in Projects, 5-135
- Default in Purchase Invoices, 2a-286
- Defaults in Deliveries, 3-258, 3-287
- Defaults in Goods Receipts, 2a-241, 2a-261, 3-303, 3-309
- Defaults in Invoices, 2a-18
- Defaults in Payments, 2a-240, 2a-319
- Defaults in Purchase Invoices, 2a-238, 2a-260
- Defaults in Receipts, 2a-139
- Defaults in Returns, 3-347
- Deliveries, **3-281, 3-286**
- End of Year Implications, 1-184
- Exporting, 1-536
- Goods Receipts, **3-303, 3-309**
- Grouping Together, 2b-46
- Hierarchical, 1-188
- Hierarchical Objects, 1-188
- Internal Orders, **3-195**
- Invoices, **2a-78**
- Items, **1-292**
- Payment Modes, **2a-50**
- Printing, 1-521
- Productions, **5-304, 5-305**
- Project Budgets, **5-183**
- Projects, **5-160**
- Purchase Invoices, **2a-278, 2a-286**
 - Choosing using Short Codes, 2b-12
- Purchase Orders, **3-162**
- Quotations, **4-312**
- Requiring in Projects, 5-140, 5-161, 5-172
- Returned Goods, **3-344, 3-347**
- Separating, 1-183
- Setting Default, 1-183, 1-186
- Sorting in Transactions, 2b-65
- Suppliers, **2a-260**
- System Module register, 1-241, 1-292, **1-500**, 2a-72, 2a-78, 2a-139, 2a-260, 2a-278, 2a-286, 2a-319, 2b-74, 3-37, 3-41, 3-158, 3-162, 3-195, 3-281, 3-286, 3-309, 3-344, 3-347, 4-302, 4-312, 5-30, 5-40, 5-304, 5-305, 5-367
- Time Sheets, **5-201**
- Transactions, 1-183
- Transferring from Customers to Invoices, 2a-18, 2a-72
- Transferring from Customers to Orders, 3-37
- Transferring from Customers to Quotations, 4-312
- Transferring from Items to Deliveries, 3-258
- Transferring from Items to Quotations, 4-303
- Transferring from Purchase Orders to Goods Receipts, 3-145, 3-163, 3-309
- Transferring from Suppliers to Goods Receipts, 2a-241, 2a-261, 3-303
- Transferring from Suppliers to Purchase Invoices, 2a-238, 2a-260, 2a-286
- Use in Deliveries created from Orders, 3-37, 3-41, 3-281
- Use in Goods Receipts created from Purchase Orders, 3-158
- Use in Invoices created from Contracts, 5-31, 5-40
- Use in Invoices created from Orders, 3-37, 3-41
- Use in Invoices created from Quotations, 4-303, 4-312
- Use in Invoices created from Service Orders, 5-367
- Use in Purchase Invoices created from Purchase Orders, 3-158
- Use in Returns created from Orders, 3-345
- Using in Profit & Loss Report, 1-184
- Using with Accounts, 2b-43
- Objects on Creditor Account check box
 - Account Usage P/L, **2a-238**, 2a-260, 2a-286, 3-158
- Objects on Debtor Account check box
 - Account Usage S/L, **2a-18**
- Objects on Debtor Accounts check box
 - Account Usage S/L, 2a-72, 3-37, 4-312
- Objects on On Account A/C check box
 - Account Usage P/L, **2a-240**, 2a-319
- Official Invoice Serial Number
 - Sales Ledger setting, **2a-47**, 2a-73
- Official Revaluations, 4-64
- Official Serial Number
 - Invoices, **2a-73**

- OK
 - Operations menu command, Contracts, **5-43**
 - Operations menu command, Deliveries, **3-295**
 - Operations menu command, Expenses, **4-254**
 - Operations menu command, Invoices, **2a-116**
 - Operations menu command, Payments, **2a-329**
 - Operations menu command, Personnel Payments, **4-266**
 - Operations menu command, Purchase Invoices, **2a-301**
 - Operations menu command, Purchase Orders, **3-175**
 - Operations menu command, Receipts, **2a-143**
 - Operations menu command, Time Sheets, **5-205**
- OK Cash Ins and Cash Outs
 - Cash Book module function, **4-180**
- OK check box
 - Asset Status, **4-73**
 - Cash In/Cash Out, **4-167**
 - Contracts, **5-27, 5-42, 5-43**
 - Customer Letters, **6-95**
 - Deliveries, 3-61, **3-288, 3-292, 3-295**
 - Disposals, **4-58**
 - Expenses, **4-246, 4-248**
 - Goods Receipts, 3-178, **3-311, 3-315**
 - Invoices, **2a-82, 2a-98**, 2a-116, 3-65, 3-353, 5-374
 - Payments, **2a-325, 2a-326, 2a-329**
 - Personnel Payments, **4-260, 4-262, 4-266**
 - Purchase Invoices, **2a-280, 2a-293**, 3-181, 3-320
 - Purchase Orders, 3-93, **3-165**, 3-186
 - Receipts, **2a-140, 2a-142, 2a-143**
 - Returned Goods, 3-75, 3-298, **3-348**
 - Service Stock Transactions, **5-413, 5-416**
 - Stock Depreciations, **3-325**
 - Stock Movements, **3-338**
 - Stocktaking, **3-358**
 - Time Sheets, **5-202, 5-203**
 - Turning off for Contracts, 5-65
 - Work Sheets, **5-401, 5-404**
- OK Invoices
 - Sales Ledger function, **2a-167**
- Old Unit Price
 - Stock Movements, 2a-35, **3-336**
 - Updating, 3-341
- On Account A/C
 - Account Usage P/L, 1-165, 1-166, **2a-242**, 2a-252, 2a-253, 2a-260, 2a-338
 - Account Usage S/L, 1-159, 1-161, 1-230, 1-231, 1-248, **2a-24**, 2a-154
 - Customer Categories, **1-230**
 - Setting Default for Customers, 1-230
 - Setting Default for Suppliers, 2a-253
 - Supplier Categories, **2a-253**
 - Suppliers, **2a-262**
- On Account check box
 - Customers, 1-230, **1-247**, 2a-24, 2a-132, 2a-154
 - Suppliers, 2a-242, 2a-253, **2a-260**, 2a-262, 2a-316, 2a-338
- On Account Payments, 1-165, 1-166, 2a-242, 2a-344
 - Use of Objects, 2a-240, 2a-319
 - VAT, 2a-243, 2a-321
- On Account Receipts, 1-159, 1-161, 2a-24, 2a-160
 - Use of Objects, 2a-139
 - VAT, 2a-25, 2a-137
- On Account Receipts and Payments, 2a-21
- On Account VAT
 - Account Usage P/L, **2a-243**
- On Account VAT Account
 - Account Usage P/L, 2a-321
 - Account Usage S/L, **2a-25**, 2a-137
- On Hold check box
 - Customers, **1-247**
- One per Contact check box
 - Customer Letters, **6-93**
- Only Short Codes Allowed check box
 - Job Groups, **5-133**
- Only Shortcodes Allowed check box
 - Job Groups, 5-200
- Open Batch Specification
 - Operations menu command, Goods Receipts, **3-321**
- Open Connected Register
 - Operations menu command, Project Transactions, **5-219**
- Open Contract Status
 - Operations menu command, Contracts, 5-46, 5-59
- Open Invoice Customer Statement
 - Sales Ledger document, **2a-179**

- Sales Ledger report, **2a-204**
- Open Invoice Supplier Statement
 - Purchase Ledger document, **2a-352**
 - Sales Ledger report, **2a-357**
- Open Invoice Value
 - Payments, **2a-318**
 - Receipts, **2a-135**
- Open Invoices
 - Sales Ledger Export function, **2a-233**
- Open Mailbox
 - Operations menu command, Persons, **1-491**
- Open NL Transaction
 - Operations menu command, Cash In/Out, **4-173**
 - Operations menu command, Deliveries, **3-296**
 - Operations menu command, Disposals, **4-61**
 - Operations menu command, Expenses, **4-254**
 - Operations menu command, Goods Receipts, **3-320**
 - Operations menu command, Invoices, **2a-122**
 - Operations menu command, Payments, **2a-334**
 - Operations menu command, Personnel Payments, **4-267**
 - Operations menu command, Productions, **5-310**
 - Operations menu command, Purchase Invoices, **2a-305**
 - Operations menu command, Receipts, **2a-150**
 - Operations menu command, Returned Goods, **3-352**
 - Operations menu command, Stock Depreciations, **3-331**
 - Operations menu command, Stock Movements, **3-341**
 - Operations menu command, Work Sheets, **5-406**
- Open Purchase Invoices
 - Purchase Ledger Export function, **2a-382**
- Open Quotation Status
 - Operations menu command, Contract Quotations, 5-58, 5-59
- Open Quotations, **4-296**
 - Listing, 4-344
- Open Record
 - Operations menu command, Attachments, **1-139**
 - Operations menu command, Master Control Panel, **1-145, 1-146**
- Open Service Order
 - Operations menu command, Service Stock Transactions, **5-417**
 - Operations menu command, Work Orders, **5-386**
- Open Signature
 - Operations menu command, Master Control panel, **6-197**
- Open Subsystem Record
 - Operations menu command, Transactions, **2b-89**
- Open Work Order
 - Operations menu command, Work Sheets, **5-406**
- Opening Balances. *See also* Brought Forward Balances
 - Entering, 1-209, 2b-50
 - Importing, 1-224
 - Nominal Ledger, 1-210
 - Purchase Ledger, 1-223
 - Sales Ledger, 1-214
 - Stock Control, 1-223
- Operations Menu, 1-90, 1-125
- Operations Menu (Account Reconciliation)
 - Commit, **2b-95**
 - Sort on Amount, **2b-93**
 - Update, **2b-94**
- Operations Menu (Assets), **4-54**
 - Asset History, **4-54**
 - Create Put in use Transaction, **4-54**
- Operations Menu (Attachments)
 - Attach File, **1-136**
 - Download File, **1-136**
 - Edit Link Comment, **1-138**
 - New Archive, **1-140**
 - New Mail, **1-139**
 - New Note, **1-137**
 - Open Record, **1-139**
 - Show To Links, **1-138**
- Operations Menu (Budgets)
 - Calculate Sum from Account-Object Budget, 2b-101
 - Recalculate, 2b-100
- Operations Menu (Cash In/Out), **4-173**
 - Open NL Transaction, **4-173**
 - Show Invoices, **4-173**
- Operations Menu (Chat)
 - Beep Others, **6-218**

- Invite, **6-217**
- Save as File, **6-218**
- Who is in this chat?, **6-218**
- Operations Menu (Contact Persons), **6-113**
 - Customer Status, **6-113**
 - Update Address, **6-113**
- Operations Menu (Contract Quotations), **5-57**
 - Make Contract, 5-22, **5-57**
 - Open Quotation Status, 5-58
- Operations Menu (Contracts), **5-43**
 - Create Activity, **5-44**
 - Customer Status, **5-44**
 - Invoice, 5-46
 - OK, **5-43**
 - Open Contract Status, 5-46
 - Update Contract Status, 5-48
- Operations Menu (Customer Letters), **6-106**
 - Create Activity, **6-106**
 - Letter List, **6-106**
 - Send Email, **6-106**
- Operations Menu (Customers), **1-256**
 - Change Password, **1-257**
 - Create Activity, **1-259**
 - Create Random Password Mail, **1-260**
 - Customer Status, **1-257**, 6-40
 - New Contact, **1-258**
- Operations Menu (Deliveries), **3-294**
 - ASG Export, **3-296**
 - Calculate Weight, **3-295**
 - Item Status, **3-295**
 - OK, **3-295**
 - Open NL Transaction, **3-296**
 - Print Freight Labels, 3-61, **3-295**
 - Refill Batch No. Items, 3-285, **3-298**
 - Return Goods, **3-296**, 3-342
- Operations Menu (Disposals), **4-61**
 - Open NL Transaction, **4-61**
- Operations Menu (Documents)
 - Define Document, 1-110
- Operations Menu (Expenses), **4-254**
 - Authorise, 4-237, 4-243, **4-255**
 - OK, **4-254**
 - Open NL Transaction, **4-254**
- Operations Menu (Forms), **1-509**
 - Copies, **1-510**
 - First Only, **1-512**
 - Last Only, **1-512**
 - Middle Only, **1-512**
- PC Printer, **1-510**
- Properties, **1-509**
- Send to Back, **1-510**
- Single Page Only, **1-512**
- View All, **1-512**
- Operations Menu (Goods Receipts), **3-316**
 - Create Purchase Invoice, **3-319**
 - Generate Serial Numbers, **3-318**
 - Open Batch Specification, **3-321**
 - Open NL Transaction, **3-320**
 - Print Labels, **3-316**
 - Stock Labels, 3-177
 - Update Prices, **3-317**
- Operations Menu (Internal Orders), **3-199**
 - Authorise, **3-203**
 - Stock Depreciation, **3-201**
 - Stock Movement, **3-199**
- Operations Menu (Invoices), **2a-116**
 - Add Hidden Line, **2a-123**
 - Change to Base 1, **2a-125**
 - Connect to Prepayment, 2a-120, 2a-156
 - Correction Invoice, **2a-112**
 - Create Cash In, **2a-119**, 4-156, 4-160
 - Create Contract, 1-303, **2a-123**, 5-22, 5-62
 - Create EDI Invoice, **2a-122**
 - Create Instalments, **2a-121**
 - Invoice Status, **2a-118**
 - Item Status, **2a-118**
 - OK, **2a-116**
 - Open NL Transaction, **2a-122**
 - Previous Sales Prices, **2a-125**
 - Print Cash IN-OUT, **2a-121**, 4-184
 - Print Proforma Invoice, **2a-116**
 - Recalculate Discount, 1-369, 2a-76, **2a-123**
 - Recalculate Weight and Volume, **2a-122**
 - Update Currency Price List Items, 2a-82, 2a-84, 2a-88, **2a-120**, 2b-242
 - VAT Correction, **2a-125**
- Operations Menu (Items), **1-309**
 - Create Purchase Item, **1-312**, 3-148
 - Item History, **1-312**
 - Item Status, **1-310**
 - Item Status Report, **1-309**
- Operations Menu (Local Mailbox)
 - Synchronise, **6-214**
- Operations Menu (Mail)
 - History, **6-203**
 - Mark as not read, **6-204**

- Presentation, **6-219**
- Reply, **6-201**
- Reply to Sender, **6-201**
- Reply with Quote, **6-201**
- Save Text as File, **6-206**
- Search, **6-207**
- Send E-mail, **6-196**
- Operations Menu (Master Control Panel)
 - Change Password, **1-83**
 - Edit Link Comment, **1-148**
 - New Archive, **1-148**
 - New Note, **1-147**
 - Open Record, **1-145, 1-146**
 - Open Signature, **6-197**
 - Send and Receive E-mail, **6-196**
- Operations Menu (Payments), **2a-329**
 - Assign Cheque Number, **2a-334**
 - Create Cash Out, **2a-335, 4-156**
 - Create Payments Suggestion, **2a-329**
 - Create Withholding Rows, **2a-332**
 - New Cash Discount, **2a-332**
 - New Fee, **2a-333**
 - OK, **2a-329**
 - Open NL Transaction, **2a-334**
 - Order, **2a-329**
 - Prepare Cheque, **2a-337**
 - Print Cash IN-OUT, **2a-333, 4-184**
 - Print Forms, **2a-332**
- Operations Menu (Personnel Payments), **4-266**
 - OK, **4-266**
 - Open NL Transaction, **4-267**
 - Order, **4-266**
 - Print Cash IN-OUT, 4-184, **4-266**
- Operations Menu (Persons), **1-491**
 - Calendar, **1-492**
 - Change Password, **1-491**
 - Create Mailbox, **1-492**
 - Open Mailbox, **1-491**
 - To Do List, **1-492**
- Operations Menu (Productions), **5-308**
 - Calculate FIFO, 5-302, **5-309**
 - Create Activity, **5-311**
 - Create Productions, **5-308**
 - Disassemble, **5-312**
 - Finish, **5-308**
 - Generate Serial Numbers for Out Items, **5-310**
 - Item Status, **5-310**
 - Open NL Transaction, **5-310**
- Operations Menu (Project Budgets), **5-185**
 - Budget Report, **5-189**
 - Create Invoice, 5-114, **5-189**
 - Create Purchase Order, 5-137, 5-138, **5-186**
 - Create Sales Order, **5-110, 5-137, 5-138, 5-187**
 - Item Status, 5-189
 - Subtotal, **5-185, 5-231**
- Operations Menu (Project Transactions), **5-219**
 - Open Connected Register, **5-219**
 - Split Project Transaction, **5-219**
- Operations Menu (Projects), **5-169**
 - Create Activity, **5-173**
 - Create Budget, **5-175**
 - Create Down Payment Invoice, 5-112, 5-163, **5-169**
 - Create Object, **5-172**
 - Create Quotation, **5-173**
 - Project Info, **5-173**
 - View Budget, **5-175**
- Operations Menu (Purchase Invoices), **2a-301**
 - Balance, **2a-302**
 - Connect to Prepayment, 2a-305, 2a-340
 - Create Activity, **2a-304**
 - Create Asset, **2a-306, 4-14, 4-42**
 - Create Cash Out, **2a-307, 4-156, 4-160**
 - Invoice Status, **2a-302**
 - OK, **2a-301**
 - Open NL Transaction, **2a-305**
 - Print Cash IN-OUT, **2a-303, 4-184**
 - VAT Correction, **2a-309**
- Operations Menu (Purchase Order Quotations), **3-187**
 - Purchase Order, **3-187**
- Operations Menu (Purchase Orders), **3-174**
 - Close, **3-175**
 - Create E-Mail, 3-142, **3-182**
 - Create Purchase Orders, 3-145, **3-183**
 - Goods Receipt, 3-144, **3-176**
 - Invoice, 2a-248, 3-162, **3-178**
 - Item Status, 3-182
 - OK, **3-175**
 - Previous Purchase Prices, **3-183**
 - Purchase Order Status, **3-176**
- Operations Menu (Quotations), **4-318, 5-195**
 - Add Hidden Line, **4-325**
 - Create Activity, **4-321**
 - Create Mail, 4-290, **4-323**
 - Create Project, **5-195**

- Create Project Budget, **5-195**
- Invoice, **4-320**
- Item Status, 4-320
- Order, **4-318**
- Quotation Status, **4-325**
- Recalculate Discount, **4-324**
- Recalculate Weight and Volume, **4-324**
- Subtotal, **4-321**
- Update Currency Price List Items, 4-305, 4-307, 4-310, **4-325**
- Operations Menu (Receipts), **2a-143**
 - Calculate Amount, **2a-145**
 - Check Receipt Amounts, **2a-145**
 - Create Cash In, **2a-153**, 4-156
 - Create Down Payment, **2a-145**
 - Create Prepayment Invoice, **2a-150**
 - Distribute Receipt, **2a-144**
 - New Cash Discount, **2a-143**
 - New Fee, **2a-144**
 - New Write-off, **2a-144**
 - OK, **2a-143**
 - Open NL Transaction, **2a-150**
 - Print Cash IN-OUT, **2a-149**, 4-184
 - Write-off Prepayment, **2a-145**
- Operations Menu (Reports)
 - Recalculate, 1-97, 2b-119
 - Reopen Report Specification, 1-97
- Operations Menu (Returned Goods), **3-352**
 - Create Credit Note, **3-352**
 - Open NL Transaction, **3-352**
- Operations Menu (Revaluations), **4-67**
 - Create NL Simulation, **4-67**
- Operations Menu (Revised Budgets)
 - Calculate Sum from Account-Object Budget, 2b-103
 - Recalculate, 2b-103
- Operations Menu (Sales Orders), **3-59**
 - Add Hidden Line, **3-80**
 - Create Activity, **3-70**
 - Create E-Mail, 3-26, **3-79**
 - Delivery, **3-59**, 3-279
 - Down Payment Invoice, **3-66**
 - Invoice, **3-62**
 - Item Status, 3-72
 - Order Status, **3-68**
 - Previous Sales Prices, **3-80**
 - Print Internal Order, **3-72**
 - Purchase Order, **3-69**
 - Recalculate Weight and Volume, **3-78**
 - Returned Goods, **3-73**, 3-342
 - Stock Movement, **3-76**
 - Update Currency Price List Items, 3-47, 3-48, 3-53, **3-76**
- Operations Menu (Service Orders), **5-370**
 - Create Activity, **5-376**
 - Create Invoice, **5-373**, 5-418
 - Create Service Stock Transaction, **5-371**
 - Create Work Orders, 5-360, **5-370**, 5-378
 - Customer Status, **5-375**
 - Service Order Status, **5-375**
- Operations Menu (Service Stock Transactions), **5-417**
 - Open Service Order, **5-417**
- Operations Menu (Simulations), **2b-92**
 - Balance, **2b-92**
 - Transactions, 2b-92
- Operations Menu (Stock Depreciations), **3-330**
 - Item Status, **3-330**
 - Open NL Transaction, **3-331**
- Operations Menu (Stock Movements), **3-341**
 - FIFO in Old Unit Price, **3-341**
 - Item Status, **3-341**
 - Open NL Transaction, **3-341**
- Operations Menu (Suppliers), **2a-267**
 - Customer Status, 6-46
 - Supplier Status, **2a-267**
- Operations Menu (Time Sheets), **5-205**
 - Correction Mark, 5-202, **5-204**, 5-205
 - OK, **5-205**
- Operations Menu (Transactions), **2b-88**
 - Balance Transaction, **2b-88**, 2b-268, 2b-271, 2b-274
 - Calculate Field, **2b-276**
 - Change Sign, **2b-89**
 - Correction Mark, **2b-84**, **2b-88**
 - Open Subsystem Record, **2b-89**
 - Swap Debit & Credit, **2b-84**
 - Swap Debit & Credit, 2b-88
 - Update Currency Rates, **2b-276**
 - Update Mark, **2b-86**
 - Update Mark, 2b-88
- Operations Menu (Work Orders), **5-386**
 - Create Activity, **5-390**
 - Make Purchase Order, 5-339, **5-388**, 5-403
 - Make Work Sheet, **5-386**
 - Open Service Order, **5-386**

- Work Order Status, **5-386**
- Operations Menu (Work Sheets), **5-406**
 - Item Status, **5-406**
 - Open NL Transaction, **5-406**
 - Open Work Order, **5-406**
- Order
 - Operations menu command, Payments, **2a-329**
 - Operations menu command, Personnel Payments, **4-266**
 - Operations menu command, Quotations, **4-318**
- Order Acknowledgements
 - Printing, 3-58, 3-105
 - Printing Automatically, 1-423, 3-58
- Order Authorisations
 - Printing, 3-58
 - Printing Automatically, 3-58
- Order Class
 - Deliveries, **3-281**
 - Given to Web Orders, 1-231
 - Sales Orders, **3-51**, 3-93
 - Copying from Quotations, 3-28, 4-299
 - Service Orders, **5-367**
 - Stock Depreciations, **3-324**
- Order Classes
 - Sales Orders setting, 1-231, **3-25**, 3-51, 3-93, 3-281, 3-324
 - Sales Orders/Service Orders setting, 5-367
- Order Comment
 - Customers, **1-243**
- Order Date
 - Sales Orders, **3-34**, **3-157**
 - Service Orders, **5-356**
- Order Mail
 - Sales Orders setting, **3-26**
- Order Number
 - Defining Sequences, 3-24
 - Deliveries, **3-281**
 - Invoices, **2a-92**
 - Payments, **2a-320**
 - Persons, 3-24
 - Quotations, **4-312**
 - Receipts, **2a-135**
 - Returned Goods, **3-344**
 - Sales Orders, **3-33**
 - Using for Prepayments, 2a-21, 2a-136, 2a-155, 3-23
- Order Quantity
 - Reducing when Goods are Returned, 3-345
- Order Rows
 - Sales Orders Export function, **3-138**
- Order Settings
 - Copy Order Date to Despatch Date check box, **3-27**
 - Invoice Based on Delivery (Special Menu only) check box, **3-28**, 3-43, 3-63, 5-352
 - Paste All Delivery Addresses check box, **3-28**
 - Sales Orders setting, **3-27**
 - Transfer Quotation Class to Order check box, **3-28**, 4-299
- Order Status
 - Operations menu command, Sales Orders, **3-68**
- Order Status Report, 3-68
- Order Stock
 - Sales Orders report, **3-120**
- Ordered check box
 - Payments, **2a-324**, **2a-326**
 - Personnel Payments, **4-260**, **4-262**
- Ordered Items
 - Sales Orders report, **3-124**
- Ordered Quantity
 - Deliveries, **3-283**
- Ordering Address
 - Purchase Orders, **3-172**
- Orders. *See* Sales Orders
 - Creating from Project Budgets, 5-187
 - Creating from Quotations, 4-318
 - Invoicing, 5-114, **5-225**
 - Listing Components, 1-302
 - Registering against Projects, 5-110
- Orders placed over the Web. *See* Web Shop Orders
- Org Customer. *See* Original Customer
- Original Customer
 - Invoices, **2a-93**
- Original Item
 - Contracts, **5-33**
- Original Serial Number
 - Contracts, **5-33**
- Other option
 - Projects, **5-163**
- OTO
 - Command used in Tax Report Definition Formulae, 2b-54

- OTO2
 - Command used in Tax Report Definition
 - Formulae, 2b-55
 - Our Customer Number
 - Suppliers, **2a-259**
 - Our Price
 - Contract Quotations, **5-54**
 - Our Ref
 - Persons, **1-489**
 - Our Reference
 - Cash In/Cash Out, **4-165**
 - Contract Quotations, **5-52**
 - Contracts, **5-37**
 - Invoices, **2a-70**
 - Persons, 2a-70, 3-36, 3-158, 4-297, 5-37, 5-52, 5-356
 - Purchase Orders, **3-158**
 - Quotations, **4-297**
 - Sales Orders, **3-36**
 - Service Orders, **5-356**
 - Work Orders, **5-381**
 - Out Quantity
 - Service Stock Transactions, **5-412**, 5-415
 - Outgoing External Mail, 6-186
 - Attaching a Signature, 6-197
 - in a Single-User Installation, 6-189
 - Sending and Locking, 6-175, 6-193, 6-195
 - Specifying Return Address, 6-186
 - Outp A/C. *See* Output Account
 - Output Account
 - VAT Codes, **2b-66**
 - Output Correction Account
 - VAT Codes, **2a-125**, 2b-69
 - Output Quantity
 - Calculating in Productions, based on
 - Dimensions, 5-304
 - Productions, **5-302**
 - Recipes, **3-363**, **5-294**
 - Outstanding Debts
 - Transferring from Debtor Account to Bad
 - Debtor Account, 2a-168
 - Over Delivered Orders
 - Sales Orders report, **3-126**
 - Over Delivery
 - Allowing, 3-276
 - Preventing, 3-276, 3-284, 3-325, 3-335
 - Overall Markup
 - Project Budgets, 5-184
 - Quotations, 5-193
 - Overdue Debts
 - Transferring from Debtor Account to Bad
 - Debtor Account, 2a-168
 - Overflow check box
 - Account Reconciliation, **2b-93**
 - Overtime, **5-119**, **5-150**. *See also* Time Classes
 - and Customer Discounts, 5-119
 - and Item Base Prices, 5-122
 - and Item/Job Group Prices, 5-121
 - and Persons' Prices per Hour, 5-122
 - and Price Lists, 5-122
 - and Project Budgets, 5-123
 - and Time Sheets, 5-201
 - Overview, 6-73
 - Overview of Instalments
 - Purchase Ledger report, **2a-359**
 - Sales Ledger report, **2a-206**
 - Own Bank Account Number
 - Payments, **2a-315**
 - Personnel Payments, **4-259**
 - Own Cheques
 - Creating from Payments, 2a-337
- P**
- P Factor. *See* Price Factor
 - P Type. *See* Pack Type
 - P/L Forest Export
 - Purchase Ledger Export function, **2a-383**
 - P/L Liquidity List
 - Purchase Ledger Export function, **2a-383**
 - P/L VAT Code Statistics
 - Purchase Ledger report, **2a-365**
 - P/L VAT Report
 - Purchase Ledger report, 2a-366
 - Pack Type
 - Deliveries, **3-288**
 - Pack Types
 - Stock Module setting, **3-267**
 - Package Description
 - Deliveries, **3-288**
 - Packages
 - Deliveries, **3-287**, **3-289**
 - Packaging
 - Printing a total for, on Invoices, 1-285
 - Page Setup
 - for Reports, 1-107, 2b-49

- Paid Absence, 6-32
- Palm3
 - Exporting Contact Person information to, **6-154**
- Paper Clip. *See* Attachments
- Parent Companies
 - Sending Invoices to, 3-52, 5-36, 5-367
- Pareto Report
 - Customer Sales, 1-274
 - Item Sales, 1-377
- Part of
 - Assets, **4-48**
- Partially Owned Subsidiary Companies, 4-206
- Partner
 - Contract Quotations, **5-55**
 - Contracts, **5-36**
- Parts. *See* Spare Parts
- Password
 - Customers, **1-257, 1-260**
 - Persons, 1-83, **1-491**
- Password Security
 - System Module setting, **1-447**
- Passwords
 - Minimum Number of Characters, 1-447
 - Requiring Alpha and/or Numeric Characters, 1-447
- Paste All Delivery Addresses check box
 - Order Settings, **3-28**
- Paste Classification
 - Stock Settings, **1-331**
- Paste Special, **1-91**
 - and Access Rights, 1-419
- Payment Date
 - Payments, **2a-314**
 - Personnel Payments, **4-259**
 - Receipts, **2a-133**
- Payment Form
 - Purchase Ledger document, **2a-353**
- Payment Forms
 - Printing, 2a-327, 4-264
- Payment Instalments, **2a-121**
- Payment Journal
 - Purchase Ledger report, **2a-362**
- Payment List
 - Purchase Ledger document, **2a-354**
- Payment Methods. *See* Payment Modes and Price Lists, 2a-55
- Payment Mode
 - Cash In/Out, **4-163, 4-171**
 - Payments, **2a-314, 2a-319**
 - Personnel Payments, **4-259**
 - Receipts, **2a-131, 2a-135**
 - Setting Default for Cash In/Cash Out, 4-153
- Payment Modes, 4-171
 - Account, **2a-49**
 - Bank Account Number, **2a-49**
 - Bank Name, **2a-49**
 - Cash Account, **2a-53, 2a-139**, 4-166
 - Code, **2a-48**
 - Comment, **2a-49**
 - Document, **2a-49**, 2a-328
 - Exporting, 1-535, 1-541
 - Objects, **2a-50**
 - Sales/Purchase Ledger setting, 1-161, 1-167, 1-218, **2a-48**, 2a-131, 2a-314, 4-163, 4-259
 - Sort Code, **2a-49**
 - Tax %, **2a-53, 2a-139**, 4-166
 - Tax Account, **2a-53, 2a-139**, 4-166
 - Type, **2a-50**
 - Cash, 4-149
 - Own Cheques, 2a-320
 - Received Cheques, 2a-135
 - Using different Documents, 2a-49, 2a-328
 - Using Separate Number Sequences, **2a-51**, 2a-131, 2a-314, **4-154**, 4-162, 4-163
 - Withholding Calculation Formula, **2a-50**
- Payment Number
 - Defining Sequences, 2a-51, 2a-246, 4-154
 - Payments, **2a-314**
 - Personnel Payments, **4-258**
 - Separate Sequences for each Payment Mode, 2a-51, 2a-314, 4-154
- Payment Settings
 - Do not allow Payment rows with different Sent Currencies check box, 2a-318
 - Purchase Ledger setting, 2a-246
- Payment Suggestions, **2a-329**
- Payment Terms
 - Cash Account, **2a-55**
 - Cash Discount %, **2a-55**
 - Cash Discount Days, **2a-55**
 - Changing to reflect Language of Customer, 2a-56
 - Code, **2a-54**
 - Contracts, **5-37**

- Customers, **1-245**, 2a-71, 3-36, 5-356
- Down Payments, **3-22**
- Exporting, 1-535
- Instalment, **2a-55**
- Interest, **2a-43**
- Invoices, **2a-71**, 2a-143
- Net Days, **2a-54**
- Price List, **2a-55**
- Purchase Invoices, **2a-274**, 2a-332
- Purchase Orders, **3-157**
- Quotations, **4-297**
- Sales Orders, **3-36**
- Sales/Purchase Ledger setting, 1-245, **2a-54**, 2a-71, 2a-143, 2a-257, 2a-274, 2a-332, 3-22, 3-36, 3-157, 5-356
- Service Orders, **5-356**
- Suppliers, **2a-257**, 2a-274, 3-157
- Text, **2a-55**
- Type, **2a-55**
- Using Instalment Plans, 2a-40
- Using to create Credit Notes, 2a-111
- Payments, 1-166
 - Approving, **2a-325**, **2a-326**, **2a-329**
 - Assigning Cheque Numbers, 2a-334
 - Bank Account
 - Separate Postings to, 2a-241, 2b-95
 - Bank Amount, **2a-317**
 - Bank Amount not converted to Home Currency, 2b-254
 - Bank Currency, **2a-317**
 - Bank Fee, **2a-323**, 2a-333
 - Bank Value in Base Currency 1, **2a-324**
 - Bank Value in Base Currency 2, **2a-324**
 - Browse Window, 2a-312
 - Cash Discounts, 2a-332
 - Cheque Number, **2a-319**
 - Comment, **2a-315**
 - Correcting Mistakes, **2a-345**
 - Creating by journal in the Nominal Ledger, 2b-75
 - Creating Cheques from, 2a-337
 - Currency, **2a-325**, 2b-254
 - Defining Number Sequences, 2a-51, 2a-246, 4-154
 - Deleting, 1-516
 - Entering, **2a-312**, **2a-325**
 - Exchange Rate, 2b-254
 - Exporting, 1-539
 - Generating Cash Out from, 2a-335
 - Generating Nominal Ledger Transactions from, 2a-52, 2b-50
 - In Currency, 1-167, **2a-326**, 2b-254
 - Listing Cash Out records created from, 4-195
 - Listing those from which no Cash Out records have been created, 4-198
 - Object, **2a-319**
 - OK check box, **2a-325**, **2a-326**, **2a-329**
 - On Account, 1-165, 1-166, 2a-21, 2a-242, 2a-253, 2a-260, 2a-262, 2a-316, 2a-344
 - Open Invoice Value, **2a-318**
 - Order Number, **2a-320**
 - Ordered check box, **2a-324**, **2a-326**
 - Own Bank Account Number, **2a-315**
 - Payment Date, **2a-314**
 - Payment Mode, **2a-314**, **2a-319**
 - Payment Number, **2a-314**
 - Prepayment Number, 2a-21, 2a-241, **2a-320**, **2a-338**
 - Prepayments, 2a-21, 2a-241, 2a-338
 - Printing different Forms depending on Payment Mode, 2a-49, 2a-328
 - Purchase Invoice Currency, **2a-318**
 - Purchase Invoice Number, **2a-316**
 - Purchase Invoice Value, **2a-318**
 - Purchase Ledger register, 1-223, 2a-312
 - Reconciling, 2a-326
 - Reference, **2a-315**
 - Round Off, **2a-322**
 - Round Off Account, **2a-322**
 - Scheduling, 2a-360
 - Sent Currency, **2a-318**
 - Sent Value, **2a-318**
 - Settlement Discounts, 2a-332
 - Sort Code, **2a-315**, **2a-323**
 - Supp. Info. on Trans. check box, **2a-315**
 - Supplier Number, **2a-316**
 - Text, **2a-316**
 - Transaction Date, **2a-314**
 - VAT, **2a-321**
 - VAT and On Account payments, 2a-243
 - VAT Code, **2a-321**
 - VAT on Prepayments and On Account Payments, 2a-321
 - Viewing Transactions Generated From, 2a-334
 - Withdrawn, **2a-325**

- Payments Forecast
 - Purchase Ledger report, **2a-360**
- Payroll Programs
 - Exporting Time Sheets for Importing to, 5-284
- Payroll System Export
 - Job Costing module export, 5-284
- PC Printer
 - Operations menu command, Forms, **1-510**
- Pencil Icon, **6-191**
- Percentage
 - Depreciation Models, **4-36**
 - Down Payments, 1-231, **3-21**, 3-67
- Period
 - Account Reconciliation, **2b-93**
 - Budgets, **2b-99**
 - Price Lists, **1-348**
- Period Locking. *See* Locking
- Period Type
 - Contract Quotations, **5-52**
 - Contracts, **5-26**
- Periodic Customer Statement
 - Sales Ledger document, **2a-182**
 - Sales Ledger report, **2a-207**
- Periodic Personnel Statement
 - Expenses module report, **4-282**
- Periodic Supplier Statement
 - Purchase Ledger report, **2a-364**
- Periods. *See* Reporting Periods
 - Locking/Closing Accounting Periods, 1-442, 2b-63, 2b-87
- Perishable Goods
 - Preventing the Selling of, after their Best Before Dates, 3-253
 - Reporting on, 3-385
 - Setting Best Before Dates, 3-251
 - Writing Off, 3-188, 3-201, 3-322
- Person
 - Activities, **6-63**
 - Asset Status, **4-71**, **4-73**
 - Assets, **4-48**
 - Cash In/Out, **4-163**
 - Changing the Person responsible for an Asset, 4-71
 - Expenses, **4-243**
 - Internal Orders, **3-190**
 - Personnel Payments, **4-259**
 - Productions, **5-300**
 - Project Budgets, **5-180**
 - Quotations, **5-192**
- Person List
 - System Module report, **1-520**
- Person Responsible. *See* Person and Responsible
- Personal Calendar
 - Activities appearing in, 6-79
 - CRM module report, **6-144**
 - Entering Activities from, 6-50, 6-51, 6-80
 - Printing, 6-80
- Personal Calendar Report, **6-79**
- Personal Desktop, **1-143**
 - Archives, 1-148
 - Creating, 1-148
 - Removing, 1-151
 - Renaming, 1-150
 - Attaching Notes and Comments, 1-147
 - Changing Names of Items, 1-148
 - Organising, 1-148
 - Reading Notes and Comments, 1-147
 - Removing Items from, 1-148
 - Working with Records, 1-145
 - Working with Registers, 1-146
 - Working with Settings, Reports, Documents and Maintenance functions, 1-146
- Personnel Groups. *See* Job Groups
- Personnel Payment Journal
 - Expenses module report, **4-281**
- Personnel Payment Receipts
 - Expenses module document, **4-277**
- Personnel Payments
 - Amount, **4-260**
 - Approving, **4-260**, **4-266**
 - Bank Fee, **4-261**
 - Base Currency 1/2, **4-261**
 - Cash Book module register, 4-173
 - Cheque Number, **4-260**
 - Currency, **4-260**, **4-261**
 - Defining Number Sequences, 4-239
 - Deleting, 1-516
 - Exchange Rate, **4-261**
 - Expenses module register, **4-257**
 - Exporting, 1-539
 - Generating Nominal Ledger Transactions from, 2b-50
 - Invalidating, **4-265**
 - OK check box, **4-260**, **4-262**, **4-266**
 - Ordered check box, **4-260**, **4-262**
 - Own Bank Account Number, **4-259**

- Payment Date, **4-259**
- Payment Mode, **4-259**
- Payment Number, **4-258**
- Person, **4-259**
- Sum, **4-261**
- Text, **4-259**
- To Bank Account, **4-260**
- Transaction Date, **4-259**
- Viewing Transactions Generated From, 4-267
- Withdrawn, **4-261**
- Persons
 - Access Group, **1-486**
 - Account, 1-167, **1-490**, 4-248, 4-263, 4-268, 4-282
 - Allow FTP Access check box, 1-61, **1-486**
 - Bank Account, **1-490**
 - Bank Name, **1-490**
 - Bonus, **1-489**
 - Browse Window, 1-484
 - Closed check box, **1-486**
 - Comment, **1-490**
 - Comparing Actual and Planned Hours Worked, 6-140
 - Comparing Actual Hours Worked with Chargeable Hours, 6-140
 - Comparing Gross Profit figures, 5-245
 - Comparing Invoiceable and Invoiced work, 5-243
 - Comparing Invoiceable, Internal and Other work, 5-239
 - Comparing Invoiceable, Warranty and Contract work, 5-433
 - Cost per Hour, 5-181, 5-212, **5-222**
 - Creating Mailboxes for, 6-166
 - Creating Mailboxes from, 1-492
 - Email Address, **1-490**, **6-163**
 - Entering, 1-202
 - Exporting, 1-536
 - Goods Receipt Number, 3-265, 3-302
 - ID, **1-489**
 - Invoice Number, 2a-46
 - Job Description, **5-222**
 - Job Group, **5-222**
 - Language, **1-487**
 - Limited Access, **1-486**
 - Listing Activities, 6-129, 6-131
 - Location, **1-490**
 - Object, **1-490**, 4-248, 4-268, 4-282
 - Opening Mailbox, 1-491, 1-492
 - Order Number, 3-24
 - Our Ref, **1-489**
 - Our Reference, 2a-70, 3-36, 3-158, 4-297, 5-37, 5-52, 5-356
 - Password, 1-83, **1-491**
 - Price Per Hour, **5-223**
 - Printing a List, 1-520
 - Restricting to Certain Projects, 5-199, 5-223
 - Sales Group, **1-486**
 - Setting Prices for Materials, Purchases and Time, 5-223
 - Short Codes Only check box, **5-223**
 - Shortcodes Only check box, 5-199
 - Signature, **1-485**
 - Specification, **1-490**
 - Supplier Invoice Number, 2a-245
 - System Module register, 1-59, 1-250, **1-484**, 2a-70, 2a-259, 2a-287, 3-36, 3-152, 3-171, 4-268, 4-298, 5-37, **5-222**
 - Transaction Number, 2b-35
 - Persons' Prices per Hour and Overtime, 5-122
 - Phone
 - Activities, **6-60**
 - Work Orders, **5-384**
 - Work Sheets, **5-402**
 - PI Cur. *See* Purchase Invoice Currency
 - Picking Date and Time
 - Sales Orders, **3-45**
 - Picking List
 - Stock Module document, **3-381**
 - Picking Lists
 - Listing Components, 3-276
 - Printing, 3-61, **3-293**, 3-381
 - Pictures
 - in Forms, 1-508
 - Plain check box
 - Items, 3-60
 - Plain Items
 - Including on Sales or Purchase Orders and Time Sheets related to Projects, 5-138
 - Missing from Project Transactions, 5-215
 - Whether to include on Deliveries before Invoicing, 3-60, 3-64, 3-272
 - Whether to include on Goods Receipts before Invoicing, 3-177, 3-180, 3-272

- Plain option
 - Items, **1-293**
- Planned Delivery
 - Sales Orders setting, **3-29**, 3-34, 3-44, 3-86, 3-157, 3-165, 3-191, 4-311
 - Sales Orders/Service Orders setting, 5-356
 - Setting Format of Field, 3-29
- Planned Delivery Date
 - Internal Orders, **3-191**
 - Preventing the creation of Deliveries before, 3-30
 - Purchase Orders, **3-157**, **3-165**
 - Quotations, **4-311**
 - Sales Orders, **3-34**, **3-44**, 3-86, 4-311
 - Service Orders, **5-356**
 - Service Stock Transactions, **5-413**
 - Using to schedule Purchase Orders and Productions, 3-86
- Planned Purchasing, 3-86
- Planned Time, 6-29. *See also* Activities
 - Work Orders, **5-383**
- Point of Sales Module
 - Identifying each terminal, 1-442
- POP3 Accounts. *See* E-Mail POP3 Servers
- Port
 - Company, 1-58
 - Program Mode, 1-454
- Position
 - Goods Receipts, **3-310**
- Positions
 - and Locations, 3-263
 - Stock Module setting, **3-267**
- Post Office Protocol version 3. *See* E-Mail POP3 Servers
- Preferences. *See* Settings
- Prel Book. *See* Preliminary Booking check box
- Prel Creditors. *See* Preliminary Creditor Account
- Preliminary Booking check box
 - Purchase Invoices, 1-165, **2a-275**, 2a-290
- Preliminary Creditor Account
 - Account Usage P/L, 1-165, **2a-238**, 2a-275, 2a-290
- Prepare Cheque
 - Operations menu command, Payments, **2a-337**
- Prepayment History
 - Purchase Ledger report, **2a-367**
 - Sales Ledger report, **2a-209**
- Prepayment Invoices
 - Creating from Receipts, 2a-150
- Prepayment Number
 - Payments, 2a-21, 2a-241, **2a-320**, **2a-338**
 - Receipts, 2a-21, **2a-136**, 2a-154, 3-23
- Prepayment Payments, 2a-338
 - VAT, 2a-321
- Prepayment Receipts, 2a-154
 - VAT, 2a-137
- Prepayment Receipts and Payments, 2a-21
- Prepayment VAT Account
 - Account Usage P/L, **2a-243**, 2a-321
- Prepayments
 - Connecting to Invoices, 2a-136, 2a-156
 - Connecting to Purchase Invoices, 2a-320, 2a-340
 - In the Purchase Ledger, 2a-338
 - In the Sales Ledger, **2a-154**
 - Listing, **2a-209**
 - Use of Objects, 2a-139, 2a-240, 2a-319
 - Using Order Number, 2a-21, 2a-136, 2a-155, 3-23
 - Using Unique Prepayment Numbers, 2a-21, 2a-241
 - Writing Off, 2a-145
- Presentation
 - Operations menu command, Mail, **6-219**
- Presentation of Balances
 - Nominal Ledger setting, **2b-47**
- Presentations, **6-219**
 - and System Administrator, 6-219
 - Entering, **6-219**
 - Reading, **6-219**
 - Technics Module setting, **6-219**
- Prevent Base Rate Changes
 - Currencies, **2b-218**, 2b-242, 2b-270, 2b-273
- Prevent Foreign Rate Changes
 - Currencies, **2b-218**, 2b-242, 2b-266, 2b-270, 2b-273
- Preview Icon, 1-91
- Previous Purchase Prices
 - Operations menu command, Purchase Orders, **3-183**
- Previous Record button, 1-89
- Previous Sales Prices
 - Operations menu command, Invoices, **2a-125**
 - Operations menu command, Sales Orders, **3-80**

- Price
 - Project Budgets, **5-180**
 - Project Transactions, **5-210**
 - Purchase Items, **3-150**, 3-184, 3-213
 - Work Sheet Transactions, **5-420**
- Price Based On options
 - Customers, **1-251**
- Price Factor
 - Contracts, **5-31**
 - Items, **1-291**
 - Quotations, **4-303**
 - Use in Pricing Contracts, 5-31
 - Use in Pricing Invoices, 2a-80
 - Use in Pricing Quotations, 4-303
 - Use in Pricing Sales Orders, 3-44
- Price Formula
 - Price Lists, **1-350**
 - Pricing module register, 1-350
- Price Formula Code
 - Price Formulae, **1-346**
- Price Formula Name
 - Price Formulae, **1-346**
- Price Formulae
 - % Adjustment, **1-347**
 - Add 1, **1-347**
 - Add 2, **1-347**
 - Base Value, **1-347**
 - Exporting, 1-538
 - Price Formula Code, **1-346**
 - Price Formula Name, **1-346**
 - Pricing module register, 1-345, **1-346**
 - Round Off, **1-347**
 - Setting Up, **1-346**
- Price Incl VAT check box
 - Returned Goods, **3-345**
- Price Include VAT check box
 - Goods Receipts, **3-303**
 - Purchase Orders, **3-157**
- Price List
 - Contracts, **5-39**
 - Customer Categories, **1-229**, 1-346
 - Customers, **1-249**, 1-346
 - Exporting as a Text File, 1-383
 - Payment Terms, **2a-55**
 - Printing, **1-383**
 - Quotations, **4-310**
 - Sales Ledger report, 1-354, **1-383**
 - Service Orders, **5-366**
 - Setting Default, 1-354
 - Setting Default for Customers, 1-229, 1-239
 - Use in Pricing Contracts, 5-39
 - Use in Pricing Invoices, 2a-88
 - Use in Pricing Quotations, 4-310
 - Use in Pricing Sales Orders, 3-53
 - Use in Pricing Work Sheets, 5-402
- Price List Code
 - Price Lists, **1-348**
- Price Lists, **1-344**
 - and Overtime, 5-122
 - and Payment Methods, 2a-55
 - Calculating, 1-345, 1-348, **1-351**, 1-354, 3-317
 - Calculating Prices for, 1-350
 - Changing to reflect Language of Customer, 1-384
 - Currency, **1-348**
 - Deleting, **1-355**
 - Description, **1-348**
 - Exporting, 1-538
 - Inclusive or Exclusive of VAT, **1-349**
 - Item Code, **1-350**
 - Period, **1-348**
 - Price Formula, **1-350**
 - Price List Code, **1-348**
 - Pricing module register, 1-229, 1-345, **1-347**, 2a-88, 3-53, 4-310, 5-39, 5-402
 - Printing, 1-354
 - Replace, **1-348**
 - Row Type, **1-350**
 - Selection of, Depending on Date, 1-251, 1-348, 1-362
 - Setting Prices for Materials, Purchases and Time, 5-130
 - Setting Up, **1-347**
 - Structure, **1-344**
 - Type, **1-349**, 2a-88, 3-53, 5-402
 - Updating, **1-352**
- Price Per Hour
 - Persons, **5-223**
- Prices
 - Calculating for Price Lists, 1-350
 - Calculating in Stock Depreciations, 3-327
 - Calculating in Stock Depreciations and Movements, 2a-35
 - Calculating in Stock Movements, 3-336
 - Calculating using Formulae, 1-291

- Changing with Exchange Rates, 2a-120, 3-76, 4-325
- Determining for Expenses in Project Transactions, 5-108
- Determining for Purchases in Project Transactions, 5-109
- Displaying in Web Shop, 1-255
- Exporting, 1-538
- of Materials, Purchases and Time
 - in Project Budgets and Quotations, **5-116**
 - in Project Transactions from Purchase Invoices and Expense records, **5-126**
 - in Project Transactions from Time Sheets and Activities, **5-116**
- Printing Price List, 5-261
 - setting for individual Customers, 5-128
 - setting for individual Employees, 5-223
 - setting for individual Job Groups, 5-130
 - setting for individual Price Lists, 5-130
- of Stocked Items
 - in Project Transactions, **5-126**
- Pricing module register, **1-344, 1-351**
- Printing a List of, for a single Project, 5-261
- Sales Account, 1-158, 1-355
- Setting up Multiple Price Lists, **1-344**
- Pricing module, **1-344**
- Pricing of Contracts
 - Selecting Currency, 5-33, 5-34
 - Selecting Discount, 5-30
 - Selecting Exchange Rate, 5-35
 - Selecting Price Factor, 5-31
 - Selecting Price List, 5-39
 - Selecting Unit Price, 5-29
 - Updating, 5-73
- Pricing of Internal Orders
 - Selecting Cost Price, 3-194
- Pricing of Invoices
 - Selecting Currency, 2a-82, 2a-84, 2b-242
 - Selecting Discount, 1-369, 1-440, 1-464, 2a-76, 2a-123, 4-324
 - Selecting Exchange Rate, 2a-85, 2b-242
 - Selecting Price Factor, 2a-80
 - Selecting Price List, 2a-88
 - Selecting Unit Price, 2a-76
- Pricing of Orders
 - Selecting Discount, 1-440, 1-464
- Pricing of Purchase Invoices
 - Selecting Exchange Rate, 2a-282
- Pricing of Purchase Orders
 - Selecting Currency, 3-165
 - Selecting Discount, 3-161
 - Selecting Exchange Rate, 3-167
 - Selecting Unit Price, 3-161
- Pricing of Quotations
 - Selecting Currency, 4-305, 4-307
 - Selecting Discount, 4-301
 - Selecting Exchange Rate, 4-307
 - Selecting Price Factor, 4-303
 - Selecting Price List, 4-310
 - Selecting Unit Price, 4-301
 - Updating, 4-328
- Pricing of Sales Orders
 - Selecting Currency, 3-47, 3-48
 - Selecting Discount, 3-40
 - Selecting Exchange Rate, 3-48
 - Selecting Price Factor, 3-44
 - Selecting Price List, 1-251, 3-53
 - Selecting Unit Price, 3-40
- Pricing of Wok Sheets
 - Selecting Discount, 5-398
- Pricing of Work Sheets
 - Selecting Price List, 5-402
 - Selecting Unit Price, 5-397
- Primary Contact
 - Customers, **1-242**
- Print
 - File menu command, 1-90
- Print Cash IN-OUT
 - Operations menu command, 4-184
 - Operations menu command, Invoices, **2a-121**
 - Operations menu command, Payments, **2a-333**
 - Operations menu command, Personnel Payments, **4-266**
 - Operations menu command, Purchase Invoices, **2a-303**
 - Operations menu command, Receipts, **2a-149**
- Print Destination
 - Specifying for Reports, 1-107
- Print Forms
 - Operations menu command, Payments, **2a-332**
- Print Freight Labels
 - Operations menu command, Deliveries, 3-61, **3-295**
- Print Internal Order
 - Operations menu command, Sales Orders, **3-72**

- Print Labels
 - Operations menu command, Goods Receipts, **3-316**
- Print Queue, **1-114**
- Print Server
 - Setting Up, 1-452
- Print Server Port
 - Program Mode, 1-453
- Print Spool. *See* Print Queue
- Printer Dialogue
 - Appearing before Printing Reports, 1-107
- Printer Icon, 1-90
- Printers
 - System Module setting, 1-112
- Printing
 - Forms, 1-513
- Printing Mail, **6-205**
- Printing Reports, 1-97
- Prior Depreciation. *See* Initial Depreciation
- Priority
 - Activities, **6-63**
- Priority check box
 - Mail, **6-194**
- Private check box
 - Activities, **6-64**
- Probability
 - Quotations, **4-298**
- Problems. *See* Standard Problems
 - Informing Technicians from Service Orders, 5-365
 - Showing in Work Orders for Technicians, 5-385
- Produceability List
 - Production module report, 5-321
 - Sales Orders report, **3-127**
- Producer
 - Purchase Items, **3-152**
- Production Date
 - Assets, **4-45**
- Production Deficiency
 - Production module report, **5-322**
- Production Input Cost Account
 - Account Usage S/L, **2a-27**, 5-306
- Production Journal
 - Production module report, **5-323**
- Production module, **5-286**
 - Documents, **5-317**
 - Maintenance, **5-314**
- Registers, **5-289**
- Reports, **5-320**
- Settings, **5-286**
- Production Number
 - Defining Sequences, 5-287
- Production Work Cost Account
 - Account Usage S/L, **2a-28**, 5-306
- Productions
 - Approving, 5-299, **5-305**, 5-308
 - Automatic Generation, 5-308
 - Break Time, **5-305**
 - Browse Window, 5-296
 - Calculating Quantity based on Dimensions, 5-304
 - Coefficient, **5-303**
 - Comment, **5-304**
 - Defining Number Sequences, 5-287
 - Depth, **5-304**
 - End Date, **5-298**
 - End Time, **5-305**
 - Ensuring Work Cost is a Credit, 5-303
 - Exporting, 1-539
 - Finished, **5-299**
 - Finished check box, **5-305**, 5-308
 - Generating Activities from, 5-311
 - Generating Nominal Ledger Transactions from, 5-287, 5-306
 - Generating Serial Numbers Automatically, 5-310
 - Height, **5-304**
 - Input Cost, 3-271, **5-302**
 - Input Quantity, **5-302**
 - Item, **5-301**
 - Location, **5-300**
 - Machine, **5-300**
 - Number, **5-297**
 - Objects, **5-304**, **5-305**
 - Output Quantity, **5-302**
 - Person, **5-300**
 - Preventing Negative Stock, 5-299
 - Printing, 5-319
 - Production Module document, **5-319**
 - Production Module register, 5-296
 - Quantity, **5-300**
 - Recipe, **5-298**
 - Relativity, **5-302**
 - Requiring Location in, 5-300
 - Reversing, 5-312

- Scheduling, 3-86, 5-293
- Serial Number, **5-301**
- Start Date, **5-298**
- Start Time, **5-305**
- Status, **5-298**
- Use of Objects, 5-304, 5-305
- Viewing Stock Status of each Item, 5-310
- Viewing Transactions Generated From, 5-310
- Width, **5-304**
- Work Cost Value, **5-303**
- Products. *See* Items
- Profile Activities, 6-29, **6-58**, 6-76. *See also* Activities
- Profiles. *See* Presentations
- Profit
- Posting, 1-197
- Profit & Loss
- Consolidation module report, **4-213**
- Nominal Ledger report, **2b-176**
- Profit & Loss Report, 1-194
- Exporting to file, 2b-202
- Producing for Different Cost Centres, 1-184
- Producing for Different Object Types, 1-187
- Proforma
- Sales Ledger document, **2a-183**
- Proforma Delivery
- Stock Module document, **3-382**
- Proforma Invoice
- Operations menu command, Invoices, **2a-116**
- Proforma Invoices
- Printing, **2a-116**, 2a-183
- Program Mode
- Auto Connect Server IP, 1-453
- Auto Connect Time, 1-454
- Default Company, 1-57
- Fax Interval, 1-457
- FTP Port, 1-60
- FTP Shared Directory, 1-61
- Max FTP Users, 1-61
- Port, 1-454
- Print Server Port, 1-453
- Program Name, 1-56
- Server at Startup check box, 1-57
- Server Port, 1-56, 1-58, 1-453
- Technics Module register, 1-56
- Program Name
- Program Mode, 1-56

- Project
- Activities, **6-61**
- Contracts, **5-38**
- Expenses, **4-246**
- Forcing Entry of, in Activities, 6-32
- Invoices, **2a-93**
- Job Costing module document, **5-232**
- Project Budgets, **5-177**
- Project Transactions, **5-207**
- Purchase Invoices, **2a-280**
- Purchase Orders, **3-171**
- Quotations, **4-295**, **5-191**
- Sales Orders, **3-52**
- Stock Depreciations, **3-325**
- Time Sheets, **5-199**
- Project Budgets
- and Overtime, 5-123
- Budget Markup, **5-184**
- Changing to reflect Language of Customer, 5-185
- Comment, **5-180**
- Comparing 'As Budgeted' figures with actual sales value, 5-272
- Comparing budget cost with actual cost, 5-271
- comparing with Quotations, 5-266
- Comparing with total sales value, 5-237, 5-271
- Cost, **5-181**
- Creating from Projects, 5-175
- Creating from Quotations, 5-195
- Creating Invoices from, 5-189
- Creating Orders from, 5-187
- Creating Sales Orders from, 5-110
- Discount, 1-440, **5-181**
- Gross Margin, **5-183**
- Gross Profit, **5-181**
- Including Subtotals, 5-185
- Invoice After Date, 5-168, **5-183**, 5-208
- Invoice Date, **5-183**
- Invoice Material options, **5-179**, 5-182
- Invoice Number, **5-181**
- Invoice Purchase options, 5-101
- Invoice Purchases options, **5-179**, 5-182
- Invoice Stocked Items options, **5-179**, 5-182
- Invoice Time options, 5-101, **5-178**, 5-182
- Item, **5-180**
- Job Costing module register, **5-176**
- Language, **5-185**
- Limited Access, 5-185

- Listing, 5-266
- Markup, **5-181**
- Objects, **5-183**
- Overall Pricing of Materials, Purchases and Time, **5-116**
- Person, **5-180**
- Price, **5-180**
- Pricing of Materials, Purchases and Time for individual Employees, 5-223
- Printing, 5-231
- Printing Subtotals, 5-231
- Project, **5-177**
- Project Leader, **5-184**
- Quantity, **5-180**
- Raising Purchase Orders from, 5-186
- Sales Group, **5-185**
- Salesman, **5-184**
- Setting Pricing of Materials, Purchases and Time for individual Customers, 5-128
- Setting Pricing of Materials, Purchases and Time for individual Job Groups, 5-130
- Setting Pricing of Materials, Purchases and Time for individual Price Lists, 5-130
- Sum, **5-181**
- Sum Materials, **5-183**
- Sum Purchases, **5-184**
- Sum Stocked, **5-184**
- Sum Time, **5-183**
- Text, **5-184**
- Time Class, 5-123, **5-182**
- Total Sum, **5-184**
- Transaction Date, **5-178**
- Type, **5-182**
- Viewing from Projects, 5-175
- Viewing Stock Status of each Item, 5-189
- Project Class
 - Projects, **5-159**
 - Requiring in Projects, 5-136, 5-140, 5-159
- Project Classes
 - Job Costing module setting, **5-135**
- Project Code the same as Object Code check box
 - Project Settings, 5-135, **5-140**, 5-161, 5-172
- Project Info
 - Job Costing module document, **5-234**
 - Operations menu command, Projects, **5-173**
- Project Invoices
 - Sales Ledger document, **2a-177**
 - Text for Materials, 5-147
 - Text for Project Details, 5-140, 5-168
 - Text for Purchases, 5-145
 - Text for Stocked Items, 5-146
 - Text for Time, 5-143
 - Use of Objects, 5-144, 5-160
- Project Invoicing
 - Job Costing module report, **5-250**
- Project Item Handling
 - Job Costing module setting, **5-136**
- Project Leader
 - Project Budgets, **5-184**
 - Projects, **5-161**
- Project List
 - Job Costing module report, **5-259**
- Project Name
 - Time Sheets, **5-201**, **5-202**
- Project Number
 - Defining Sequences, 5-134
 - Projects, **5-158**
- Project Price List
 - Job Costing module report, **5-261**
- Project Profit Loss Report
 - Job Costing module report, **5-263**
- Project Purchase Orders
 - Job Costing module report, **5-265**
- Project Purchases
 - Job Costing module report, **5-264**
- Project Quotation/Budget
 - Job Costing module report, **5-266**
- Project Settings
 - Allow one Quotation per Project only check box, **5-143**
 - Check Objects according to Project Class check box, **5-141**, 5-161
 - Credit Notes update Project Transactions check box, **5-142**, 5-208
 - Demand Project Class check box, 5-136, **5-140**, 5-159
 - Job Costing module setting, **5-139**, 5-166
 - Objects and Project Invoices, 5-144
 - Project Code the same as Object Code check box, 5-135, **5-140**, 5-161, 5-172
 - Use Item Cost Price from Purch. Invs/Expenses check box, **5-141**
- Project Status
 - Job Costing module report, **5-269**
- Project Transactions
 - and Credit Notes, 5-142, 5-208

Browse Window, 5-206
Checking for any that are missing, 5-281
Comment, **5-209**
Cost, 5-141, 5-143, **5-211**
Creating, **5-206**
Creating from Activities, 5-212
Creating from Deliveries, 5-215, 5-225
Creating from Expenses, 5-216
Creating from Purchase Invoices, 5-216
Creating from Returned Goods, 5-215
Creating from Sales Orders, 5-215, 5-225
Creating from Stock Depreciations, 5-216
Creating from Time Sheets, 5-202, 5-203, 5-205, 5-212
Date, **5-208**
Determining Pricing of Expenses, **5-108**
Determining Pricing of Purchases, **5-109**
Discount Percentage, **5-210**
Dividing into two, 5-219
Employee, **5-208**
for Stocked Items, 5-215, 5-216, 5-225
from Activities and Time Sheets
 Overall Pricing of Materials, Purchases and Time, **5-116**
 Pricing of Materials, Purchases and Time for individual Employees, 5-223
 Setting Pricing of Materials, Purchases and Time for individual Customers, 5-128
 Setting Pricing of Materials, Purchases and Time for individual Job Groups, 5-130
 Setting Pricing of Materials, Purchases and Time for individual Price Lists, 5-130
from Purchase Invoices and Expense records
 Pricing of Materials, Purchases and Time, **5-126**
Gross Profit, **5-212**
Invoice After Date, 5-168, **5-208**
Invoice Date, **5-208**
Invoice Number, **5-208**
Invoiceable Quantity, **5-210**
Invoicing, 5-114, **5-225**
Item, **5-207**
Item Group, **5-208**
Item Type, **5-209**
Job Costing module register, **5-206**
Job Costing module report, **5-276**
Listing, 5-276
Markup, **5-211**

Missing Service and Plain Items when created from Deliveries, 5-215
Opening Connected Records in Other Registers, 5-219
Preventing the Creation of, 5-162
Pricing of Stocked Items, **5-126**
Project, **5-207**
Register, **5-209**
Registered Quantity, **5-209**
Separate Invoice Row check box, **5-209**
Serial Number, **5-208**
Sum, **5-211**
Unit Price, **5-210**
Project Type
 Comparing Invoiceable, Internal and Other work per Employee, 5-239
 Projects, **5-163**
Projects
 Allowing one or more Quotations, 5-143
 Browse Window, 5-157
 Budgeting, 5-100, **5-176**
 Changing to reflect Language of Customer, 5-168
 Comparing actual cost with Project Budget cost, 5-271
 Comparing actual sales value with 'As Budgeted' figures, 5-272
 Comparing total sales value with Project Budget, 5-237, 5-271
 Comparing total sales value with total cost, 5-271
 Contact, **5-160**
 Creating from Quotations, 5-195
 Creating Project Budgets from, 5-175
 Creating Quotations from, 5-173
 Crediting Down Payment Invoices, 5-165
 Customer, **5-160**
 Defining Number Sequences, 5-134
 Description, **5-159**
 Determining Appearance of Invoices, 5-139, 5-166
 Determining Markup on Items, 1-291
 Do Not Invoice check box, **5-162**
 E-mail, **5-168**
 End Date, **5-162**
 Exporting, 1-536
 First Invoice Date, **5-168**, 5-183, 5-208
 Generating Activities from, 5-173

- Generating Objects from, 5-172
- Gross Profit, 5-248, 5-271
- Invalidating Down Payment Invoices, 5-166
- Invoice Material options, **5-167**
- Invoice Purchases options, **5-167**
- Invoice Stocked Items options, **5-167**
- Invoice Times options, **5-167**
- Invoicing, 5-112, 5-114, 5-163, 5-206, **5-225**
- Invoicing Actual Amounts, 5-101, **5-178**, 5-182
- Invoicing Fixed Amounts, 5-101, **5-178**, 5-182
- Job Costing module register, **5-157**
- Language, **5-168**
- Limited Access, 5-161
- Linking to Purchase Accounts, 5-155
- Mother, **5-159**
- Objects, **5-160**
- Printing, 5-232, 5-234
- Printing Price List, 5-261
- Project Class, **5-159**
- Project Leader, **5-161**
- Project Number, **5-158**
- Project Type, **5-163**
 - Comparing Invoiceable, Internal and Other work per Employee, 5-239
 - Internal, **5-163**
 - Invoiceable, **5-163**
 - Other, **5-163**
- Put On Invoice options, **5-168**
- Quoting, 5-100, **5-190**
- Raising Down Payment Invoices, 5-112, 5-163, 5-169
- Raising Invoices from Budgets, 5-178
- Raising Invoices from Project Budgets, 5-225
- Registering Expenses, 5-108
- Registering Orders/Deliveries, 5-110
- Registering Purchases, 5-109
- Registering Stocked Items, 5-110
- Registering Time Spent, 5-102, **5-197**
- Registering Time Spent using Activities, 5-102, 6-33, 6-58, 6-61
- Requiring Object in, 5-140, 5-161, 5-172
- Requiring Project Class in, 5-136, 5-140, 5-159
- Restricting who can work on each one, 5-199, 5-223
- Sales Group, **5-161**
- Salesman, **5-160**
- Start Date, **5-161**
- Status, **5-162**
 - Active, **5-162**
 - Finished, **5-162**
 - No More Transactions, **5-162**
- Summarising Income and Costs, **5-263**
- Text, **5-161**
- Text for Materials on Invoices, 5-147
- Text for Project Details on Invoices, 5-140, 5-168
- Text for Purchases on Invoices, 5-145
- Text for Stocked Items on Invoices, 5-146
- Text for Time on Invoices, 5-143
- Use of Objects, 5-135, 5-160
- Viewing Project Budgets from, 5-175
- Properties
 - Operations menu command, Forms, **1-509**
- PU Cost Accounts
 - Account Usage S/L, **2a-29**, 3-311, 3-314
- Purchase Account. *See also* Cost Account
 - Goods Receipts, 3-245
 - Setting Default, 1-163, 2a-236, 2a-278, 3-158, 3-162
 - Setting Default for Items, 1-289
- Purchase Accounts
 - Linking to Projects, 5-155
- Purchase Book for Russia
 - Purchase Ledger report, **2a-368**
- Purchase Control Account
 - Account Usage S/L, 1-282, **2a-27**, 2a-248, 3-179, 3-243, 3-245, 3-314, 3-319
 - Goods Receipts, **3-309**
 - Item Groups, **1-282**, 2a-248, 3-179, 3-242, 3-245, 3-314, 3-319
 - Purchase Orders, 2a-248, **3-162**, 3-179
 - Transferring from Purchase Orders to Goods Receipts, 3-145, 3-162, 3-245, 3-308
- Purchase Cost
 - Purchase Items, **3-150**, 3-311
 - Purchase Orders, **3-171**, 3-311
- Purchase Date
 - Assets, **4-45**
- Purchase Freight Cost Account
 - Account Usage S/L, **2a-27**, 3-307
- Purchase Invoice
 - Purchase Ledger document, **2a-354**
- Purchase Invoice Currency
 - Payments, **2a-318**

- Purchase Invoice Journal
 - Purchase Ledger report, **2a-369**
- Purchase Invoice Number
 - Assets, **4-44**
 - Defining Sequences, 2a-51, 2a-245, 2a-275, 4-154
 - Payments, **2a-316**
 - Purchase Invoices, **2a-271**
 - Showing in Account Reconciliation register and report, 2a-241, 2b-95
- Purchase Invoice Settings
 - Always use Full Qty from Purch. Ord. check box, **2a-250, 3-180**
 - Calculate VAT check box, **2a-251**, 2a-265, 2a-273, 3-320
 - Enter and Return, **2a-251**
 - Purchase Ledger setting, 2a-247
 - Purchase Order Item Transfer Control options, 1-282, **2a-248**, 3-162, 3-179
 - Signer Required check box, **2a-247**
 - VAT Rate, **2a-251, 2a-273**
 - Warn on Unusual Amount, **2a-247**
- Purchase Invoice Value
 - Payments, **2a-318**
- Purchase Invoices, 1-162
 - Account, **2a-277**
 - Choosing using Short Codes, 2a-278, 2b-12
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - Accrual, 2a-280
 - Adding Rows, 2a-277
 - Amount, **2a-279**
 - Appearance of when created from Purchase Orders, 1-282, 2a-248, 3-162, 3-179
 - Approving, **2a-280**
 - Balancing, 2a-302
 - Bank Account, **2a-285**
 - Bank Code, **2a-285**
 - Bar Code, **2a-287**
 - Base Currency 1/2, **2a-282**
 - Browse Window, 2a-269
 - Calculated VAT, **2a-281**
 - Cash Discount, **2a-275**
 - Changing to reflect Language of Supplier, 2a-286
 - Comment, **2a-287**
 - Connecting to Prepayments, 2a-320, 2a-340
 - Creating Activities from, 6-38
 - Creating and Paying Off by journal in the Nominal Ledger, 2b-75
 - Creating Cash Out records from, 4-156, 4-160
 - Creating Cash Out records from, in batches, 4-160, 4-177
 - Credit, **2a-276**
 - Crediting, 2a-276, **2a-300**
 - Creditor Account, **2a-286**
 - Currency, **2a-281, 2a-282**, 2b-243
 - Defining Number Sequences, 2a-51, 2a-245, 2a-275, 4-154
 - Delaying Posting VAT, 2a-309
 - Deleting, 1-516
 - Description, **2a-278**
 - Determining Default Cost Account, 2a-261
 - Discount Date, **2a-276**
 - Due Date, **2a-276**
 - Entering, 1-223, **2a-288**
 - Entering before Goods Receipts, 2a-250, 3-180
 - Exchange Rate, **2a-282**, 2b-243
 - Exchange Rate when created from Purchase Orders, 2a-241, 2a-282, 3-181
 - Exporting, 1-539
 - Factoring Company, **2a-284**
 - Generating Activities from, 2a-304
 - Generating Cash Out from, 2a-307
 - Generating Nominal Ledger Transactions from, 1-515, 2a-245, 2b-50
 - Hold Amount, **2a-273**
 - Hold check box, **2a-275**
 - In Currency, 2b-243
 - Including Plain and Service Items without a Goods Receipt, 3-177, 3-272
 - Inserting Rows, 2a-277
 - Invalidating, **2a-301**
 - Invoice Date, **2a-272**
 - Item, **2a-279**
 - Language, **2a-286**
 - Limited Access, 2a-287
 - Linking Projects to Purchase Accounts, 5-155
 - Listing Cash Out records created from, 4-195
 - Listing for a Supplier, 6-47
 - Listing those from which no Cash Out records have been created, 4-198
 - N/L Accrual, **2a-295**
 - Object
 - Choosing using Short Codes, 2a-278

- Objects, **2a-278, 2a-286**
 - Choosing using Short Codes, 2b-12
- OK check box, **2a-280, 2a-293**, 3-181, 3-320
- Payment Terms, **2a-274**, 2a-332
- Preliminary Booking, **2a-275**, 2a-290
- Preliminary Booking check box, 1-165
- Preventing Payment, 2a-275
- Preventing Payment in part, 2a-273
- Pricing of Materials, Purchases and Time, **5-126**
- Project, **2a-280**
- Purchase Account, 1-163
- Purchase Invoice Number, **2a-271**
- Purchase Ledger register, 1-223, **2a-268**, 3-179, 3-319
- Purchase Order Number, **2a-286**
- Purchase Order Process, **2a-287**
- Quantity, **2a-280**
- Raising against Purchase Orders, 2a-248, 3-162, 3-178
- Raising from Goods Receipts, 3-319
- Reference, **2a-275**
- Removing Rows, 2a-277
- Sales Group, **2a-287**
- Salesman, **2a-287**
- Setting against Invoices, 2b-80
- Setting Rounding Rules for VAT, 1-464, 2a-281
- Setting Rounding Rules for VAT in Currency, 2b-222
- Short Code, **2a-278**
- Signer, 2a-247
- Signers, **2a-274**
- Sort Code, **2a-285**
- Suggestions for Paying, 2a-329
- Supp. Info. on Trans. check box, **2a-276**
- Supplier, **2a-272**
- Supplier's Invoice Number, **2a-274**
- Total, **2a-272**
- Transaction Date, **2a-272**
- Use of Objects, 2a-238, 2a-260, 2a-286
- Using to generate Project Transactions, 5-216
- VAT, **2a-273**
- VAT Account, 1-164
- VAT after Settlement Discount, 2a-238
- VAT and EU, 2a-284, 2b-66
- VAT Code, **2a-279**
- VAT Registration No, **2a-285**
- Viewing Transactions Generated From, 2a-305
- Whether to include Plain and Service Items without a Goods Receipt, 3-180
- Writing off small outstanding amounts, 2a-242, 2a-322, 2b-218, 2b-219, 2b-236
- Zone, **2a-284**
- Purchase Item Price List
 - Purchase Orders report, **3-222**
- Purchase Items
 - Browse Window, 3-148
 - Country of Origin, **3-152**
 - Currency, **3-150**
 - Default check box, 3-69, 3-87, 3-92, **3-149**, 3-184, 3-211
 - Delivery Days, 3-87, **3-153**
 - Description, **3-149**, 3-213
 - Entering, **3-148**
 - Entering from Item register, 1-312, 3-148
 - Exporting, 1-538
 - Item Number, **3-149**
 - Limited Access, 3-152
 - Minimum Order Quantity, 3-184
 - Minimum Ordering Quantity, **3-151**
 - Normal Order Quantity, 3-184
 - Normal Ordering Quantity, **3-151**
 - Price, **3-150**, 3-184, 3-213
 - Producer, **3-152**
 - Purchase Cost, **3-150**, 3-311
 - Purchase Orders register, **3-148**
 - Sales Group, **3-152**
 - Salesman, **3-152**
 - Supplier, **3-149**
 - Supplier Unit, **3-151**
 - Supplier's Item Code, **3-151**
 - Text, **3-153**
 - Unit Conversion, **3-151**
 - Updating Price and Description, 3-150, **3-212**
- Purchase Labels
 - Stock Module document, **3-382**
- Purchase Ledger, **2a-236**
 - Documents, **2a-348**
 - Entering Opening Balances, 1-223
 - Exports, **2a-380**
 - Integrating with Cash Book, 4-148, 4-156
 - Maintenance, **2a-346**
 - Purchase Ledger report, 2a-29, **2a-371**
 - Reports, **2a-356**
 - Settings, **2a-236**

- Purchase Ledger Control Account
 - Suppliers, 1-165
- Purchase Ledger module
 - Registers, **2a-254**
- Purchase Order
 - Operations menu command, Purchase Order Quotations, **3-187**
 - Operations menu command, Sales Orders, **3-69**
 - Purchase Orders document, **3-216**
- Purchase Order Accruals
 - Purchase Orders report, 2a-248, **3-222**
- Purchase Order Class
 - Purchase Order Processes, **3-209**
 - Purchase Orders, **3-170**
- Purchase Order Classes
 - Purchase Orders setting, **3-142**, 3-170, 3-209
- Purchase Order Confirmation
 - Purchase Orders document, **3-217**
- Purchase Order Contract
 - Goods Receipts, **3-303**
 - Purchase Orders, **3-170**
- Purchase Order Item Transfer Control
 - Purchase Invoice Settings, **2a-248**, 3-162
- Purchase Order Item Transfer Control options
 - Purchase Invoice Settings, 1-282, 3-179
- Purchase Order Journal
 - Purchase Orders report, **3-225**
- Purchase Order Mail
 - Purchase Orders setting, **3-142**
- Purchase Order Number
 - Defining Sequences, 3-141
 - Goods Receipts, **3-302**
 - Purchase Invoices, **2a-286**
 - Purchase Orders, **3-156**
- Purchase Order Process
 - Purchase Invoices, **2a-287**
 - Purchase Orders, **3-172**
- Purchase Order Processes
 - Browse Window, 3-206
 - Closed check box, **3-208**
 - Currency, **3-208**
 - Defining Number Sequences, 3-142
 - Number, **3-207**
 - Object, **3-209**
 - Purchase Order Class, **3-209**
 - Purchase Orders register, **3-206**
 - Signed check box, **3-208**
 - Supplier, **3-208**
 - Tender, **3-208**
 - Value, **3-208**
- Purchase Order Quotation
 - Purchase Orders document, **3-217**
- Purchase Order Quotations
 - Converting to Purchase Orders, 3-187
 - Defining Number Sequences, 3-142
 - Exporting, 1-539
 - Purchase Orders register, **3-187**
- Purchase Order Reminder
 - Purchase Orders document, **3-217**
- Purchase Order Rows
 - Purchase Orders Export function, **3-238**
- Purchase Order Settings
 - Default Supplier, 3-69, 3-87, 3-92, **3-145**, 3-184, 3-211
 - Purchase Orders setting, **3-144**
 - Set Goods Receipt Quantity to Zero check box, **3-144**, 3-177, 3-305
 - Transfer Account and Object to Goods Receipt check box, **3-145**, 3-162, 3-163, 3-245, 3-308, 3-309
 - Warning if not Default Supplier check box, **3-145**, 3-160
- Purchase Order Status
 - Operations menu command, Purchase Orders, **3-176**
 - Purchase Orders module report, **3-226**
- Purchase Order Status Report, 3-176
- Purchase Order Stock
 - Purchase Orders report, **3-229**
- Purchase Orders
 - Adding Rows, 3-159
 - Appearance of Purchase Invoices created from, 1-282, 2a-248, 3-162, 3-179
 - Attention, **3-158**
 - Automatic Generation, 3-145, **3-183**
 - Base Currency 1/2, **3-167**
 - Browse Window, 3-154
 - Cancelling Outstanding Items, 3-157
 - Changing to reflect Language of Supplier, 3-170
 - Checking the Supplier is valid for the Item, 3-145, 3-160
 - Closed check box, 3-93, **3-157**, 3-186
 - Comment, **3-172**
 - Creating from Project Budgets, 5-186

- Creating from Purchase Order Quotations, 3-187
- Creating from Sales Orders in Batches, **3-69, 3-91**
- Creating from Work Orders/Work Sheets for Spare Parts, **5-339, 5-388, 5-403**
- Creating Purchase Invoices from before entering Goods Receipts, 2a-250, 3-180
- Creating when Stock Levels fall below Minimum, **3-183**
- Creating, Based on Past Invoices, **3-210**
- Currency, **3-165, 3-167**
- Defining Number Sequences, 3-141
- Deleting, 1-516
- Delivery Address, **3-173**
- Delivery Mode, **3-169**
- Delivery Terms, **3-169**
- Description, **3-160**
- Discount, 1-464
- Documents, **3-214**
- Entering, **3-154**
- Exchange Rate, **3-167**
- Exchange Rate in resulting Invoice, 2a-241, 2a-282, 3-181
- Exporting, 1-539
- Factoring, **3-170**
- Generating Mails from, 3-142, 3-182
- Including Plain and Service Items on Goods Receipts before Invoicing, 3-177, 3-272
- Including Plain Items when related to Projects, 5-138
- Including Stocked Items when related to Projects, 5-137
- Inserting Rows, 3-159
- Invoiced Quantity, **3-164**, 3-181
- Item Number, **3-160**
- Language, **3-170**
- Limited Access, 3-171
- Listing for a Supplier, 6-48
- Location, **3-173**
- Object, **3-158**
- Objects, **3-162**
- OK check box, 3-93, **3-165**, 3-186
- Operations menu command, Purchase Orders, 3-145, **3-183**
- Order Address, **3-172**
- Order Date, **3-157**
- Our Reference, **3-158**
- Payment Terms, **3-157**
- Planned Delivery Date, **3-157, 3-165**
- Previous Purchase Prices charged by Supplier, 3-183
- Price Include VAT check box, **3-157**
- Printing, **3-173, 3-216**
- Printing for different Delivery Modes, 2a-259, 3-169, 3-174
- Printing for different Languages, 3-174
- Project, **3-171**
- Purchase Control Account, 2a-248, **3-162**, 3-179
- Purchase Cost, **3-171**, 3-311
- Purchase Order Class, **3-170**
- Purchase Order Contract, **3-170**
- Purchase Order Number, **3-156**
- Purchase Order Process, **3-172**
- Purchase Order Status Report, 3-176
- Purchase Orders register, **3-154**
- Quantity, **3-160**
- Raising Purchase Invoices from, 2a-248, 3-162, 3-178
- Received Quantity, **3-163**, 3-178
- Receiving Goods Against, 3-176
- Reference, **3-157**
- Removing Rows, 3-159
- Sales Group, **3-171**
- Sales Order Number, **3-170**
- Salesman, **3-171**
- Scheduling, **3-86**, 3-157, 3-165
- Sending to Suppliers by email, 3-142, 3-182
- Setting Default Quantity in Goods Receipts to zero, 3-144
- Setting Rounding Rules for rows, 3-161
- Setting Rounding Rules for rows in Currency, 2b-222
- Setting Rounding Rules for Total, 1-464, 3-166
- Setting Rounding Rules for Total in Currency, 2b-221
- Setting Rounding Rules for VAT, 1-464, 3-166
- Setting Rounding Rules for VAT in Currency, 2b-222
- Signers, **3-156**
- Sum, **3-161, 3-166**
- Supplier, **3-156**
- Supplier's Item Code, **3-163**

- Total, **3-166**
- Transferring Cost Account and Object to
 - Goods Receipts, 3-163, 3-309
- Transferring Purchase Control Account and Object to Goods Receipts, 3-145, 3-162, 3-245, 3-308
- Unit Price, **3-161**
- VAT, **3-166**
- VAT Code, **3-161**
- Viewing Stock Status of each Item, 3-182
- Whether to include Plain and Service Items on Goods Receipts before Invoicing, 3-180
- Work Order, **3-170**
- Work Sheet Number, **3-164**
- Zone, **3-172**
- Purchase Orders module, **3-140**
 - Exports, **3-237**
 - Maintenance, **3-210**
 - Registers, **3-147**
 - Reports, **3-218**
 - Settings, **3-140**
- Purchase Value
 - Assets, **4-45**
 - Changing, 4-62
- Purchases, 5-115
 - Determining how they appear on Project Invoices, 5-145, 5-167
 - Determining Pricing in Project Transactions, **5-109**
 - Invoicing, 5-114, 5-206, **5-225**
 - Invoicing a Fixed Amount, **5-179**, 5-182
 - Pricing
 - for individual Customers, 5-128
 - in Project Budgets and Quotations, **5-116**
 - in Project Transactions from Purchase Invoices and Expense records, **5-126**
 - in Project Transactions from Time Sheets, **5-116**
 - Printing Price List, 5-261
 - Pricing for individual Employees, 5-223
 - Pricing for individual Job Groups, 5-130
 - Pricing for individual Price Lists, 5-130
 - Quotations, **5-194**
 - Registering against Projects, 5-109
- Purchasing Suggestion
 - Purchase Orders report, 1-294, 3-184, **3-232**, 3-264

- Purposes
 - Expenses module setting, **4-240**
- Put in use Transactions, **4-88**
- Put On Invoice options
 - Projects, **5-168**

Q

- Qty. *See* Quantity
- Quantity
 - Asset Status, **4-72**
 - Assets, **4-48**
 - Calculating in Deliveries, based on Dimensions, 3-287
 - Calculating in Goods Receipts, based on Dimensions, 3-310
 - Calculating in Invoices, based on Dimensions, 2a-62
 - Calculating in Stock Depreciations, based on Dimensions, 3-328
 - Calculating in Stock Movements, based on Dimensions, 3-337
 - Calculating in Stocktaking records, based on Dimensions, 3-358
 - Calculating, based on Dimensions, 1-314, 2a-62
 - Contract Quotations, **5-54**
 - Contracts, **5-29**
 - Deliveries, 3-60
 - Disposals, **4-57**
 - Expenses, **4-246**
 - Goods Receipts, 3-177, **3-305**, **3-311**
 - Internal Orders, **3-194**
 - Invoices, **2a-75**, 3-63
 - Number of Decimal Places on Printed Invoices, 2a-177
 - Productions, **5-300**
 - Project Budgets, **5-180**
 - Purchase Invoices, **2a-280**
 - Purchase Orders, **3-160**
 - Quotations, **4-300**
 - Returned Goods, 3-74, 3-297, **3-346**, **3-349**
 - Sales Orders, **3-39**
 - Service Orders, **5-358**
 - Stock Depreciations, **3-326**
 - Stock Movements, **3-335**
 - Stocktaking, **3-357**
 - Time Sheets, **5-200**

- Work Sheets, **5-397**
- Quantity 2. *See* Unit 2
 - Calculation, 3-275
- Quantity Breaks, 1-366
- Quantity Delivered. *See* Delivered Quantity
- Quantity Dependent Discounts
 - Pricing module register, 1-299, 1-365, **1-366**, 1-368, 1-369
- Quantity Dependent Prices
 - Exporting, 1-538
 - Pricing Module setting, **1-351**
- Quantity Dependent Values
 - Price Lists, **1-349**, 2a-88, 3-53, 4-310, 5-402
- Quantity Discounts, 1-351, **1-365**. *See also*
 - Quantity Dependent Discounts
- Quantity Invoiced. *See* Invoiced Quantity
- Quantity Received. *See* Received Quantity
- Quitting Hansa, **1-62**
- Quotation
 - Job Costing module document, **5-234**
 - Quotations Module document, 4-332
- Quotation Acceptance
 - Contract Status, **5-61**
- Quotation Class
 - Quotations, **4-299**
 - Copying to Orders, 3-28, 4-299
- Quotation Classes
 - Quotations setting, **4-290**
- Quotation Date. *See* Date
- Quotation Decision Statistics
 - Quotations module report, **4-334**
- Quotation Forecasting
 - Quotations module report, **4-336**
- Quotation History
 - Quotations module report, **4-338**
- Quotation Journal
 - Quotations module report, **4-340**
- Quotation Mail
 - Quotations setting, **4-290**
- Quotation Number
 - Contract Quotations, **5-51**
 - Contract Status, **5-60**
 - Defining Sequences, 4-289
 - Quotations, **4-295**
- Quotation Rows
 - Converting Prices to Currency, 4-305, 4-307, **4-325**
- Quotation Salesman Statistics
 - Quotations module report, **4-342**
- Quotation Status
 - Operations menu command, Quotations, **4-325**
 - Quotations module report, **4-346**
- Quotation Stock
 - Quotations module report, **4-344**
- Quotations
 - Accepted, **4-296**
 - Adding/Removing/Inserting Rows, 4-300
 - Allowing one or more per Project, 5-143
 - Analysing Decision Time, 4-334
 - Analysing Decision Time per Salesman, 4-342
 - Attention, **4-298**
 - Base, **4-306**
 - Base Currency 1/2, **4-307**
 - Browse Window, 4-293
 - Calculating Acceptance/Conversion Rate, 4-334
 - Changing to reflect Language of Customer, 4-301, 4-311
 - Closed check box, **4-295**
 - Comment, **4-313**, **5-193**
 - comparing with Project Budgets, 5-266
 - Converting to Orders, 4-318
 - Cost Price, **4-303**
 - Creating Activities from, 6-38
 - Creating from Projects, 5-173
 - Creating Project Budgets from, 5-195
 - Creating Projects from, 5-195
 - Currency, **4-305**, **4-307**
 - Customer, **4-295**
 - Date, **4-296**
 - Days to Delivery, **4-311**
 - Decision Date, **4-298**, 4-334, 4-342
 - Defining Number Sequences, 4-289
 - Delivery Address, **4-315**
 - Delivery Mode, **4-309**
 - Delivery Terms, **4-309**
 - Depth, **4-305**
 - Description, **4-301**
 - Discount, 1-440, 1-464, **4-301**
 - Discount Matrix, **4-313**
 - Estimating Success, 4-298
 - Exchange Rate, **4-307**
 - Exporting, 1-539
 - Fax Number, **4-315**
 - Following Up, 4-321

for Purchase Orders, **3-187**
Generating Activities from, 4-321
Generating Mails from, 4-290, 4-323
GP%, **4-306**
Gross Profit, **4-303**
Height, **4-305**
Including Subtotals, 4-321
Invoice Address, **4-314**
Invoice After, **5-192**
Invoice Date, **4-305**
Invoice Materials options, **5-193**
Invoice Number, **4-305**
Invoice Purchases options, **5-193**
Invoice Stocked Items options, **5-193**
Invoice Time options, **5-193**
Item Number, **4-300**
Job Costing module register, **5-190**
Language, **4-311**
Limited Access, 4-310
Listing, 5-266
Listing Components, 4-300
Listing for a Customer, 6-43
Listing Open, 4-344
Location, **4-312**
Make Contact Date, **4-297**
Markup, **5-192, 5-193**
Materials, **5-194**
Object, **4-302**
Objects, **4-312**
Open, **4-296**
Order Number, **4-312**
Our Reference, **4-297**
Overall Pricing of Materials, Purchases and
Time, **5-116**
Payment Terms, **4-297**
Person, **5-192**
Planned Delivery Date, **4-311**
Price Factor, **4-303**
Price List, **4-310**
Printing, 4-332, 5-234
Probability, **4-298**
Project, **4-295, 5-191**
Purchases, **5-194**
Quantity, **4-300**
Quotation Class, **4-299**
 Copying to Orders, 3-28, 4-299
Quotation Number, **4-295**
Quotations module register, **4-293**
Recalculating Discount, 4-324
Recalculating Weight and Volume, 4-324
Recipe, **4-304**
Rejected, **4-296**
Removing rows from print-out, 4-325
Sales Account, **4-302**
Sales Group, **4-310**
Salesman, **4-298**
Scheduling Deliveries when converted to
Orders, 4-311
Sending to Customers by email, 4-290, 4-323
Setting Pricing of Materials, Purchases and
Time for individual Customers, 5-128
Setting Pricing of Materials, Purchases and
Time for individual Job Groups, 5-130
Setting Pricing of Materials, Purchases and
Time for individual Price Lists, 5-130
Setting Rounding Rules for rows, 4-302
Setting Rounding Rules for rows in Currency,
2b-222
Setting Rounding Rules for Total, 1-464, 4-
306
Setting Rounding Rules for Total in Currency,
2b-221
Setting Rounding Rules for VAT, 1-464, 4-
306
Setting Rounding Rules for VAT in Currency,
2b-222
Sorting, **4-311**
Status, **4-296**
Stocked, **5-194**
Subtotal, **4-306**
Sum, **4-302**
Tax Sum, **4-313**
Telephone Number, **4-315**
Time, **5-194**
Time Class, **5-192**
Total, **4-306**
Total GP, **4-306**
Total Quantity, **4-313**
Total Volume, **4-313**
Total Weight, **4-313**
Type, **5-192**
Unit, **4-304**
Unit Price, **4-301**
 Preventing Changes to, 1-340
Unit Price of Unit, **4-304**
Unit Quantity, **4-304**

Updating Item, Pricing and Customer details, 4-328
 Use of Objects, 4-312
 Valid Until Date, **4-296**
 VAT, **4-306**
 VAT Code, **4-303**
 VAT Registration No, **4-315**
 Width, **4-305**
 Zone, **4-314**
 Quotations module, **4-288**
 Documents, **4-330**
 Maintenance, **4-327**
 Registers, **4-293**
 Reports, **4-333**
 Settings, **4-288**

R

R Cur. *See* Receipt Currency
 Rate. *See also* Exchange Rate
 Interest, **2a-42**
 Rate Gain Account
 Account Usage P/L, 1-167, 2a-326, **2b-237**, 2b-259
 Account Usage S/L, 1-162, 2a-141, **2b-237**, 2b-248
 Rate Gain/Loss
 Nominal Ledger function, **2b-283**
 Nominal Ledger setting, 2b-229, **2b-280**
 Rate Gains
 Accounting for, 2b-280
 Rate Loss Account
 Account Usage P/L, 1-167, 2a-326, **2b-237**, 2b-259
 Account Usage S/L, 1-162, 2a-141, **2b-237**, 2b-248
 Rate Losses
 Accounting for, 2b-280
 Rate Round Off Account
 Account Usage P/L, 1-167, 2b-218, 2b-219, **2b-236**
 Account Usage S/L, 1-162, **2a-23**, 2b-218, 2b-219, **2b-236**
 Rateable Value. *See* Fiscal Value
 Raw Data
 System Module Export function, **1-540**
 Real Sales
 VAT Codes, **2b-68**

Recalculate
 Operations menu command, Budgets, **2b-100**
 Operations menu command, Reports, 1-97, 2b-119
 Operations menu command, Revised Budgets, **2b-103**
 Recalculate Discount
 Operations menu command, Invoices, 1-369, 2a-76, **2a-123**
 Operations menu command, Quotations, **4-324**
 Recalculate Invoiced
 Service Orders module function, **5-426**
 Recalculate Orders
 Sales Orders function, **3-102**
 Recalculate Weight and Volume
 Operations menu command, Invoices, **2a-122**
 Operations menu command, Quotations, **4-324**
 Operations menu command, Sales Orders, **3-78**
 Recalculation of reports, 2b-119
 Receipt Currency
 Receipts, **2a-134**
 Receipt Form
 Sales Ledger document, **2a-184**
 Receipt History
 Sales Ledger report, **2a-211**
 Receipt Journal
 Sales Ledger report, **2a-212**
 Receipt Number
 Defining Sequences, 2a-47, 2a-51, 4-154
 Separate Sequences for each Payment Mode, 2a-51, 2a-131, 4-154
 Receipts, 1-160
 Allocating when Customer has not specified Invoices being paid, 2a-144
 Approving, **2a-140**, **2a-142**, **2a-143**
 Bank Account
 Separate Postings to, 2a-22, 2b-95
 Bank Amount, **2a-133**
 Bank Currency, **2a-133**
 Bank Value in Base Currency 1, **2a-140**
 Bank Value in Base Currency 2, **2a-140**
 Browse Window, 2a-129
 Cash Discount, 2a-143
 Cheque Number, **2a-135**
 Comment, **2a-131**
 Correcting Mistakes, **2a-161**

- Creating by journal in the Nominal Ledger, 2b-75
- Creating in advance for Invoices paid by Instalments, 2a-121
- Creating Prepayment Invoices, 2a-150
- Currency, **2a-141**, 2b-243
- Cust. Info. on Trans. check box, **2a-141**
- Customer Number, **2a-133**
- Defining Number Sequences, 2a-47, 2a-51, 4-154
- Deleting, 1-516
- Deposited, **2a-141**
- Entering, 1-221, **2a-129**
- Exchange Rate, 2b-243
- Exporting, 1-539
- Generating Cash In from, 2a-153
- Generating Nominal Ledger Transactions from, 1-515, 2a-52, 2b-50
- In Currency, 1-162, **2a-141**, 2b-243
- Instalment, **2a-139**
- Invoice Currency, **2a-135**
- Invoice Number, **2a-132**
- Invoice Value, **2a-135**
- Listing Cash In records created from, 4-194
- Listing those from which no Cash In records have been created, 4-196
- Object, **2a-139**
- OK check box, **2a-140**, **2a-142**, **2a-143**
- On Account, 1-159, 1-161, 1-230, 1-247, 2a-21, 2a-24, 2a-132, 2a-160
- Open Invoice Value, **2a-135**
- Order Number, **2a-135**
- Payment Date, **2a-133**
- Payment Mode, **2a-131**, **2a-135**
- Prepayment Number, 2a-21, **2a-136**, 2a-154, 3-23
- Prepayments, 2a-21, 2a-154
- Receipt Currency, **2a-134**
- Received Value, **2a-134**
- Reference, **2a-131**
- Round Off, **2a-138**
- Round Off Account, **2a-138**
- Sales Ledger register, 1-221, **2a-129**
- Serial Number, **2a-130**
- TAX, **2a-139**
- Text, **2a-135**
- Transaction Date, **2a-131**
- VAT, **2a-137**
- VAT and On Account payments, 2a-25
- VAT Code, **2a-137**
- VAT on Prepayments and On Account Receipts, 2a-137
- Viewing Transactions Generated From, 2a-150
- Receipts Forecast
 - Sales Ledger report, **2a-213**
- Receipts/Salesman History
 - Sales Ledger report, **2a-214**
- Received Quantity
 - Purchase Orders, **3-163**, 3-178
- Received Value
 - Receipts, **2a-134**
- Receiving Mail, **6-191**
- Recipe
 - Deliveries, **3-286**
 - Internal Orders, **3-195**
 - Invoices, **2a-80**
 - Items, **1-302**, 3-361, 5-291
 - Productions, **5-298**
 - Quotations, **4-304**
 - Sales Orders, **3-43**
 - Stock Depreciations, **3-327**
 - Work Sheets, **5-400**
- Recipe Cost Calculation
 - Production module report, **5-324**
- Recipe List (Made of)
 - Production module report, **5-326**
- Recipe List (Part of)
 - Production module report, **5-327**
- Recipes
 - Code, **3-362**, **5-292**
 - Comment, **3-362**, **5-292**
 - Cost, **3-364**, **5-295**
 - Days to Assemble each Unit, 3-87, 3-362, **5-293**
 - Displaying on Delivery Notes/Picking Lists, 3-276
 - Displaying on Invoices, 2a-75
 - Displaying on Orders, 3-39
 - Displaying on Orders/Invoices, 1-302
 - Displaying on Quotations, 4-300
 - Exporting, 1-538
 - Fixed Assembly Days, 3-87, 3-362, **5-293**
 - Input Cost, **3-363**, **5-294**
 - Input Quantity, **3-363**, **5-294**
 - Item, **3-363**, **5-294**
 - Locked check box, **3-363**, **5-295**

- Minimum Production Quantity, 3-362, **5-292**
- Normal Production Quantity, 3-362, **5-292**, 5-309
- Output Quantity, **3-363**, **5-294**
- Production Module register, **5-291**
- Relativity, **5-294**
- Stock Module register, 1-302, 2a-80, 3-43, 3-195, **3-360**, 4-304, 5-400
- Updating Input Costs, 5-315
- Value, **3-364**, **5-295**
- Work Cost Value, **3-363**, **5-295**
- Recipients
 - Mail, **6-194**
 - of Customer Letters, 6-97
 - Listing, 6-106, 6-143
- Reconciled Balance
 - Account Reconciliation, **2b-93**
- Reconciliation Code
 - Account Reconciliation, **2b-95**
- Reconciling a Payment, 2a-326
- Record Checking
 - System Module report, **1-520**
- Record Menu, 1-117
 - Attachments, **1-121**
 - Cancel, **1-118**
 - History, **1-121**
 - Invalidate, **1-119**, 2a-115, 2a-301, 4-172, 4-254, 4-265, 6-54, 6-67
 - Send to Desktop, **1-121**, 1-145
- Record Window, 1-88
 - Button Bar, 1-89
 - Moving from field to field, 1-88
- Records
 - Attaching Files, 1-136
 - Attaching Notes and Comments, 1-137
 - Attaching other Records, 1-138
 - Attaching to the Personal Desktop, 1-145
 - Copying, 1-118
 - Creating, 1-85, 1-118, 1-128
 - Current, 1-128
 - Deleting, 1-119, 1-129, 1-516
 - Duplicating, 1-86, 1-128
 - Modifying, 1-86
 - Opening Attached Records, 1-139
 - Printing Notes and Comments, 1-137
 - Reading Attached Files, 1-136
 - Reading Notes and Comments, 1-137
 - Removing Attachments, 1-139
 - Viewing History, 1-121
- Recreate Reference Field
 - Sales Ledger function, **2a-167**
- Reduce options
 - Returned Goods, 3-345
 - Setting Default, 3-268
- Reference
 - Disposals, **4-57**
 - Payments, **2a-315**
 - Purchase Invoices, **2a-275**
 - Purchase Orders, **3-157**
 - Receipts, **2a-131**
 - Transactions, **2b-73**
- Referring To
 - Contract Quotations, **5-55**
- Refill Batch No. Items
 - Operations menu command, Deliveries, 3-285, **3-298**
- Register
 - Project Transactions, **5-209**
- Registered Quantity
 - Project Transactions, **5-209**
 - Work Sheet Transactions, **5-420**
- Registers
 - Account Reconciliation, **2b-93**
 - Accounts, **1-493**, **4-208**
 - Activities, **6-50**
 - Asset Status, **4-69**
 - Assets, **4-42**
 - Assets module, **4-42**
 - Attaching to the Personal Desktop, 1-146
 - Brought Forward Balances, 1-211, 2b-105
 - Budgets, **2b-97**
 - Cash Book module, **4-160**
 - Cash In/Cash Out, **4-160**
 - Companies, 1-39, 1-46, 1-53, 1-58, 1-104, 1-130, **1-481**
 - Consolidation module, **4-206**
 - Contact Persons, 1-242, **6-109**
 - Contract Quotations, **5-49**
 - Contract Status, **5-59**
 - Contracts, **5-21**
 - Contracts module, **5-21**
 - CRM module, **6-81**
 - Currencies, 1-348, 2b-213, 2b-214, **2b-216**
 - Customer Letters, **6-90**
 - Customers, 1-206, **1-238**, 6-108
 - Deliveries, 3-59, **3-279**

- Discount Matrices, 1-229, 1-250, 1-365, **1-367**, 1-369, 2a-76, 2a-123, 3-40, 4-301, 4-324, 5-30, 5-398
- Disposals, **4-55**
- E-Mail Aliases, **6-180**
- E-Mail POP3 Servers, **6-178**
- Email Queue, **6-196**
- E-Mail SMTP Servers, **6-186**
- Exchange Rates, 2b-213, 2b-214, **2b-225**
- Expenses, **4-241**
- Expenses module, **4-241**
- Fax Queue, **1-461**
- Forms, 1-110, 1-112, **1-505**
- Goods Receipts, 1-223, 3-176, **3-300**
- Internal Orders, **3-188**
- Invoices, 1-219, **2a-65**, 3-62, 5-46, 5-373
- Item Formulae, **1-316**
- Item Groups, **1-278**, 1-289, 1-350
- Items, 1-209, **1-287**, 5-62, **5-220**, **5-289**, 5-422
- Job Costing module, **5-157**
- Main Owner Percentage, **4-206**
- Nominal Ledger module, **2b-70**
- Objects, 1-241, 1-292, **1-500**, 2a-72, 2a-78, 2a-139, 2a-260, 2a-278, 2a-286, 2a-319, 2b-74, 3-37, 3-41, 3-158, 3-162, 3-195, 3-281, 3-286, 3-309, 3-344, 3-347, 4-302, 4-312, 5-30, 5-40, 5-304, 5-305, 5-367
- Payments, 1-223, **2a-312**
- Personnel Payments, 4-173, **4-257**
- Persons, 1-59, 1-250, **1-484**, 2a-70, 2a-259, 2a-287, 3-36, 3-152, 3-171, 4-268, 4-298, 5-37, **5-222**
- Price Formulae, 1-345, **1-346**, 1-350
- Price Lists, 1-229, 1-345, **1-347**, 2a-88, 3-53, 4-310, 5-39, 5-402
- Prices, **1-344**, **1-351**
- Production module, **5-289**
- Productions, **5-296**
- Program Mode, 1-56
- Project Budgets, **5-176**
- Project Transactions, **5-206**
- Projects, **5-157**
- Purchase Invoices, 1-223, **2a-268**, 3-179, 3-319
- Purchase Items, **3-148**
- Purchase Ledger module, **2a-254**
- Purchase Order Processes, **3-206**
- Purchase Order Quotations, **3-187**
- Purchase Orders, **3-154**, 5-186, 5-388
- Purchase Orders module, **3-147**
- Quantity Dependent Discounts, 1-299, 1-365, **1-366**, 1-368, 1-369
- Quotations, **4-293**, **5-190**
- Quotations module, **4-293**
- Receipts, 1-221, **2a-129**
- Recipes, 1-302, 2a-80, 3-43, 3-195, **3-360**, 4-304, **5-291**, 5-400
- Returned Goods, 3-73, 3-296, **3-342**
- Revaluations, **4-62**
- Revised Budgets, **2b-103**
- Sales Ledger module, **2a-65**
- Sales Orders, **3-31**
- Sales Orders module, **3-31**
- Service Orders, **5-353**
- Service Orders module, **5-353**
- Service Stock Transactions, 5-372, **5-407**
- Sharing information between Companies, **1-133**
- Simulations, **2b-90**
- Standard Texts, **6-115**
- Stock Depreciations, **3-322**
- Stock module, **3-279**
- Stock Movements, **3-332**
- Stocktaking, **3-355**
- Structure of, 1-19
- Suppliers, 1-208, **2a-254**
- System module, **1-481**
- Target Time, **6-81**
- Time Sheets, **5-197**
- Transactions, 1-213, **2b-70**
- Way Lists, **4-269**
- Work Orders, 5-370, **5-378**
- Work Sheet Transactions, **5-418**
- Work Sheets, **5-392**
- Registers Menu, 1-124
- Registration Date
 - Time Sheets, **5-198**
- Registration Defaults
 - Sales Ledger setting, 1-252, **2a-57**, 2a-263
- Registration Number
 - Customers, **1-252**
 - Suppliers, **2a-263**
- Rejected Quotations, **4-296**
 - Analysing Decision Time, 4-334

- Rel. *See* Relativity
- Relativity
 - Productions, **5-302**
 - Recipes, **5-294**
- Rem Level. *See* Reminder Level
- Reminder
 - Sales Ledger document, 1-247, 2a-91, **2a-184**
- Reminder check box
 - Customers, 2a-184
- Reminder Level
 - Interest, 2a-44
 - Invoices, 2a-59, **2a-87**, 2a-180, 2a-185
- Reminders
 - Determining Reminder Messages, **2a-58**, 2a-87
 - for Overdue Invoices, 2a-58, 2a-87, 2a-184
- Reminders check box
 - Customers, **1-247**
- Remittance Advices
 - Printing, 2a-327
- Remove Classification from Customers
 - CRM module function, **6-118**
- Removing Attachments, 1-139
- Renew Contracts
 - Contracts module function, 5-22, **5-70**
 - Contracts module setting, 5-20, **5-72**
- Rental Invoicing
 - Items, **1-303**
- Reopen Report Specification
 - Operations menu command, Reports, 1-97
- Reordering Requirements
 - Purchase Orders function, **3-210**
 - Purchase Orders module report, **3-232**
- Repair Items, **5-407**. *See also* Service Stock Transactions
 - Determining Chargeable Status, 5-359
 - Determining Warranty Status, 3-271, 5-331, 5-352, 5-359, 5-412
 - Exchanging, 5-347, 5-413, 5-415
 - Listing Service Stock, 5-333, 5-435
 - Location, 3-271
 - Moving In and Out of Service Stock, 5-371, **5-407**
 - Sending Back to Suppliers, 5-347, 5-413, 5-415
 - Signing in to Service Stock, 5-335, 5-412, 5-415
 - Signing out of Service Stock, 5-342, 5-412, 5-415
 - Stock Movement Cycle, **5-415**
- Replace
 - Price Lists, **1-348**
- Replaced Items
 - Service Orders module setting, **5-347**, 5-415
- Reply
 - Operations menu command, Mail, **6-201**
- Reply to Sender
 - Operations menu command, Mail, **6-201**
- Reply with Quote
 - Operations menu command, Mail, **6-201**
- Replying to Mail, **6-201**
- Report Definitions. *See* Definition of Reports
- Report Font
 - Company Info, 1-43, **1-427**
- Report Font Size
 - Company Info, **1-427**
- Report Settings
 - Nominal Ledger setting, **2b-48**
- Report Window, 1-95
- Reporting Period
 - Setting Default, 1-463
- Reporting Periods
 - Exporting, 1-541
 - System Module setting, **1-463**
- Reports, 1-154
 - Account Reconciliation, **2b-119**
 - Accumulated Category Depreciation, **4-109**
 - Activities, Customers, **6-126**
 - Activities, Period, **6-129**
 - Activities, Persons, **6-131**
 - Activity Type List, **6-133**
 - Adjusting Page Setup/Magnification, 1-113
 - Analytical Balance, 1-497, **2b-121**
 - Analytical Balance (Fiscal Purposes), **2b-124**
 - Asset History, **4-111**
 - Asset History (Portugal), **4-113**
 - Asset List, **4-115**
 - Assets module, **4-108**
 - Attaching to the Personal Desktop, 1-146
 - Balance Sheet, **2b-125**, **4-211**
 - Base Currency Rate Change, **2b-286**
 - Best Before List, **3-385**
 - Birthday List, **6-133**
 - Bonus, Salesman, 1-291, 1-489, 2a-30, **2a-189**
 - Budget Follow-up, **5-237**

- Budget Journal, **2b-137**
- Calendar Booking History, **6-135**
- Cash Book, **4-187**
- Cash Book module, **4-186**
- Cash In Journal, **4-189**
- Cash Out Journal, **4-191**
- Cash Report, **4-193**
- Changing Report Criteria, 1-108
- Company Info, **1-520**
- Consolidation, **4-212**
- Consolidation Chart of Accounts, **4-213**
- Consolidation module, **4-210**
- Contact List, **6-136**
- Contract Contacts, **5-83**
- Contract History, **5-84**
- Contract List, **5-85**
- Contract Worth, **5-87**
- Contract/Quotation Status, **5-86**
- Contracts module, **5-82**
- Correction List, **2b-138**
- Corresponding Accounts, **2b-139**
- Corresponding Accounts List, **4-194**
- Credit Notes, Updating Stock, **2a-191**, 3-387
- Creditors Account Report, 2b-140
- CRM module, **6-125**
- Currency Account Rate Change, **2b-281**
- Customer List, **1-267**
- Customer Sales Statistics, **1-274**
- Customer Statistics, **1-272**
- Customer Status, 1-257, **1-275**, 5-375, 6-40, 6-113
- Customer/Item Statistics, **1-381**
- Customers with no Activities, **6-138**
- Customising. *See* Definition of Reports
- Daily Balances, **2b-141**
- Debtors Account Report, 2b-142
- Deficiency List, 1-294, 3-184, **3-219**, 3-264, 3-387, 5-321
- Defining, 1-108
- Deliverable List, **3-108**
- Delivery Journal, **3-387**
- Delivery List, **3-112**, **3-389**
- Department Summary, **4-117**
- Depreciation Plan, **4-120**
- Depreciations Report, **4-123**
- Discount Matrices List, **1-385**
- Discount Statistics, **2a-193**
- Disposal Journal, **4-129**
- Drill-down, 1-98, 2b-117
- E-mail Aliases, **6-224**
- Employee Statistics (Job Costing), **5-239**
- Employee Statistics (Service Orders), **5-433**
- Employee Status, **5-243**
- Employee Time Statistics, **6-140**
- EU VAT Sales, 1-242, **2a-194**
- Exchange Rates, **2b-227**
- Expenses Journal, **4-280**
- Expenses module, **4-279**
- Exporting, 1-108
- Factoring Customers' Contracts History, **5-88**
- Factoring Customers' Invoices List, **5-90**
- Fiscal Year Depreciation, 4-26, **4-130**
- Fiscal Year Revaluations, 4-26, **4-132**
- Fiscal Year Write-offs, 4-26, **4-134**
- Forecast, **3-113**
- Forward Balance Journal, **2b-142**
- Goods Receipt Journal, **3-391**
- GP, Employees, **5-245**
- GP, Invoices, **2a-196**
- GP, Orders, 1-177, **3-115**
- GP, Projects, **5-248**
- In Currency, 2b-277
- Insurance Value, **4-135**
- Interest Invoicing, **2a-197**
- Invoice Journal, **2a-198**
- Invoiceable Contracts, **5-91**
- Invoiceable Orders, **3-117**
- Invoices with Cash In, **4-194**
- Invoices with Cash Out, **4-195**
- Invoices without Cash In, **4-196**
- Invoices without Cash Out, **4-198**
- Item Group List, **1-372**
- Item History, 1-176, **3-393**
- Item History per Location, **3-396**
- Item List, **1-372**
- Item Sales Statistics, **1-377**
- Item Statistics, **1-374**
- Item Turnover History, **1-379**
- Item/Delivery Mode Statistics, **3-397**
- Item/Quantity Statistics, **1-380**
- Item/Salesman Statistics, **2a-201**
- Job Costing module, **5-236**
- Key Financial Ratios, **2b-144**
- Latvian Cash Book Report, 4-199
- Letter List, **6-143**
- Liquidity Forecast, **2b-149**

- Location List, **3-398**
- Mail Count, **6-226**
- N/L Accrual Transactions, **2b-170**
- N/L Transfer, Invoices, **2a-203**
- N/L Transfer, Subsystems, **2b-171**
- Nominal Ledger, **2b-116, 2b-152**
 - Customising, **2b-48**
- Object Results, **2b-172**
- Object/Order Statistics, **3-119**
- Object/Quantity Report, **2b-174**
- Open Invoice Customer Statement, **2a-204**
- Open Invoice Supplier Statement, **2a-357**
- Order Stock, **3-120**
- Ordered Items, **3-124**
- Over Delivered Orders, **3-126**
- Overview of Instalments, **2a-206, 2a-359**
- P/L VAT Code Statistics, **2a-365**
- P/L VAT Report, **2a-366**
- Page Setup, **1-107, 2b-49**
- Payment Journal, **2a-362**
- Payments Forecast, **2a-360**
- Periodic Customer Statement, **2a-207**
- Periodic Personnel Statement, **4-282**
- Periodic Supplier Statement, **2a-364**
- Person List, **1-520**
- Personal Calendar, **6-79, 6-144**
- Personnel Payment Journal, **4-281**
- Placing in a Print Queue, **1-114**
- Prepayment History, **2a-209, 2a-367**
- Price List, **1-354, 1-383**
- Printing, **1-97, 1-224**
- Printing more than one Copy, **1-113**
- Printing to Specific Printers, **1-448**
- Produceability List, **3-127, 5-321**
- Production Deficiency, **5-322**
- Production Journal, **5-323**
- Production module, **5-320**
- Profit & Loss, **2b-176, 4-213**
- Project Invoicing, **5-250**
- Project List, **5-259**
- Project Price List, **5-261**
- Project Profit/Loss Report, **5-263**
- Project Purchase Orders, **5-265**
- Project Purchases, **5-264**
- Project Quotation/Budget, **5-266**
- Project Status, **5-269**
- Project Transactions, **5-276**
- Purchase Book for Russia, **2a-368**
- Purchase Invoice Journal, **2a-369**
- Purchase Item Price List, **3-222**
- Purchase Ledger, **2a-29, 2a-356, 2a-371**
- Purchase Order Accruals, **2a-248, 3-222**
- Purchase Order Journal, **3-225**
- Purchase Order Status, **3-226**
- Purchase Order Stock, **3-229**
- Purchase Orders module, **3-218**
- Purchasing Suggestion, **1-294, 3-184, 3-232, 3-264**
- Quotation Decision Statistics, **4-334**
- Quotation Forecasting, **4-336**
- Quotation History, **4-338**
- Quotation Journal, **4-340**
- Quotation Salesman Statistics, **4-342**
- Quotation Status, **4-346**
- Quotation Stock, **4-344**
- Quotations module, **4-333**
- Recalculating, **1-97, 1-108**
- Recalculation, **2b-119**
- Receipt History, **2a-211**
- Receipt Journal, **2a-212**
- Receipts Forecast, **2a-213**
- Receipts/Salesman History, **2a-214**
- Recipe Cost Calculation, **5-324**
- Recipe List (Made of), **5-326**
- Recipe List (Part of), **5-327**
- Record Checking, **1-520**
- Reordering Requirements, **3-232**
- Responsible Person Summary, **4-135**
- Returned Goods Journal, **3-399**
- Revised Budget Journal, **2b-181**
- Sales Book for Russia, **2a-215**
- Sales Ledger, **2a-29, 2a-187, 2a-215**
- Sales Ledger Statistics, **2a-220**
- Sales Order Journal, **3-129**
- Sales Orders module, **3-107**
- Saving to Disk, **1-108**
- Searching in, **1-97**
- Selecting Print Destination, **1-107**
- Serial Number History, **3-400, 5-434**
- Service Items Statistics, **5-278**
- Service Order Item History, **5-435**
- Service Order Journal, **5-436**
- Service Order Status, **5-437**
- Service Order Stock, **5-438**
- Service Orders module, **5-432**
- Service Stock Transaction Journal, **5-440**

Setting Fonts, 1-43
Simulation Preview - Depreciations, **4-136**
Sorted Order List, **3-131**
Source List, **3-402**
Sourcing List, **3-133**
Specifying Printer Dialogue, 1-107
Stock Depreciation Journal, **3-402**
Stock In Journal, **3-418**
Stock List, **3-405**
Stock List Comparison, **3-408**
Stock module, **3-384**
Stock Movement Journal, **3-410**
Stock Out Journal, **3-419**
Stocktaking Comparison, **3-412**
Stocktaking List, 1-296, **3-416**
Stocktaking List, Assets, **4-138**
Subsidy Assets, 4-46, **4-140**
Supplier List, 2a-375
Supplier Statistics, 2a-376
Supplier/Item Statistics, **3-235**, 3-420
System Documentation, **1-521**
System module, **1-519**
Tax Calculations, **2b-51**
Telephone List, **6-145**
Test Corresponding Rules, **2b-182**
Time Sheet Journal, **5-280**
Transaction Checking, **1-521**
Transaction Journal, **2b-184**
Transaction Preview - Depreciations, **4-142**
Transaction Summary, **2b-187**
Trial Balance, 1-210, 1-224, **2b-189**, **4-213**
Underlined Text, 1-99, 2b-118
User Activities, **6-146**
Validate Project Transactions, **5-281**
Varieties Enquiry, **1-402**
Varieties in Stock, **1-403**
 Opening from Item Status Window, 1-412
 Opening from Stock List, 1-408
VAT Code Statistics, **2a-222**, **4-283**
VAT Customer Sales, **2a-223**
VAT Differences, **2a-225**
VAT Listing, **2b-192**
VAT Number History, **2a-226**
VAT Report, **2b-193**
VAT Report Purchases, **2a-377**, **2b-196**
VAT Report Sales, **2a-226**, **2b-196**
VAT Supplier Purchases, **2a-377**
Way List Journal, **4-284**

Weighted Average, 3-421
Who has bought/not bought, **6-149**
Work Order Journal, **5-442**
Work Sheet Journal, **5-443**
Reports button, 1-81
Require Location check box
 Stock Settings, 2a-93, 3-52, 3-243, 3-263, **3-271**, 3-282, 3-302, 3-324, 3-344, 3-357, 4-312, 5-300, 5-395
Reserved check box
 Sales Orders, **3-34**
 Work Sheets, **5-395**
Residual Value
 Assets, **4-52**
Resources button, 1-81
Responsible option
 Asset Status, **4-71**
Responsible Person. *See Person and Responsible*
Responsible Person Summary
 Assets module report, **4-135**
Restaurant Module
 Identifying each terminal, 1-442
Restore Recently Deleted Mail
 Technics Module function, **6-223**
Restoring from a Back-up, 1-72, 1-523, 1-530
 Appears to Fail, 1-73
 Process Appears to Fail, 1-532
RESULT
 Activities, **6-60**
 Command used in Report Definition
 Formulae, 2b-145
 Forcing Entry of, in Activities, 6-32
Return Address
 in Outgoing External Mail, 6-163, 6-186
Return Goods
 Operations menu command, Deliveries, **3-296**, 3-342
Returned Goods
 and Structured Items, 3-74, 3-297, 3-346
 Approving, 3-75, 3-298, **3-348**
 Base Currency 1/2, **3-349**
 Best Before Date, **3-348**
 Browse Window, 3-342
 Comment, **3-345**
 Crediting, 3-75, 3-298, 3-345, 3-352
 Currency, **3-349**
 Customer Number, **3-344**
 Defining Number Sequences, 3-266

- Description, **3-346**
- Entering, **3-342**
- Exchange Rate, **3-349**
- Exporting, 1-539
- Extra Cost, **3-347**
- Generating Nominal Ledger Transactions
 - from, 3-350
- Item Cost, **3-346**
- Item Number, **3-346**
- Location, **3-344**
- Objects, **3-344, 3-347**
- OK check box, 3-75, 3-298, **3-348**
- Operations menu command, Sales Orders, **3-73, 3-342**
- Order Number, **3-344**
- Price Incl VAT check box, **3-345**
- Quantity, 3-74, 3-297, **3-346, 3-349**
- Reduce options, 3-345
 - Setting Default, 3-268
- Reducing Delivery Quantity, 3-345
- Reducing Order Quantity, 3-345
- Returns Number, **3-343**
- Serial Number, 3-74, **3-348**
- Stock Module register, 3-73, 3-296, **3-342**
- Transaction Date, **3-344**
- Unit Cost, **3-347**
- Update Stock check box, **3-344**
- Use of Objects, 3-347
- Using to generate Project Transactions, 5-215
- Viewing Transactions Generated From, 3-352
- Where there is a Sales Order, 3-73, 3-296, 3-342
- Where there is no Sales Order, 3-315, 3-351
- Returned Goods Account
 - Account Usage S/L, **2a-28, 3-350**
- Returned Goods Journal
 - Stock Module report, **3-399**
- Returned Goods Settings
 - Stock Module setting, **3-268**
- Returns. *See* Returned Goods
- Returns Number
 - Issuing, 3-75, 3-298
 - Returned Goods, **3-343**
- Rev Budget
 - Nominal Ledger function, **2b-107**
- Rev Budgets. *See* Revised Budgets
- Revalue Asset Acquisition Value
 - Assets module function, **4-62, 4-91**
- Revaluation Factors
 - Assets module setting, 4-41, **4-92**
 - Defining Number Sequences, 4-41
- Revaluation of Base Currency 2
 - Nominal Ledger function, **2b-287**
- Revaluation Run Lists
 - Assets module setting, 4-41, **4-97**
- Revaluations
 - Assets module document, **4-107**
 - Assets module register, **4-62**
 - Browse Window, 4-62
 - Comment, **4-67**
 - Defining Number Sequences, 4-41
 - Description, **4-64**
 - Entering, **4-62**
 - Entering in batches, **4-91**
 - Exporting, 1-539
 - Inventory Number, **4-63**
 - Legal Code, **4-63**
 - Models 1 & 2, **4-65**
 - New Residual Value, **4-66**
 - Number, **4-63**
 - Recording in the Nominal Ledger, 4-67
 - Starting Dates 1 and 2, **4-64**
 - Starting Values 1 & 2, **4-66**
 - Transaction Date, **4-63**
- Revenue
 - Estimating, from Contracts, 5-87
- Revised Budget Journal
 - Nominal Ledger report, **2b-181**
- Revised Budgets
 - % Budget, **2b-103**
 - Calculating, 2b-103
 - Calculating Total for each Account, 2b-103
 - Comparing with Actual Figures, 2b-133, 2b-174, 2b-179
 - Comparing with Budgets, 2b-103
 - Nominal Ledger register, **2b-103**
 - Printing, 1-521
- ROUND
 - Command used in Tax Report Definition
 - Formulae, 2b-56
- Round Off
 - Depreciation Models, **4-39**
 - Exporting, 1-541
 - Payments, **2a-322**
 - Price Formulae, **1-347**
 - Receipts, **2a-138**

- System Module setting, 1-160, **1-463**, 2a-17, 2a-83, 2a-84, 2a-281, 3-47, 3-48, 3-166, 4-306, 5-401
- Round Off Account
 - Account Usage S/L, 1-160, 1-463, **2a-17**, 2a-83, 2a-84, 2a-281, 2b-220, 2b-222
 - Payments, **2a-322**
 - Receipts, **2a-138**
- Round Off Limit
 - Currencies, **2b-219**
- Rounding
 - Defining Rules for Different Currencies, 2b-216
- Rounding Off
 - Currencies, **2b-242**
- Rounding Rules
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - Setting for Invoice/Order Total, 1-464
 - Setting for rows in Currency, 2a-77, 2b-222, 3-41, 3-161, 4-302
 - Setting for Total, 2a-84, 3-48, 3-166, 4-306
 - Setting for Total in Currency, **2b-221**
 - Setting for VAT, 1-464, 2a-83, 2a-281, 3-47, 3-166, 4-306, 5-401
 - Setting for VAT in Currency, 2b-222
- Row FIFO
 - Deliveries, **3-286**
 - Invoices, **2a-80**
 - Stock Depreciations, **3-328**
 - Work Sheets, **5-401**
- Row Type
 - Price Lists, **1-350**
- Rows
 - Adding to Contract Quotations, 5-53
 - Adding to Contracts, 5-29
 - Adding to Goods Receipts, 3-304
 - Adding to Internal Orders, 3-193
 - Adding to Invoices, 2a-74
 - Adding to Purchase Invoices, 2a-277
 - Adding to Purchase Orders, 3-159
 - Adding to Sales Orders, 3-39
 - Adding to Service Orders, 5-357
 - Adding to Transactions, 2b-73
 - Adding to Work Sheets, 5-397
 - Adding/Removing/Inserting to Contract Quotations, 5-53
 - Adding/Removing/Inserting to Contracts, 5-29

- Adding/Removing/Inserting to Quotations, 4-300
- Inserting in Goods Receipts, 3-304
- Inserting in Internal Orders, 3-193
- Inserting in Invoices, 2a-74
- Inserting in Purchase Invoices, 2a-277
- Inserting in Purchase Orders, 3-159
- Inserting in Sales Orders, 3-39
- Inserting in Service Orders, 5-357
- Inserting in Transactions, 2b-73
- Inserting in Work Sheets, 5-397
- Removing from Goods Receipts, 3-304
- Removing from Internal Orders, 3-193
- Removing from Invoices, 2a-74
- Removing from Purchase Invoices, 2a-277
- Removing from Purchase Orders, 3-159
- Removing from Sales Orders, 3-39
- Removing from Service Orders, 5-357
- Removing from Service Stock Transactions, 5-411
- Removing from Transactions, 2b-73
- Removing from Work Sheets, 5-397

Run Timed Backup

- System Module Export function, **1-541**

S

- S Cur. *See* Sent Currency
- S/L Forest Export
 - Sales Ledger Export function, **2a-234**
- Safety Back-up, 1-66
 - Automatic, 1-68
 - Restoring from, 1-72
- Sales Account
 - Account Usage S/L, 1-158, 1-253, 1-279, **2a-25**, **2a-26**, 2a-77, 2a-95, 3-22, 3-41, 3-56, 3-67, 4-302, 4-314, 5-30, 5-41, 5-170, 5-368
 - Contracts, **5-30**
 - Invoices, **2a-77**
 - Item Groups, 1-158, **1-279**
 - Items, 1-158, **1-305**
 - Objects on Credit Posting from Contract Invoice, 5-31, 5-40
 - Objects on Credit Posting from Service Order Invoice, 5-367
 - Prices, 1-158, 1-355
 - Quotations, **4-302**
 - Sales Orders, **3-41**

- Setting Default, 1-157, 1-220, 1-305, 2a-15, 2a-78, 3-41, 4-303
- Setting Default for Credit Notes, 1-285, 2a-26, 2a-71, 2a-77, 2a-111
- Setting Default for Down Payment Invoices, 3-22, 3-67, 5-170
- Setting Default for Invoices, 1-279, 2a-25
- Setting Default for Items, 1-289
- Sales Book for Russia
 - Sales Ledger report, **2a-215**
- Sales Codes
 - Sales Ledger setting, **2a-57**
- Sales Group
 - Customers, **1-250**
 - Persons, **1-486**
 - Project Budgets, **5-185**
 - Projects, **5-161**
 - Purchase Invoices, **2a-287**
 - Purchase Items, **3-152**
 - Purchase Orders, **3-171**
 - Quotations, **4-310**
 - Sales Orders, **3-51**
 - Suppliers, **2a-259**
- Sales Groups
 - System Module setting, **1-465**
- Sales Invoices. *See* Invoices
- Sales Ledger, **2a-14**
 - Documents, **2a-173**
 - Entering Opening Balances, 1-214
 - Exports, **2a-228**
 - Imports, **2a-227**
 - Integrating with Cash Book, 4-148, 4-156
 - Maintenance, **2a-163**
 - Reports, **2a-187**
 - Sales Ledger report, 2a-29, **2a-215**
 - Settings, **2a-14**
- Sales Ledger module
 - Registers, **2a-65**
- Sales Ledger Statistics
 - Sales Ledger report, **2a-220**
- Sales Order
 - Sales Orders document, **3-105**
- Sales Order Journal
 - Sales Orders report, **3-129**
- Sales Order Number. *See* Order Number
 - Purchase Orders, **3-170**
- Sales Order Rows
 - Converting Prices to Currency, 3-47, 3-48, **3-76**
- Sales Order/Object Statistics
 - Sales Orders report, **3-119**
- Sales Orders
 - Adding Rows, 3-39
 - Allowing Delivery of a greater quantity than that ordered, 3-61, 3-274, 3-284
 - Allowing Invoices to be created before Deliveries, 3-53, 3-64, 3-273
 - Attention, **3-36**
 - Authorisation, **3-54**
 - Base, **3-47**
 - Base Currency 1/2, **3-48**
 - Browse Window, 3-31
 - Changing to reflect Language of Customer, 3-39, 3-54
 - Closed check box, **3-34**
 - Comment, 1-243, **3-54**
 - Correcting Delivered/Invoiced Quantity, 3-102
 - Cost Price, **3-42**
 - Creating Activities from, 6-38
 - Creating from Project Budgets, 5-110
 - Credit Card, **3-54**
 - Currency, **3-47, 3-48**
 - Customer, **3-33**
 - Customer Order Number, **3-37**
 - Defining Number Sequences, 3-24
 - Deleting, 1-516
 - Delivered Quantity, **3-42**, 3-61, 3-75, 3-298
 - Delivery Address, **3-57**
 - Delivery Mode, **3-50**
 - Delivery Note, **3-45**
 - Delivery Terms, **3-50**
 - Depth, **3-46**
 - Description, **3-39**
 - Despatch Date, **3-35**
 - Despatch Date and Time, **3-45**
 - Despatch Time, **3-36**
 - Discount, 1-440, 1-464, **3-40**
 - Discount Matrix, **3-54**
 - Documents, **3-103**
 - Entering, **3-31**
 - Exchange Rate, **3-48**
 - Exchange Rate in resulting Invoice, 2a-22, 2a-85, 3-64
 - Exporting, 1-539

- Fax Number, **3-56**
- Generating Activities from, 3-70
- Generating Mails from, 3-26, 3-79
- GP%, **3-47**
- Gross Profit, **3-42**
- Height, **3-46**
- In Currency, 2b-243
- Including Plain Items when related to Projects, 5-138
- Including Stocked Items when related to Projects, 5-137
- Inload Date and Time, **3-45**
- Inserting Rows, 3-39
- Internal Quantity, **3-194**
- Invoice Address, **3-56**
- Invoice before Delivery check box, 3-64
- Invoice to, **3-52**
- Invoiced Quantity, **3-42**, 3-65
- Item Number, **3-39**
- Language, **3-54**
- Limited Access, 3-51
- Listing Components, 3-39
- Listing for a Customer, 6-44
- Listing those awaiting Delivery, 3-120
- Listing those awaiting Delivery that can be fulfilled from stock, 3-108
- Listing those awaiting Invoicing, 3-117
- Location, **3-45**, **3-51**
- Moving Stock into correct Location, 3-76, 3-95
- Object, **3-37**, **3-41**
- Order Class, **3-51**, 3-93
 - Copying from Quotations, 3-28, 4-299
- Order Date, **3-34**
- Order Number, **3-33**
- Order Status Report, 3-68
- Our Reference, **3-36**
- Payment Terms, **3-36**
- Picking Date and Time, **3-45**
- Planned Delivery Date, **3-34**, **3-44**, 3-86, 4-311
- Preventing the creation of Deliveries before the Planned Delivery Date, 3-30
- Preventing the Raising of Invoices, 3-72
- Previous Sales Prices charged to Customer, 3-80
- Price Factor, **3-44**
- Price List, **3-53**
- Printing, **3-58**, **3-105**
- Printing Automatically, 3-58
- Printing for different Delivery Modes, 3-51
- Project, **3-52**
- Quantity, **3-39**
- Raising Deliveries in Batches, 3-84
- Raising Down Payment Invoices, 3-66
- Raising Down Payment Invoices for, 2a-145
- Raising Invoices from, 3-62
- Raising Invoices in Batches, 3-98, 3-100
- Raising Purchase Orders in Batches from, 3-69, 3-86, 3-91
- Recalculating Weight and Volume, 3-78
- Recipe, **3-43**
- Removing Rows, 3-39
- Removing rows from print-out, 3-80
- Requiring Location in, 3-243, 3-263, 3-271
- Reserved check box, **3-34**
- Sales Account, **3-41**
- Sales Group, **3-51**
- Sales Orders register, **3-31**
- Salesman, 1-250, **3-36**
- Sending to Customers by email, 3-26, 3-79
- Serial Number, **3-43**
- Setting Rounding Rules for rows, 3-41
- Setting Rounding Rules for rows in Currency, 2b-222
- Setting Rounding Rules for Total, 1-464, 3-48
- Setting Rounding Rules for Total in Currency, 2b-221
- Setting Rounding Rules for VAT, 1-464, 3-47
- Setting Rounding Rules for VAT in Currency, 2b-222
- Sorting, **3-55**, 3-131
- Source, **3-45**
- Subtotal, **3-48**
- Sum, **3-40**
- Tax Sum, **3-55**
- Telephone Number, **3-56**
- Total, **3-48**
- Total GP, **3-46**
- Total Quantity, **3-55**
- Total Volume, **3-55**
- Total Weight, **3-55**
- Treated Quantity, **3-194**
- Unfulfilled
 - Listing, 3-120
 - Listing those for which there is stock, 3-108

- Unit, **3-46**
- Unit Price, **3-40**
 - Preventing Changes to, 1-340
- Unit Price of Unit, **3-46**
- Unit Quantity, **3-46**
- Use of Objects, 3-37
- Using to generate Project Transactions, 5-215, 5-225
- VAT, **3-47**
- VAT Code, **3-42**
- Viewing Stock Status of each Item, 3-72
- Whether to include Plain and Service Items on Deliveries before Invoicing, 3-60, 3-64, 3-272
- Width, **3-46**
- Zone, **3-56**, 3-67
- Sales Orders module, **3-16**
 - Exports, **3-137**
 - Maintenance, **3-82**
 - Registers, **3-31**
 - Reports, **3-107**
 - Settings, **3-16**
- Sales Price
 - Disposals, **4-58**
- Sales Support module. *See* CRM module
- Sales Tax (Russian), 2a-53, 2a-139, 4-166
- Sales Value
 - Comparing actual with Budget per Project, 5-271
 - Comparing with 'As Budgeted' figures per Project, 5-272
 - Comparing with cost
 - per Employee, 5-245
 - per Project, 5-271
 - per Service Item, 5-278
 - Service Stock Transactions, **5-414**
- Salesman
 - Analysing Decision Time in Accepted Quotations, 4-342
 - Contract Quotations, **5-53**
 - Contracts, **5-37**
 - Customers, **1-250**, 2a-70, 3-36
 - Invoices, **2a-70**
 - Project Budgets, **5-184**
 - Projects, **5-160**
 - Purchase Invoices, **2a-287**
 - Purchase Items, **3-152**
 - Purchase Orders, **3-171**
 - Quotations, **4-298**
 - Sales Orders, 1-250, **3-36**
 - Service Orders, **5-367**
 - Showing Bonus, 2a-30, **2a-189**
 - Suppliers, **2a-259**
- Salesman/Item Statistics
 - Sales Ledger report, **2a-201**
- Salesmen
 - Calculating Bonus on the sale of Items, 1-291
- Salutation 1, 2 and 3
 - Contact Persons, **6-113**
- Save as File
 - Operations menu command, Chat, **6-218**
- Save button, 1-91
- Save Text as File
 - Operations menu command, Mail, **6-206**
- Saving Mail, **6-206**
- Scheduling
 - Goods Receipts, 3-157, 3-165
 - Internal Orders, 3-191
 - Productions, 5-293
 - Purchase Orders, 3-157, 3-165
- Scheduling Purchase Orders. *See* Create Planned Records
- Scrolling
 - in a Browse Window, 1-85
- Search
 - Operations menu command, Mail, **6-207**
- Searching
 - in a Browse Window, 1-86
 - using a Wildcard, 1-86
- Select Company Window
 - Bypassing, 1-57
- Select Module button, 1-81
- Selection List
 - Using to Insert Data into Fields, 1-91
- Selling Assets, 4-55
- Send and Receive E-Mail
 - Operations menu command, Master Control panel, **6-196**
 - System Module function, **1-517**
- Send Email
 - Operations menu command, Customer Letters, **6-106**
- Send E-mail
 - Operations menu command, Mail, **6-196**
- Send to Back
 - Operations menu command, Forms, **1-510**

- Send to Desktop
 - Record menu command, **1-121**, 1-145
- Sending External Mail, **6-196**
 - Automatic, 6-175, 6-193, 6-195
- Sending Mail, **6-191**, 6-193, **6-195**
- Sending Mail to Conferences, 6-198
- Sent check box
 - Mail, **6-193**, 6-195
- Sent Currency
 - Payments, **2a-318**
- Sent Value
 - Payments, **2a-318**
- Separate Invoice Row check box
 - Project Transactions, **5-209**
- Separate Row per Customer on Bank A/C check box
 - Account Usage S/L, **2a-22**, 2b-95
- Separate Row per Supplier on Bank A/C check box
 - Account Usage P/L, 2b-95
 - Account Usage S/L, **2a-241**
- Separate Transaction rows per Item check box
 - Cost Accounting, **3-260**, 3-292, 3-315, 3-329
- Serial Number
 - Assets, **4-46**
 - Deliveries, **3-284**
 - Paste Special List, 3-285
 - Goods Receipts, **3-306**
 - Invoices, **2a-79**
 - Paste Special List, 2a-79
 - Mailboxes and Conferences, 6-167
 - Paste Special List, 3-274
 - Productions, **5-301**
 - Project Transactions, **5-208**
 - Receipts, **2a-130**
 - Returned Goods, 3-74, **3-348**
 - Sales Orders, **3-43**
 - Paste Special List, 3-44
 - Service Orders, **5-358**
 - Service Stock Transactions, **5-412**
 - Stock Depreciations, **3-326**
 - Stock Movements, **3-335**
 - Stocktaking, **3-357**
 - Transactions, **2b-76**
 - Work Sheets, **5-400**
 - Paste Special List, 5-400
- Serial Number Defaults. *See* Number Series Defaults
- Serial Number History
 - Service Orders module report, 5-434
 - Stock Module report, **3-400**
- Serial Number Text
 - Service Orders module setting, **5-349**
- Serial Number Tracking
 - Batch Level, **1-295**
 - Items, **1-295**, 3-177
 - Unit Level, **1-295**
- Serial Numbers
 - and FIFO, 2a-80, 3-259, 3-285
 - Generating Automatically in Goods Receipts, 3-318
 - Generating Automatically in Productions, 5-310
 - Goods Receipts
 - Whether Compulsory, 3-274, 3-306
 - Linking to Cost Prices, 2a-80, 3-259, 3-285
 - Listing on Invoices, 3-28, 3-43, 3-63
- Server
 - Logging on to, 1-58
 - Starting up, 1-483
- Server at Startup check box
 - Program Mode, 1-57
- Server module
 - Granting Access to, 1-54
 - Selecting by Default, 1-57
 - Setting up, **1-54**
- Server Port
 - Program Mode, 1-56, 1-58, 1-453
- Service Items. *See also* Repair Items
 - Cost Price, 5-143
 - Missing from Project Transactions, 5-215
 - Unit, 5-140
 - Whether to include on Deliveries before Invoicing, 3-60, 3-64, 3-272
 - Whether to include on Goods Receipts before Invoicing, 3-177, 3-272
 - Whether to include on Goods Receipts before Invoicing, 3-180
- Service Items In/Out. *See* Service Stock Transactions
- Service Items Statistics
 - Job Costing module report, **5-278**
- Service Location
 - Stock Settings, **3-271**, **5-352**, 5-413

- Service option
 - Items, **1-294**
- Service Order
 - Service Orders module document, **5-429**
- Service Order Item History
 - Service Orders module report, **5-435**
- Service Order Journal
 - Service Orders module report, **5-436**
- Service Order Number
 - Defining Sequences, 5-345
 - Invoices, **2a-94**
 - Service Orders, **5-355**
 - Service Stock Transactions, **5-409**
 - Work Orders, **5-380**
 - Work Sheet Transactions, **5-420**
- Service Order Status
 - Operations menu command, Service Orders, **5-375**
 - Service Orders module report, **5-437**
- Service Order Stock
 - Service Orders module report, **5-438**
- Service Orders
 - Adding Rows, 5-357
 - Attention, **5-356**
 - Base Currency 1/2, **5-363**
 - Browse Window, 5-353
 - Changing to reflect Language of Customer, 5-359, 5-366
 - Comment, **5-365**
 - Completed check box, **5-362**
 - Contract, **5-362**
 - Correcting Invoiced Quantity, 5-426
 - Cost of Repair, **5-362**
 - Currency, **5-363**
 - Customer, **5-355**
 - Customer Order Number, **5-357**
 - Defining Number Sequences, 5-345
 - Delivery Address, **5-369**
 - Delivery Mode, **5-366**
 - Delivery Terms, **5-365**
 - Description, **5-359**
 - Entering, 5-333, **5-354**
 - Exchange Rate, **5-363**
 - Exporting, 1-539
 - Fax Number, **5-368**
 - Generating Activities from, 5-376
 - Generating Work Orders from, 5-335, **5-370**
 - Inserting Rows, 5-357
 - Instructing Technicians, 5-335, 5-365
 - Invoice Address, **5-368**
 - Invoice to, **5-367**
 - Invoiced Quantity, **5-361**
 - Invoicing, 5-341, 5-418
 - Item Number, **5-358**
 - Item Type, **5-359**
 - Comparing Invoiceable, Warranty and Contract work per Employee, 5-433
 - Language, **5-366**
 - Maximum Cost, **5-362**
 - Number, **5-360, 5-370**
 - Object, **5-367**
 - Opening from Service Stock Transaction, **5-417**
 - Opening from Work Orders, **5-386**
 - Order Class, **5-367**
 - Order Date, **5-356**
 - Our Reference, **5-356**
 - Payment Terms, **5-356**
 - Planned Delivery Date, **5-366**
 - Price List, **5-366**
 - Printing, **5-369, 5-429**
 - Quantity, **5-358**
 - Raising Invoices from, 5-373
 - Registering Time and Spare Parts, 5-386, **5-392**
 - Removing Rows, 5-357
 - Salesman, **5-367**
 - Serial Number, **5-358**
 - Service Order Number, **5-355**
 - Service Orders module register, **5-353**
 - Shipment Date, **5-361**
 - Standard Problem, **5-361**
 - Telephone Number, **5-368**
 - VAT Registration Number, **5-366**
 - Work Order Number, **5-361**
 - Zone, **5-368**
- Service Orders module, **5-330**
 - Documents, **5-427**
 - Maintenance, **5-424**
 - Registers, **5-353**
 - Reports, **5-432**
 - Settings, **5-344**
- Service Stock, 5-343
 - Determining Location, 5-352
 - Listing, 5-333, 5-435
 - Movements of Repair Items, 5-371, **5-407**

- Signing Repair Items In, 5-335, 5-412, 5-415
- Signing Repair Items Out, 5-342, 5-412, 5-415
- Service Stock Transaction
 - Entering, **5-407**
- Service Stock Transaction Journal
 - Service Orders module report, **5-440**
- Service Stock Transactions
 - Approving, 5-413, **5-416**
 - Attention, **5-410**
 - Browse Window, 5-407
 - Comment, **5-414**
 - Cost Value, **5-414**
 - Customer, **5-410**
 - Date, **5-409**
 - Defining Number Sequences, 5-346
 - Description, **5-412**
 - Employee, **5-409**
 - Exporting, 1-539
 - In Quantity, **5-412**, 5-415
 - Item, **5-412**
 - Location, 5-352, **5-413**
 - OK check box, **5-413**, **5-416**
 - Opening Parent Service Order, **5-417**
 - Out Quantity, **5-412**, 5-415
 - Planned Delivery Date, **5-413**
 - Removing Rows, 5-411
 - Sales Value, **5-414**
 - Serial Number, **5-412**
 - Service Order Number, **5-409**
 - Service Orders module document, **5-429**
 - Service Orders module register, 5-372, **5-407**
 - Sold Date, **5-412**
 - Supplier, **5-413**
 - Transaction Number, **5-409**
 - Unit Cost, **5-412**
 - Unit Price, **5-412**
 - Warranty Ends, **5-413**
- Set Goods Receipt Quantity to Zero check box
 - Purchase Order Settings, **3-144**, 3-177, 3-305
- Set Order to Invoiced
 - Operations menu command, Sales Orders, 3-72
- Settings, **1-41**, 1-82, 1-112
 - Access Groups, 1-112, 1-415
 - Account Short Codes, **2b-12**
 - Account Transfer, **2b-14**
 - Account Usage Assets, **4-23**
 - Account Usage P/L, **2a-236**
 - Account Usage S/L, **2a-15**
 - Active Users, **1-423**
 - Activity Classes, 5-102, **6-30**
 - Activity Consequences, **6-33**
 - Activity Types, 5-102, **6-35**
 - Activity Types, Sub Systems, 3-70, 5-44, 5-390
 - Activity Types, Subsystems, 2a-304, 4-321, **6-38**, 6-106
 - Age Limits, **2a-29**, 2a-218, 2a-373
 - Asset Categories, **4-24**
 - Asset Classes, **4-32**
 - Assets module, **4-23**
 - Attaching to the Personal Desktop, 1-146
 - Auto Actions, **1-423**
 - Autotransactions, **2b-20**
 - Bank Transfer, 2a-244
 - Banks, 1-244, **2a-244**, 2a-262
 - Base Currency, 2b-214, **2b-222**
 - Base Currency Rates, 2b-214, **2b-224**
 - Base Price Changes, **1-336**
 - Batch Quality Control, **3-253**
 - Batch Specifications, **3-251**
 - Batch Status, **3-253**
 - Bonus, 2a-30
 - Budget Keys, 2b-28
 - Calculation Formulae, 2b-22, **2b-30**
 - Cars, **4-235**
 - Cash Book module, **4-152**
 - Cash Book Settings, **4-152**
 - Classification Types, **6-39**
 - Company Info, 1-42, **1-424**
 - Conference Access Groups, **6-164**, 6-168, 6-171
 - Consolidation module, **4-204**
 - Consolidation Settings, **4-204**, 4-230
 - Contract Classes, **5-17**
 - Contract Defaults, 2a-124, **5-17**
 - Contracts module, **5-16**
 - Conversion - Accounts, **1-428**
 - Conversion - Activity Types, **1-430**
 - Conversion - Currency Codes, **1-433**
 - Conversion - Customer Classifications, **1-434**
 - Conversion - Customers, **1-433**
 - Conversion - Items, **1-434**
 - Conversions - Master, **1-428**, **1-430**, **1-433**, **1-434**, 2b-229, 2b-233
 - Corresponding Modes, **4-157**, 4-164, 4-171

- Cost Accounting, **3-256**
- Cost Model, 1-283, **2a-33**, 3-244, 3-246, 3-247, 5-405
- Countries, 1-252, **1-435**, 2a-263
- Credit Limit, 1-246, **2a-36**
- CRM module, **6-30**
- Currency Round Off, 2a-77, 2a-83, 2a-84, 2a-281, **2b-220**, 3-41, 3-47, 3-48, 3-161, 3-166, 4-302, 4-306
- Customer Categories, **1-228**, 1-239
- Customer Classifications, 1-242, **6-39**
- Customer Contract Defaults, 2a-124, **5-18**
- Customer Discount, **5-128**
- Customer Status Report, 1-257, 5-44, 5-375, **6-40**, 6-114
- Date and Numeric Format, **1-436**
- Daughter Companies, **4-205**
- Default Items, **1-323**, 2a-69, 2a-75, 3-65, 3-99
- Delivery Addresses, **3-17**
- Delivery Modes, 1-244, 2a-87, 2a-258, **3-18**, 3-50, 3-169, 3-196, 4-309, 5-39, 5-366
- Delivery Terms, 1-244, 2a-87, 2a-258, **3-20**, 3-50, 3-169, 3-196, 4-309, 5-38, 5-365
- Departments, **4-34**
- Depreciation Models, **4-36**
- Display Groups, **1-438**
- Distances, **4-236**
- Down Payments, 1-231, 2a-147, **3-21**, 3-66
- E-Mail Aliases, **6-180**
- E-Mail POP3 Servers, **6-178**
- E-Mail SMTP Servers, **6-186**
- Enabler, **1-48**, 1-439
- Expense Settings, 4-237
- Expenses module, **4-234**
- Exporting Contents, 1-535, **1-541**
- Factoring File, **2a-37**
- Fax Settings, **1-458**
- File menu command, 1-42, **1-112**
- Fiscal Years, 1-198, **1-440**
- Freight, **2a-38**, 2a-83, 5-34
- Freight Companies, **3-260**
- Freight/Weight Calculation, **2a-39**
- Fuel Types, **4-238**
- General Options, **1-440**
- Hazard Levels, **3-23**
- Inflation Coefficients, 4-39, 4-95, 4-134
- Instalments, **2a-40**
- Interest, 1-246, **2a-41**, 2a-164
- Item Classifications, 1-232, 1-254, 1-292, **1-326**, 1-334
- Item Description Type, **5-20**
- Item Effectivity, **5-286**
- Item Formulae, 1-291
- Item Groups, 1-369
- Item Settings, **1-313**
- Item Varieties, **1-390**
- Item Variety Groups, **1-389**
- Item/Job Group Prices, **5-130**
- Job Costing module, **5-128**
- Job Descriptions, **6-44**
- Job Groups, **5-133**
- Languages, 1-112, 1-253, **1-441**, 2a-93, 2a-263, 2a-286, 3-54, 3-170, 3-197, 3-291, 4-166, 4-311, 5-39, 5-168, 5-185, 5-366
- Local Machine, **1-442**
- Locations, 2a-93, 3-51, 3-243, **3-262**, 4-312, 5-394
- Locking, **1-442**, 2b-64
- Logging Control, 1-121
- Mail Settings, **6-173**
- Mailboxes, **6-166**
- Minimum Stock Levels, **3-264**
- N/L Accruals, **2b-35**
- Nominal Ledger, **2b-12**
- Number Series - Asset Status, **4-40**, 4-70
- Number Series - Cash In, **4-158**, 4-162
- Number Series - Cash Out, **4-159**, 4-162
- Number Series - Customer Letters, **6-45**, 6-92
- Number Series - Deliveries, **3-265**, 3-280
- Number Series - Disposals, **4-40**, 4-56
- Number Series - Expenses, **4-238**, 4-242
- Number Series - Goods Receipts, **3-265**, 3-302
- Number Series - Invoices, **2a-46**, 2a-69
- Number Series - Payments, **2a-246**, 2a-314
- Number Series - Personnel Payments, **4-239**, 4-258
- Number Series - Productions, **5-287**, 5-297
- Number Series - Projects, **5-134**, 5-158
- Number Series - Purchase Invoices, **2a-245**, 2a-271
- Number Series - Purchase Order Processes, **3-142**, 3-207
- Number Series - Purchase Order Quotations, **3-142**
- Number Series - Purchase Orders, **3-141**, 3-156

- Number Series - Quotations, **4-289**, 4-295
- Number Series - Receipts, **2a-47**, 2a-130
- Number Series - Returned Goods, **3-266**, 3-343
- Number Series - Revaluation Factors, **4-41**, 4-93
- Number Series - Revaluation Run Lists, 4-98
- Number Series - Revaluations, **4-41**, 4-63
- Number Series - Sales Orders, **3-24**, 3-33
- Number Series - Service Orders, **5-345**, 5-355
- Number Series - Service Stock Transactions, 5-409
- Number Series - Simulations, **2b-34**
- Number Series - Stock Depreciations, **3-266**, 3-323
- Number Series - Stock Movements, **3-266**, 3-333
- Number Series - Stocktaking, **3-266**, 3-356
- Number Series - Time Sheets, **5-134**, 5-198
- Number Series - Transactions, **2b-34**, 2b-72
- Number Series - Way Lists, **4-240**, 4-270
- Number Series - Work Orders, **5-346**
- Number Series - Work Sheets, **5-346**, 5-394
- Number Series Defaults, 1-199, **1-446**, 2a-163
- Object Type Control, **2b-43**
- Object Types, 1-186, **2b-46**
- Official Invoice Serial Number, **2a-47**, 2a-73
- Order Classes, 1-231, **3-25**, 3-51, 3-93, 3-281, 3-324, 5-367
- Order Mail, **3-26**
- Order Settings, **3-27**
- Pack Types, **3-267**
- Password Security, **1-447**
- Payment Modes, 1-161, 1-167, 1-218, **2a-48**, 2a-131, 2a-314, 4-163, 4-171, 4-259
- Payment Settings, 2a-246
- Payment Terms, 1-245, **2a-54**, 2a-71, 2a-143, 2a-257, 2a-274, 2a-332, 3-22, 3-36, 3-157, 4-297, 5-37, 5-356
- Planned Delivery, **3-29**, 3-34, 3-44, 3-86, 3-157, 3-165, 3-191, 4-311
- Positions, **3-267**
- Presentation of Balances, **2b-47**
- Presentations, **6-219**
- Printers, 1-112
- Production module, **5-286**
- Project Classes, **5-135**
- Project Item Handling, **5-136**
- Project Settings, **5-139**, 5-166
- Purchase Invoice Settings, 2a-247
- Purchase Ledger, **2a-236**
- Purchase Order Classes, **3-142**, 3-170, 3-209
- Purchase Order Mail, **3-142**
- Purchase Order Settings, **3-144**
- Purchase Orders module, **3-140**
- Purposes, **4-240**
- Quantity Dependent Prices, **1-351**
- Quotation Classes, **4-290**
- Quotation Mail, **4-290**
- Quotations module, **4-288**
- Rate Gain/Loss, 2b-229, **2b-280**
- Registration Defaults, 1-252, **2a-57**, 2a-263
- Renew Contracts, 5-20, **5-72**
- Replaced Items, **5-347**, 5-415
- Report Settings, **2b-48**
- Reporting Periods, **1-463**
- Returned Goods Settings, **3-268**
- Revaluation Factors, 4-41, **4-92**
- Revaluation Run Lists, 4-41, **4-97**
- Round Off, 1-160, **1-463**, 2a-17, 2a-83, 2a-84, 2a-281, 3-47, 3-48, 3-166, 4-306, 5-401
- Sales Codes, **2a-57**
- Sales Groups, **1-465**
- Sales Ledger, **2a-14**
- Sales Orders module, **3-16**
- Serial Number Text, **5-349**
- Service Orders module, **5-344**
- Service Stock Transactions, **5-346**
- Shared Registers, **1-133**
- Sources, 1-296, 3-45, **3-268**, 3-286
- Specified Project Item Handling, **5-148**
- Standard Problems, **5-350**
- Stock module, **3-250**
- Stock Settings, **3-269**, **5-351**
- Structured Items, **3-276**
- Styles, **1-469**
- Sub Systems, 1-216, **2b-50**, 2b-171, 3-243, 3-245, 3-246, 3-247
- Sub-ledger Control Accounts, 2a-239
- Sub-ledger Control Accounts, **1-471**, 2a-18
- Supplier Categories, **2a-252**
- Supplier Status Report, 2a-267, **6-46**
- Suppliers Categories, 2a-256
- System module, 1-41, **1-414**
- System Usage, **1-45**, 1-54, 1-472
- Tax Reports, **2b-51**

- Tenders, **3-146**
- Text for Reminders, **2a-58**, 2a-87, 2a-185
- Text Types, **6-48**
- Time Billing Price Formulae, 5-150, **5-152**
- Time Billing Price Lists, 5-150, **5-153**
- Time Classes, 5-150, **5-151**
- Timed Operations, 1-69, 1-71, 6-222
- Transaction Settings, **2b-62**
- Units, 1-289, 1-296, **2a-59**, 3-151
- User Defined Fields, **1-232**
- Values in Text, **1-473**
- Variety Masks, **1-391**
- VAT Accounts, **2a-253**
- VAT Codes, 1-158, 1-164, 1-253, 1-280, 2a-78, 2a-264, 2a-279, **2b-65**, 3-42, 3-161, 4-166, 4-303, 5-31
- VAT Corrections, **2a-125**, **2a-309**
- VAT Number Masks, 1-254, **1-478**, 2a-95, 2a-265, 2a-285, 4-315, 5-41
- Viewing Contents, 1-521
- Way List Settings, **4-240**
- Weeks, **1-480**
- Weighted Average, **3-277**
- Work in Progress Control, **5-155**
- Settings button, 1-82
- Settlement Discount Account
 - Account Usage P/L, 2a-238
 - Account Usage S/L, 2a-17
- Settlement Discounts. *See also* Cash Discounts
 - Effect on VAT on Purchase Invoices, 2a-238
 - On Payments, 2a-332
 - On Purchases, 2a-257, 2a-274, 2a-275, 2a-316, 2a-332, 3-157
 - On Sales, 1-245, 2a-71, 2a-132, 2a-143, 2a-193, 3-36
 - On Sales and Purchases, **2a-54**
 - On Service Orders, 5-356
 - VAT Implications, 2a-18, 2a-20
- Shared Registers
 - Technics module setting, **1-133**
- Shelf Code
 - Items, **1-296**
- Shipment Date
 - Service Orders, **5-361**
- Shipments. *See* Deliveries
- Shipping Methods. *See* Delivery Modes
- Shipping Terms. *See* Delivery Terms
- Short
 - Company, 1-40
- Short Code
 - Customers, **1-239**
 - Expenses, **4-245**
 - Purchase Invoices, **2a-278**
 - Suppliers, **2a-255**
- Short Codes
 - Using to choose Accounts and Objects in Expenses, 4-245
 - Using to choose Accounts and Objects in Purchase Invoices, 2a-278
 - Using to choose Accounts and Objects in Purchase Invoices and Expenses, 2b-12
- Short Codes Only check box
 - Persons, **5-223**
- Shortcodes Only check box
 - Persons, 5-199
- Show Batch Status check box
 - Item Settings, **1-314**, 3-255
- Show Best Before Dates check box
 - Item Settings, **1-313**, 2a-79, 3-44, 3-251, 3-285, 5-400
- Show Components on Documents check box
 - Items, **1-302**, 2a-75, 3-39, 4-300
- Show Invoices
 - Operations menu command, Cash In/Out, **4-173**
- Show Item Status check box
 - Item Settings, 1-311, **1-314**
- Show Quantity 2. *See* Unit 2
- Show To Links
 - Operations menu command, Attachments, **1-138**
- Shutting Hansa Down, **1-62**
- SIE (Swedish Std Import/Export)
 - Nominal Ledger Export function, **2b-206**
 - Nominal Ledger Import function, **2b-197**
- SIGN
 - Command used in Tax Report Definition Formulae, 2b-56
- Signature
 - Attaching to Outgoing External Mail, 6-197
 - Persons, **1-485**

- Signature in External Mail, 6-197
- Signed check box
 - Purchase Order Processes, **3-208**
- Signed Contract
 - Contract Status, **5-61**
- Signer
 - Expenses, 4-237, **4-243**, 4-255
 - Purchase Invoices, 2a-247
- Signer Required check box
 - Expense Settings, **4-237**, 4-243, 4-255
 - Purchase Invoice Settings, **2a-247**
- Signers
 - Purchase Invoices, **2a-274**
 - Purchase Orders, **3-156**
- Simple Currency Conversion Method, 2b-212, **2b-213**
 - Invoices, **2b-240**
 - Transactions, **2b-266**
- Simple Mail Transfer Protocol. *See* E-Mail SMTP Servers
- Simulation Number
 - Defining Sequences, 2b-34
- Simulation Preview - Depreciations
 - Assets module report, **4-136**
- Simulations
 - Balancing, 2b-92
 - Converting to Transactions, 2b-42, 2b-92
 - Creating for Depreciation, 4-80
 - Creating when Assets are revaluated, 4-67
 - Defining Number Sequences, 2b-34
 - Deleting, 1-516
 - Exporting, 1-539
 - Generating N/L Accrual Transactions from, 2b-40
 - Nominal Ledger register, **2b-90**
 - Object
 - Assisted Object Entry, 2b-44
 - Printing, **2b-111**
 - Status, **2b-91**
 - Transaction Date, **2b-90**
- Single Page Only
 - Operations menu command, Forms, **1-512**
- Single-page Forms, 1-511
- Single-User
 - Configuring for External Mail, 6-189
 - Sending and Receiving External Mail, 6-196
- Six-Monthly View
 - Calendar. *See* Overview
- Size. *See* Dimensions
- Skills. *See* Job Groups
- SMTP Accounts. *See* E-Mail SMTP Servers
- Sold Date
 - Service Stock Transactions, **5-412**
- Sort Code
 - Payment Modes, **2a-49**
 - Payments, **2a-315**, **2a-323**
 - Purchase Invoices, **2a-285**
- Sort Key
 - Contracts, **5-41**
 - Customers, **1-240**
- Sort Objects on Transactions check box
 - Transaction Settings, **2b-65**
- Sort on Amount
 - Operations menu command, Account Reconciliation, **2b-93**
- Sorted Order List
 - Sales Orders report, **3-131**
- Sorting
 - Deliveries, **3-283**
 - in a Browse Window, 1-85
 - Invoices, **2a-93**
 - Quotations, **4-311**
 - Sales Orders, **3-55**, 3-131
- Source
 - Deliveries, **3-286**
 - Sales Orders, **3-45**
- Source List
 - Stock Module report, **3-402**
- Sources
 - Printing a List of, 3-402
 - Stock Module setting, 1-296, 3-45, **3-268**, 3-286
- Sourcing List
 - Sales Orders report, **3-133**
- Spare Parts
 - Invoicing, 5-341, 5-418
 - Raising Purchase Orders, 5-339, 5-388, 5-403
 - Registering Against Service/Work Orders, 5-386, 5-392
 - Removing from Stock, 5-337
- Special Characters
 - in Email Addresses, 6-179
- Specific Job Title
 - Contact Persons, **6-112**
- Specification
 - Cash In/Cash Out, **4-165**

- Persons, **1-490**
- Specification Window, 1-100
- Specified Project Item Handling
 - Job Costing module setting, **5-148**
- Split Project Transaction
 - Operations menu command, Project Transactions, **5-219**
- Spooling. *See* Print Queue
- Standard Cost per Kilometre, 4-240
- Standard Problem
 - Service Orders, **5-361**
- Standard Problems
 - Service Orders module setting, **5-350**
- Standard Text
 - Customer Letters, **6-95**
- Standard Texts
 - CRM module register, **6-115**
 - Exporting, 1-536
- Start Date
 - Activities, **6-55**
 - Comparing with Creation Date, 6-135
 - Contracts, **5-24**
 - Productions, **5-298**
 - Projects, **5-161**
- Start from Last Revaluated Value, 4-65, 4-84
- Start Time
 - Activities, **6-55**
 - Productions, **5-305**
- Starting Dates 1 and 2
 - Assets, **4-51**
 - Revaluations, **4-64**
- Starting Hansa, **1-35**
- Starting Values 1 & 2
 - Revaluations, **4-66**
- Statements (Customer)
 - Only including Invoices of a certain age, 2a-180
 - Printing, **2a-179, 2a-182**
- Statements (Supplier)
 - Only including Invoices of a certain age, 2a-352
 - Printing, **2a-352**
- Static Text
 - Showing on Labels, 1-266, 3-381, 5-81
- Status
 - Asset Status, **4-72**
 - Internal Orders, **3-192**
 - Productions, **5-298**
 - Projects, **5-162**
 - Quotations, **4-296**
 - Simulations, **2b-91**
 - Work Orders, **5-381**
- Stock
 - and Credit Notes, 2a-114, 2a-191, 3-315
 - Calculating FIFO Price, 1-176
 - FIFO Principle, 1-168
 - Integrating with Cash Book, 4-148, 4-156
 - Maintaining Valuations in the Nominal Ledger, 3-242
 - Moving Between Locations, 3-188, 3-332
 - Reporting on Movements for each Item, 3-393
 - Reserving for Orders, 3-34
 - Reserving for Work Sheets, 5-395
 - Shipping Goods, 1-171
 - Value Compared with Stock Account, 1-173
 - Withdrawing items for internal use, 3-188, 3-201, 3-322
 - Writing Off, 3-188, 3-201, 3-322
- Stock Account. *See also* Credit Account
 - Account Usage S/L, 1-160, 1-169, 1-281, **2a-28, 3-243, 3-245, 3-246, 3-247, 3-258, 3-263, 3-314, 3-324, 3-328, 3-340, 3-350, 5-404**
 - Compared with Stock Value, 1-173
 - Goods Receipts, 3-245, **3-308**
 - Item Groups, 1-160, **1-281, 3-242, 3-245, 3-246, 3-247, 3-263, 3-314, 3-340, 3-350, 5-306, 5-404**
 - Locations, 1-160, 1-169, 1-281, 3-245, 3-246, 3-247, **3-263, 3-314, 3-328, 3-340, 3-350, 5-306, 5-404**
 - Setting Default, 1-159, 1-169
 - Updating after Invoicing, 1-159
- Stock Adjustments, 3-315
- Stock Check. *See* Stocktaking Register *and* Stocktake
- Stock Control
 - Entering Opening Balances, 1-223
- Stock Cost Account
 - Account Usage S/L, 1-160, 1-280, 1-306, **2a-28, 3-243, 3-246, 3-248, 3-323, 3-329, 3-350, 5-404**
- Stock Depreciation
 - Operations menu command, Internal Orders, **3-201**
 - Stock Module document, **3-382**

- Stock Depreciation Journal
 - Stock Module report, **3-402**
- Stock Depreciations
 - Approving, **3-325**
 - Authorising, 3-188
 - Base Price, **3-327**
 - Browse Window, 3-322
 - Calculating Costs, 2a-35, 3-327
 - Calculating Quantity based on Dimensions, 3-328
 - Coefficient, **3-328**
 - Comment, **3-325**
 - Cost Account, **3-323, 3-326**
 - Creating from Internal Orders, 3-201
 - Defining Number Sequences, 3-266
 - Deleting, 1-516
 - Depth, **3-328**
 - Description, **3-326**
 - Entering, **3-322**
 - Exporting, 1-539
 - FIFO, 2a-35, **3-327**
 - Generating Nominal Ledger Transactions
 - from, 3-328
 - Accumulated or Separate Rows per Item, 3-329
 - Height, **3-328**
 - Item Number, **3-325**
 - Location, **3-324, 3-327**
 - Number, **3-323**
 - Object, **3-324, 3-326**
 - OK check box, **3-325**
 - Order Class, **3-324**
 - Printing, **3-382**
 - Project, **3-325**
 - Quantity, **3-326**
 - Recipe, **3-327**
 - Row FIFO, **3-328**
 - Serial Number, **3-326**
 - Stock Module register, **3-322**
 - Total Quantity, **3-325**
 - Transaction Date, **3-323**
 - Using to generate Project Transactions, 5-216
 - Viewing Stock Status of each Item, 3-330
 - Viewing Transactions Generated From, 3-331
 - Width, **3-328**
- Stock Discrepancies, 3-367
 - Printing, 3-412
- Stock Gain Account
 - Account Usage S/L, **2a-28**, 3-336, 3-340, 5-306
- Stock History
 - Specifying for each Item that one is to be maintained, 1-293
- Stock In Journal
 - Stock Module report, **3-418**
- Stock Labels
 - Operations menu command, Goods Receipts, 3-177
 - Printing, 3-177
- Stock Levels
 - Displaying in Web Shop, 1-255
 - Updating on Invoice, 2a-19
 - Updating when goods are returned, 3-344
 - Viewing for each Delivery Item, 3-295
 - Viewing for each Invoice Item, 2a-118
 - Viewing for each Item, 1-310
 - Viewing for each Item in a Project Budget record, 5-189
 - Viewing for each Order Item, 3-72
 - Viewing for each Production Item, 5-310
 - Viewing for each Purchase Order Item, 3-182
 - Viewing for each Stock Depreciation Item, 3-330
 - Viewing for each Stock Movement Item, 3-341
 - Viewing for each Work Sheet Item, 5-406
- Stock List
 - Exporting, **3-423**
 - Stock Module report, **3-405**
 - Using Different Units of Measurement, 1-296
- Stock List Comparison
 - Stock Module report, **3-408**
- Stock Locations. *See* Locations
- Stock module, 1-167, **3-242**
 - Documents, **3-373**
 - Exports, **3-422**
 - Maintenance, **3-365**
 - Registers, **3-279**
 - Reports, **3-384**
 - Settings, **3-250**
- Stock Movement
 - Operations menu command, Internal Orders, **3-199**
 - Operations menu command, Sales Orders, **3-76**

- Stock Module document, **3-383**
- Stock Movement Journal
 - Stock Module report, **3-410**
- Stock Movements
 - Approving, **3-338**
 - Authorising, 3-188
 - Base Currency 1/2, **3-339**
 - Base Price, **3-337**
 - Calculating Costs, 2a-35, 3-336
 - Calculating Quantity based on Dimensions, 3-337
 - Coefficient, **3-337**
 - Creating from Internal Orders, 3-199
 - Creating from Sales Orders, 3-76, 3-95
 - Defining Number Sequences, 3-266
 - Deleting, 1-516
 - Depth, **3-337**
 - Description, **3-335**
 - Exchange Rate, **3-339**
 - Exporting, 1-539
 - Extra Cost, **3-336**
 - For Production, **3-334**
 - From Location, **3-333**
 - From Position, **3-334**
 - Generating Nominal Ledger Transactions
 - from, 1-515, 2b-50, 3-340
 - Height, **3-337**
 - Item Number, **3-335**
 - New Unit Price, **3-337**
 - Non Accounted Extra Costs, **3-338**
 - Number, **3-333**
 - Object, **3-334**
 - OK check box, **3-338**
 - Old Unit Price, 2a-35, **3-336**
 - Printing, **3-383**
 - Quantity, **3-335**
 - Serial Number, **3-335**
 - Stock Module register, **3-332**
 - Text, **3-334**
 - To Location, **3-334**
 - To Position, **3-334**
 - Total Quantity, **3-338**
 - Transaction Date, **3-333**
 - Viewing Stock Status of each Item, 3-341
 - Viewing Transactions Generated From, 3-341
 - Width, **3-337**
- Stock Out Journal
 - Stock Module report, **3-419**
- Stock Settings
 - Allow Del Qty greater than Ordered check box, **3-274**
 - Allow Del Qty greater then Ordered check box, 3-61, 3-284
 - Always Deliver, 3-60, **3-276**, 3-284
 - Automatic delivery for Service and Plain Items check box, **3-60**, 3-64, **3-272**
 - Automatic receiving of Service and Plain Items check box, **3-177**, 3-180, **3-272**
 - Automatically set Batch Number on Delivery check box, 3-285, 3-298
 - Automatically set Batch Serial Number on Delivery check box, **3-273**
 - Chronology in Stock, 3-263, **3-275**
 - Decrease Available on Deliveries, 1-310, 1-311, **3-274**, 3-283, 3-288, 3-292, 3-295
 - Do Not Allow Over Delivery, 3-61, **3-276**, 3-284
 - Do Not Allow Over Delivery check box, 2a-19, 3-325, 3-335, 5-299
 - FIFO Calculated Automatically check box, **3-271**, 5-299, 5-302, 5-310
 - Invoices before Delivery check box, 3-64, **3-273**
 - Main Location, 2a-93, 3-52, 3-243, 3-263, **3-270**, 3-282, 3-302, 3-324, 3-344, 3-357, 3-366, 3-413, 4-312, 5-300, 5-395
 - No Serial No. on Goods Receipts check box, 2a-79, 3-44, **3-274**, 3-285, 3-306, 5-302, 5-400
 - Paste Classification, **1-331**
 - Require Location check box, 2a-93, 3-52, 3-243, 3-263, **3-271**, 3-282, 3-302, 3-324, 3-344, 3-357, 4-312, 5-300, 5-395
 - Service Location, **3-271**, **5-352**, 5-413
 - Service Orders module setting, **5-351**
 - Stock Module setting, **3-269**
 - Unit 2 Conversion Calculation options, 1-297, **3-275**
 - Update Known Serial Number Register check box, **3-271**, 5-331, 5-350, **5-352**, 5-359, 5-412
- Stock Transactions, 1-167
- Stock Transfer Account
 - Account Usage S/L, **2a-29**

- Stock Values
 - Calculating for Individual Locations, 3-243, 3-263
- Stocked
 - Quotations, **5-194**
- Stocked check box
 - Items, 3-69, 3-178, 3-184
- Stocked Item
 - Item Types, 5-289
- Stocked Item check box
 - Items, 5-289
- Stocked Items, 5-115
 - and Project Transactions, 5-215, 5-216, 5-225
 - Delivering from Project Budgets, 5-110
 - Determining how they appear on Project Invoices, 5-147, 5-167
 - Including on Sales or Purchase Orders related to Projects, 5-137
 - Invoicing, 5-114, 5-206, **5-225**
 - Invoicing a Fixed Amount, **5-179**, 5-182
 - Pricing
 - in Project Transactions, **5-126**
 - Printing Price List, 5-261
 - Registering against Projects, 5-110
- Stocked option
 - Items, **1-293**, 3-243
- Stocktake
 - Procedure for, 3-355
- Stocktaking
 - Approving, **3-358**
 - Base Price, **3-358**
 - Calculating Quantity based on Dimensions, 3-358
 - Coefficient, **3-358**
 - Defining Number Sequences, 3-266
 - Depth, **3-358**
 - Description, **3-357**
 - Exporting, 1-539
 - Height, **3-358**
 - Item Number, **3-357**
 - Location, **3-356**, **3-357**
 - Number, **3-356**
 - OK check box, **3-358**
 - Quantity, **3-357**
 - Serial Number, **3-357**
 - Stock Module register, **3-355**
 - Transaction Date, **3-356**
 - Width, **3-358**
- Stocktaking Comparison
 - Stock Module function, 3-355, **3-367**
 - Stock Module report, **3-412**
- Stocktaking List
 - Stock module report, 1-296, **3-416**
- Stocktaking List, Assets
 - Assets module report, **4-138**
- Stocktaking Register
 - Creating Records in, 3-365
- Structure of Conferences, 6-171
- Structure of Hansa, 1-155
- Structured Item
 - Item Types, 3-360, 5-290
- Structured Item check box
 - Items, 3-360, 5-290
- Structured Item option
 - Items, **1-293**
- Structured Items
 - and Cost Accounting, 3-259
 - and Returned Goods, 3-74, 3-297, 3-346
 - Displaying on Delivery Notes/Picking Lists, 3-276
 - Including on Sales or Purchase Orders related to Projects, 5-137
 - Listing quantity required, 3-127
 - Stock Module setting, **3-276**
 - using in the Job Costing module, 5-116
- Styles
 - Exporting, 1-536
 - System Module setting, **1-469**
- Sub Systems
 - Nominal Ledger setting, 1-216, **2b-50**, 2b-171, 3-243, 3-245, 3-246, 3-247
- Sub-assemblies, 5-301
- Subcontractor (for Contracts). *See* Partner
- Sub-ledger Checking check box
 - Account Usage P/L, 1-471, **2a-239**
 - Account Usage S/L, 1-471, **2a-18**
- Sub-ledger Control Accounts
 - Exporting, 1-541
 - System Module setting, **1-471**, 2a-18, 2a-239
- Subscriptions. *See* Contracts
- Subsidiary Companies. *See* Companies
- Subsidiary Company, 4-202
 - Wholly or Partially Owned, 4-206
- Subsidies
 - Treating Depreciation as Income, 4-46, 4-140

- Subsidy Assets
 - Assets module report, 4-46, **4-140**
- Subsidy Value
 - Assets, **4-46, 4-140**
- Subsystems. *See* Sub Systems
- Subtotal
 - Contracts, **5-34**
 - Goods Receipts, **3-312**
 - Invoices, **2a-84**
 - Operations menu command, Project Budgets, **5-185, 5-231**
 - Operations menu command, Quotations, **4-321**
 - Printing in Project Budget Documents, 5-231
 - Quotations, **4-306**
 - Sales Orders, **3-48**
- Success
 - Estimating, of Quotations, 4-298
- Sum
 - Budget Keys, **2b-29**
 - Contracts, **5-30**
 - Goods Receipts, **3-306**
 - Invoices, **2a-77**
 - Personnel Payments, **4-261**
 - Project Budgets, **5-181**
 - Project Transactions, **5-211**
 - Purchase Orders, **3-161, 3-166**
 - Quotations, **4-302**
 - Sales Orders, **3-40**
 - Setting Rounding Rules, 2a-77, 3-41, 3-161, 4-302
 - Work Sheet Transactions, **5-421**
 - Work Sheets, **5-398, 5-401**
- Sum Material
 - Time Sheets, **5-202**
- Sum Materials
 - Project Budgets, **5-183**
- Sum Purchases
 - Project Budgets, **5-184**
- Sum Stocked
 - Project Budgets, **5-184**
- Sum Time
 - Project Budgets, **5-183**
 - Time Sheets, **5-202**
- Sup Item. *See* Supplier's Item Code
- Sup Qty
 - Purchase Orders, **3-163**
- Superimposed Text
 - Printed in Documents, 1-508
 - Printed on Customer Letters, 6-102
- Supervisor
 - Activities, **6-63**
- Supp. Info. on Trans. check box
 - Account Usage P/L, **2a-240, 2a-276, 2a-315**
 - Payments, **2a-315**
 - Purchase Invoices, **2a-276**
- Supplier
 - Assets, **4-44**
 - Expenses, **4-246**
 - Purchase Invoices, **2a-272**
 - Purchase Items, **3-149**
 - Purchase Order Processes, **3-208**
 - Purchase Orders, **3-156**
 - Service Stock Transactions, **5-413**
- Supplier (for Contracts). *See* Partner
- Supplier Categories
 - Creditor Account, 1-165, 1-472, **2a-252**
 - On Account A/C, **2a-253**
 - Purchase Ledger setting, **2a-252, 2a-256**
 - Purchase Orders setting, **2a-252**
- Supplier Category
 - Suppliers, **2a-256**
- Supplier Invoice Number
 - Persons, 2a-245
- Supplier List
 - Purchase Ledger report, **2a-375**
- Supplier Name
 - Showing in Account Reconciliation register and report, 2a-241, 2b-95
 - Suppliers, **2a-256**
- Supplier Number
 - Goods Receipts, **3-302**
 - Payments, **2a-316**
 - Suppliers, **2a-255**
- Supplier Object on Stock A/C check box
 - Account Usage P/L, **2a-241, 2a-261, 3-303**
- Supplier Statistics
 - Purchase Ledger report, **2a-376**
- Supplier Status
 - Operations menu command, Suppliers, **2a-267, 6-46**
- Supplier Status Report
 - CRM module setting, **6-46**
 - CRM setting, 2a-267
- Supplier Unit
 - Purchase Items, **3-151**

- Supplier/Item Statistics
 - Purchase Orders/Stock module report, **3-235**, 3-420
- Supplier's Invoice Number
 - Assets, **4-44**
 - Purchase Invoices, **2a-274**
- Supplier's Item Code
 - Goods Receipts, **3-308**
 - Purchase Items, **3-151**
 - Purchase Orders, **3-163**
- Suppliers
 - Account, 1-165, 1-166
 - Address, **2a-256**
 - ANA Code, **2a-259**
 - Attention, 3-158, 5-36, 5-55
 - Bank 2, **2a-261**
 - Copying to Bank Code, 2a-346
 - Bank Account, **2a-261**
 - Bank Code, **2a-262**
 - Copying to Bank 2, 2a-346
 - Browse Window, 2a-254
 - Closed check box, **2a-260**
 - Comment, **2a-263**
 - Contact, **2a-257**
 - Cost Account, 1-163, 2a-248, **2a-261**, 3-178
 - Country, **2a-263**
 - Credit Limit, **2a-258**
 - Creditor Account, 1-165, 1-472, **2a-261**, 3-319
 - Currency, **2a-264**, 2b-239
 - Deleting, **2a-266**
 - Delivery Mode, **2a-258**
 - Delivery Terms, **2a-258**
 - Editing, **2a-266**
 - E-Mail, **2a-257**
 - Entering, 1-208, **2a-254**
 - Exporting, 1-536
 - Factoring, **2a-259**
 - Fax Number, **2a-257**
 - Language, **2a-263**
 - Limited Access, 2a-259
 - Listing Goods Receipts, 6-47
 - Listing Items Purchased from, 6-48
 - Listing Monthly Purchase Totals, 6-47
 - Listing Purchase Invoices, 6-47
 - Listing Purchase Orders, 6-48
 - Minimum Order Sum, **2a-259**
 - Objects, **2a-260**
 - On Account A/C, **2a-262**
 - On Account check box, 2a-242, 2a-253, **2a-260**, 2a-262, 2a-316, 2a-338
 - Our Customer Number, **2a-259**
 - Payment Terms, **2a-257**, 2a-274, 3-157
 - Previous Prices charged by, 3-183
 - Purchase Ledger Control Account, 1-165
 - Purchase Ledger register, **2a-254**
 - Purchase Orders/Purchase Ledger register, 1-208
 - Registration Number, **2a-263**
 - Removing blanks and dashes from Fax Numbers, 1-517
 - Sales Group, **2a-259**
 - Salesman, **2a-259**
 - Sending Purchase Orders by email, 3-142, 3-182
 - Sending Repair Items back to, 5-347, 5-413, 5-415
 - Short Code, **2a-255**
 - Supplier Category, **2a-256**
 - Supplier Name, **2a-256**
 - Supplier Number, **2a-255**
 - Telephone Number, **2a-257**
 - VAT Code, 1-164, **2a-264**
 - VAT Registration Number, **2a-265**
 - VAT Zone, **2a-265**
 - Warning, **2a-263**
 - Zone, 2a-243
- SVO Invoice, 2a-197
- Swap Debit & Credit
 - Operations menu command, Transactions, **2b-84**, 2b-88
- Swedish Standard Import/Export. *See* SIE
- Symbol options
 - Activities, **6-59**
- Synchronise
 - Operations menu command, Local Mailbox, **6-214**
- System Administrator, **6-174**
 - Access to Presentations, 6-219
 - Granting Access to Technics Module, 1-421, 6-162
- System Data
 - System Module Export function, **1-535**
- System Documentation, 1-195
 - System Module report, **1-521**
- System Message
 - Technics Module function, **1-63**

- System module, 1-42, **1-414**
 - Documents, 1-518
 - Exports, **1-526**
 - Imports, **1-522**
 - Maintenance, **1-515**
 - Registers, **1-481**
 - Reports, **1-519**
 - Settings, 1-41, **1-414**
 - System Requirements
 - Linux, 1-28
 - Macintosh, 1-27
 - Windows, 1-27
 - System Usage
 - Control String, 1-48
 - Number of Companies, 1-45
 - Number of Users, 1-45
 - System Module setting, **1-45**, 1-54, 1-472
- T**
- Tabs, 1-89
 - Target Time
 - Comparing with Profile Activities, 6-140
 - Comparing with Time Activities, 6-140
 - CRM module register, **6-81**
 - Entering, **6-82**
 - Task Manager, **6-68**
 - Controlling access to, 6-29
 - Entering Activities from, 6-51, 6-71
 - Images in Priority column, 6-59
 - Marking Activities as Done from, 6-69
 - Opening Activities from, 6-70
 - Printing, **6-71**
 - Showing Activities in, **6-56**, 6-68
 - Viewing Activities from, 6-50
 - Viewing Activities marked as Done, 6-71
 - Viewing Activities to be done in the future, 6-71
 - Viewing Calendar and Timed To Do Activities, 6-71
 - Task Type options
 - Activities, **6-56**
 - Calendar, **6-56**
 - Timed To Do, **6-56**
 - To Do, **6-56**
 - Tasks button, 1-80
 - TAX
 - Cash In, **4-166**
 - Receipts, **2a-139**
 - Tax %
 - Payment Modes, **2a-53**, **2a-139**, 4-166
 - Tax 1 %
 - VAT Codes, **2b-68**
 - Tax 1 Account
 - VAT Codes, **2b-68**
 - Tax Account
 - Payment Modes, **2a-53**, **2a-139**, 4-166
 - Tax Calculations
 - Nominal Ledger report, **2b-51**
 - Tax Report
 - Nominal Ledger document, **2b-58**, **2b-62**, 2b-115
 - Tax Reports
 - Designing your own, 2b-51
 - Nominal Ledger setting, **2b-51**
 - Tax Sum
 - Deliveries, **3-291**
 - Quotations, **4-313**
 - Sales Orders, **3-55**
 - TCP/IP
 - Company, 1-58
 - Technicians
 - Instructing, **5-370**, **5-378**
 - Instructing from Service Orders, 5-335, 5-365
 - Instructing from Work Orders, 5-385
 - Technics Module
 - and System Administrator, 1-421, 6-162
 - Gaining Access to, **6-160**
 - Tel Message check box
 - Deliveries, **3-283**
 - Telephone List
 - CRM module report, **6-145**
 - Telephone Number
 - Contracts, **5-38**
 - Customers, **1-241**
 - Internal Orders, **3-197**
 - Invoices, **2a-95**
 - Quotations, **4-315**
 - Sales Orders, **3-56**
 - Service Orders, **5-368**
 - Suppliers, **2a-257**
 - Tender
 - Purchase Order Processes, **3-208**
 - Tenders
 - Purchase Orders setting, **3-146**

- Terminals. *See* Local Machine
- Test Corresponding Rules
 - Nominal Ledger report, **2b-182**
- Test Printout, 2a-99
- Text
 - Activities, **6-53**
 - Down Payments, **3-22**, 3-67
 - for Materials on Project Invoices, 5-147
 - for Purchases on Project Invoices, 5-145
 - for Stocked Items on Project Invoices, 5-146
 - for Time on Project Invoices, 5-143
 - of Customer Letters, 6-96
 - Viewing, 6-106, 6-143
 - Payment Terms, **2a-55**
 - Payments, **2a-316**
 - Personnel Payments, **4-259**
 - Printed incorrectly on Customer Letters, 6-102
 - Project Budgets, **5-184**
 - Project Details on Project Invoices, 5-140, 5-168
 - Projects, **5-161**
 - Purchase Items, **3-153**
 - Receipts, **2a-135**
 - Searching for, in Mails, 6-207
 - Stock Movements, **3-334**
 - Time Sheets, **5-198**
 - Transactions, **2b-73**
- Text Back-up
 - Creating, 1-66, 1-527
 - Creating Automatically, 1-68
 - Restoring from, 1-72, 1-523, 1-530
- Text Files
 - Opening in Excel, 1-437
- Text for Reminders
 - Sales Ledger setting, **2a-58**, 2a-87, 2a-185
- Text Objects
 - in Forms, 1-506
- Text Types
 - CRM module setting, **6-48**
- Their Supplier Code
 - Customers, **1-246**
- Time, 5-115
 - Charging to Projects, 6-33, 6-58, 6-61
 - Comparing Actual and Chargeable, 6-140
 - Comparing Actual and Planned, 6-140
 - Comparing Gross Profit figures per Employee, 5-245
 - Comparing Gross Profit figures per Service Item, 5-278
 - Comparing Invoiceable and Invoiced work per Employee, 5-243
 - Comparing Invoiceable, Internal and Other work per Employee, 5-239
 - Comparing Invoiceable, Warranty and Contract work per Employee, 5-433
 - Cost Price, 5-143
 - Customer Letters, **6-92**
 - Determining how it appears on Project Invoices, 5-143, 5-167
 - Disposals, **4-56**
 - Invoicing, 5-114, 5-206, **5-225**
 - Invoicing a Fixed Amount, 5-101, **5-178**, 5-182
 - Pricing
 - for individual Customers, 5-128
 - in Project Budgets and Quotations, **5-116**
 - in Project Transactions from Purchase Invoices and Expense records, **5-126**
 - in Project Transactions from Time Sheets and Activities, **5-116**
 - Printing Price List, 5-261
 - Pricing for individual Employees, 5-223
 - Pricing for individual Job Groups, 5-130
 - Pricing for individual Price Lists, 5-130
 - Quotations, **5-194**
- Time Activities, 6-29, **6-58**, 6-76. *See also* Activities
- Time Billing. *See* Job Costing
- Time Billing Price Formulae
 - Job Costing module setting, 5-150, **5-152**
- Time Billing Price Lists
 - Job Costing module setting, 5-150, **5-153**
- Time Class
 - and Item Base Prices, 5-122
 - and Persons' Prices per Hour, 5-122
 - and Price Lists, 5-122
 - Customer Discounts:, 5-119
 - Item/Job Group Prices, 5-121
 - Project Budgets, 5-123, **5-182**
 - Quotations, **5-192**
 - Time Sheets, **5-201**
- Time Classes
 - Job Costing module setting, 5-150, **5-151**
- Time Recording, 5-102, **5-197**
 - Against Service/Work Orders, 5-386, **5-392**

- Using Activities, 5-102, 6-33, 6-58, 6-61
- Time Sheet
 - Job Costing module document, **5-235**
- Time Sheet Journal
 - Job Costing module report, **5-280**
- Time Sheet Rows
 - Job Costing module export, **5-284**
- Time Sheets
 - and Overtime, 5-201
 - Approving, 5-202, **5-203**, 5-205
 - Browse Window, 5-197
 - Correcting, 5-202, **5-204**
 - Date, **5-199**
 - Defining Number Sequences, 5-134
 - Description, **5-200**
 - Employee, **5-199**
 - Exporting, 1-539
 - Exporting in Huldt & Lillevik format, 5-284
 - Extra Comment 1 and 2, **5-202**
 - Including Plain Items, 5-138
 - Invoicing from, 5-206
 - Item, **5-200**
 - Item Name, **5-202**
 - Job Costing module register, **5-197**
 - Listing, 5-280
 - Number, **5-198**
 - Objects, **5-201**
 - OK check box, **5-202**, **5-203**
 - Pricing of Materials, Purchases and Time, **5-116**
 - Printing Price List, 5-261
 - Printing, 5-235
 - Project, **5-199**
 - Project Name, **5-201**, **5-202**
 - Quantity, **5-200**
 - Registration Date, **5-198**
 - Sum Material, **5-202**
 - Sum Time, **5-202**
 - Text, **5-198**
 - Time Class, **5-201**
 - Using to generate Project Transactions, 5-202, 5-203, 5-205, 5-212
- Timed Operations
 - Database Backup Path, 1-70
 - Database Backup Time, 1-70
 - Database Closing Time, 1-71
 - Database Opening Time, 1-71
 - Technics Module setting, 1-69, 1-71, 6-222
- Timed To Do Activities, 6-29, **6-56**
 - Viewing in Day Planner, 6-77
 - Viewing in Task Manager, 6-71
- Times
 - Contract Quotations, **5-52**
- Tmp Folder, 6-176, 6-204
 - Emptying, 6-223
- TO
 - Command used in Tax Report Definition Formulae, 2b-53
- To Bank Account
 - Personnel Payments, **4-260**
- To City
 - Deliveries, **3-290**
- To Do Activities, 6-29, **6-56**
 - Viewing in Task Manager, 6-68
- To Do List. *See* Task Manager
 - Operations menu command, Persons, **1-492**
- To Dock
 - Deliveries, **3-290**
- To Location
 - Stock Movements, **3-334**
- To Position
 - Stock Movements, **3-334**
- To Rate B1
 - Transactions, **2b-266**, **2b-270**, **2b-273**
- To Rate B2
 - Transactions, **2b-270**, **2b-273**
- TO2
 - Command used in Tax Report Definition Formulae, 2b-54
- Total
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - Cash In/Cash Out, **4-166**
 - Contracts, **5-34**
 - Expenses, **4-247**
 - Goods Receipts, **3-312**
 - Internal Orders, **3-195**
 - Invoices, **2a-84**
 - Purchase Invoices, **2a-272**
 - Purchase Orders, **3-166**
 - Quotations, **4-306**
 - Sales Orders, **3-48**
 - Setting Rounding Rules, 1-464, 2a-84, 3-48, 3-166, 4-306
 - Transactions, **2b-73**
 - Work Sheets, **5-401**

- Total Cost
 - Internal Orders, **3-194**
- Total GP
 - Invoices, **2a-90**
 - Quotations, **4-306**
 - Sales Orders, **3-46**
- Total Quantity
 - Contracts, **5-33**, 5-80
 - Invoices, **2a-89**
 - Quotations, **4-313**
 - Sales Orders, **3-55**
 - Stock Depreciations, **3-325**
 - Stock Movements, **3-338**
- Total Sum
 - Project Budgets, **5-184**
- Total Volume
 - Invoices, **2a-90**
 - Quotations, **4-313**
 - Recalculating for Invoices, 2a-122
 - Recalculating for Quotations, 4-324
 - Recalculating for Sales Orders, 3-78
 - Sales Orders, **3-55**
- Total Weight
 - Invoices, **2a-90**
 - Quotations, **4-313**
 - Recalculating for Invoices, 2a-122
 - Recalculating for Quotations, 4-324
 - Recalculating for Sales Orders, 3-78
 - Sales Orders, **3-55**
- Trader's Branch Identifier
 - Intrastat, 1-425
- Transaction Checking
 - System Module report, **1-521**
- Transaction Date
 - Disposals, **4-56**
 - Expenses, **4-243**
 - Goods Receipts, **3-302**
 - Invoices, **2a-73**
 - Payments, **2a-314**
 - Personnel Payments, **4-259**
 - Project Budgets, **5-178**
 - Purchase Invoices, **2a-272**
 - Receipts, **2a-131**
 - Returned Goods, **3-344**
 - Revaluations, **4-63**
 - Simulations, **2b-90**
 - Stock Depreciations, **3-323**
 - Stock Movements, **3-333**
- Stocktaking, **3-356**
- Transactions, **2b-73**
- Warning when entering out of date sequence, 1-445
- Transaction Journal, 1-194
 - Nominal Ledger report, **2b-184**
- Transaction Number
 - Defining Sequences, 2b-34
 - Persons, 2b-35
 - Service Stock Transactions, **5-409**
 - Transactions, **2b-72**
- Transaction Preview - Depreciations
 - Assets module report, **4-142**
- Transaction Records. *See* Transactions
- Transaction Registers
 - System Module Export function, **1-539**
- Transaction Registers (Period)
 - System Module Export function, **1-539**
- Transaction Rows
 - Listing, 2b-152
- Transaction Settings
 - Calculate Rate Differences, **2b-78**
 - Check Corresponding A/C Rules, **2b-64**, 2b-80
 - Enter and Return, **2b-65**
 - Nominal Ledger setting, **2b-62**
 - Sort Objects on Transactions check box, **2b-65**
 - Use Preliminary Transactions, **2b-63**, 2b-87
 - Warn on Overwrite of Autotransaction, **2b-63**
 - Warn on Unusual Amount, **2b-63**
- Transaction Summary
 - Nominal Ledger report, **2b-187**
- Transactions, 1-155
 - Account, **2b-74**
 - Accumulated or Separate Rows per Item, 3-260
 - Adding Rows, 2b-73
 - Allowing Changes after Entry, 2b-63, 2b-87
 - Automating the entry of, 2b-20
 - Balancing, 2b-88
 - Base 1 Credit, **2b-74**, 2b-267, 2b-274
 - Base 1 Debit, **2b-74**, 2b-267, 2b-274
 - Base 2 Credit, **2b-274**
 - Base 2 Debit, **2b-274**
 - Browse Window, 2b-70
 - Changing, 2b-86
 - Company, **2b-77**
 - Correspondence, **2b-80**

- Created from Cash Notes, 2a-56
- Creating for Base Rate Gains or Losses, 2b-287
- Creating for Depreciation, 4-88
- Creating for Exchange Rate Gains or Losses, 2b-283
- Creating from Simulations, 2b-42, 2b-92
- Creating when Assets are put in to use, 4-88
- Creating when Assets are revaluated, 4-67
- Creating when Assets are sold or written off, 4-59
- Credits and Loans, 1-167
- Currency Credit, **2b-267, 2b-274**
- Currency Debit, **2b-267, 2b-274**
- Defining Number Sequences, 2b-34
- Deleting, 1-516
- Description, **2b-74**
- Difference, **2b-73**
- Dual-Base Currency Conversion System, **2b-268**
- Due, **2b-77**
- Entering, 1-210
- Exchange Rate, **2b-266, 2b-267**
- Expenses, 1-167
- Exporting, 1-539, **2b-206**
- From Rate, **2b-266, 2b-270, 2b-273**
- Generating from Cash Transactions, 4-158, 4-171
- Generating from Deliveries, 3-246, 3-247
 - Accumulated or Separate Rows per Item, 3-292
- Generating from Deliveries fails, 3-247
- Generating from Disposals, 4-40, 4-59
- Generating from Down Payments, 3-67, 5-170
- Generating from Expenses, 4-239, 4-248
- Generating from Goods Receipts, 3-245, 3-247, 3-265, 3-314
 - Accumulated or Separate Rows per Item, 3-315
- Generating from Invoices, 1-156, 2a-46, 3-247
- Generating from other Ledgers and Modules, 1-515, 2b-50, 2b-171
- Generating from Payments, 2a-52
- Generating from Productions, 5-287, 5-306
- Generating from Purchase Invoices, 2a-245
- Generating from Receipts, 2a-52
- Generating from Returned Goods, 3-350
- Generating from Stock Depreciations, 3-328
 - Accumulated or Separate Rows per Item, 3-329
 - Generating from Stock Movements, 3-340
 - Generating from Work Sheets, 5-404
 - Importing, 2b-197
 - In Currency, 2b-75, 2b-265, 2b-276
 - Inserting Rows, 2b-73
 - Nominal Ledger register, 1-213, **2b-70**
 - Object, **2b-74**
 - Assisted Object Entry, 2b-44
 - Objects, 1-183
 - Operations menu command, Simulations, 2b-92
 - Payments, 1-166
 - Preliminary Transactions, 2b-63, 2b-87
 - Printing, **2b-111**
 - Purchase Invoices, 1-162
 - Receipts, 1-160
 - Reference, **2b-73**
 - Removing Rows, 2b-73
 - Reversing, 2b-84
 - Sales Invoices, 1-156
 - Serial Number, **2b-76**
 - Showing Corrections and Updates, 2b-138
 - Simple Currency Conversion Method, **2b-266**
 - Simulated, **2b-90**
 - Sorting Objects, 2b-65
 - Stock, 1-167
 - Text, **2b-73**
 - To Rate B1, **2b-266, 2b-270, 2b-273**
 - To Rate B2, **2b-270, 2b-273**
 - Total, **2b-73**
 - Transaction Date, **2b-73**
 - Transaction Number, **2b-72**
 - Type, **2b-76**
 - Updating Currency Rates, 2b-276
 - Updating if Currency information is missing, 2b-232
 - VAT Code, **2b-75**
 - Viewing When Generated From Cash Transactions, 4-173
 - Viewing When Generated From Deliveries, 3-296
 - Viewing When Generated From Disposals, 4-61
 - Viewing When Generated From Expenses, 4-254

- Viewing When Generated From Goods Receipts, 3-320
- Viewing When Generated From Invoices, 2a-122
- Viewing When Generated From Payments, 2a-334
- Viewing When Generated From Personnel Payments, 4-267
- Viewing When Generated From Productions, 5-310
- Viewing When Generated From Purchase Invoices, 2a-305
- Viewing When Generated From Receipts, 2a-150
- Viewing When Generated From Returned Goods, 3-352
- Viewing When Generated From Stock Depreciations, 3-331
- Viewing When Generated From Stock Movements, 3-341
- Viewing When Generated From Work Sheets, 5-406
- Transactions as Rows
 - Nominal Ledger Import function, **2b-197**
- Transfer Account and Object to Goods Receipt check box
 - Purchase Order Settings, **3-145**, 3-162, 3-163, 3-245, 3-308, 3-309
- Transfer Quotation Class to Order check box
 - Order Settings, **3-28**, 4-299
- Transfer to Bad Debtors
 - Sales Ledger function, 1-230, 2a-16, 2a-92, **2a-168**, 2a-216
- Transitional use of the Dual-Base System, 2b-212
- Translations
 - Accounts, 1-498
 - Item Descriptions on Invoices, 2a-75
 - Item Descriptions on Orders, 3-39
 - Item Descriptions on Quotations, 4-301
 - Item Descriptions on Service Orders, 5-359
 - Item Varieties, 1-391
 - Items, 1-307
 - Payment Terms, 2a-56
 - Price Lists, 1-384
 - Report Headings in Balance Sheet, 2b-126
 - Units, 2a-62
- Transport
 - Printing a total for, on Invoices, 1-285
- Transport Directives
 - Deliveries, **3-290**
- Transport Number
 - Deliveries, **3-289**
- Treat Item as Material on Project check box
 - Items, 5-101, **5-220**
- Treated Quantity
 - Internal Orders, **3-194**
- Trial Balance
 - Consolidation module report, **4-213**
 - Exporting, **2b-208**
 - Nominal Ledger report, 1-210, 1-224, **2b-189**
- Triangulation. *See* Dual-Base Currency
 - Conversion System
- Turnover
 - Reporting, 1-272, 1-274
- Turnover includes VAT check box
 - Account Usage S/L, **2a-19**
- Type
 - Account Reconciliation, **2b-93**
 - Disposals, **4-56**, 4-59
 - Item Groups, **1-285**
 - Payment Modes, **2a-50**
 - Payment Terms, **2a-55**
 - Project Budgets, **5-182**
 - Quotations, **5-192**
 - Transactions, **2b-76**
 - Work Sheet Transactions, **5-420**
- Type options
 - Asset Status, **4-71**
- Type Styles. *See* Styles

U

- UKAccs1.Txt
 - Accounts Template File, 1-33, 1-51
- UKForms.Txt
 - Accounts Template File, 1-33
- UKStd.Txt
 - Accounts Template File, 1-33
- Uncleared Funds, 2a-325, 2a-327
- Underlined Text in Reports, 1-99, 2b-118
- Unfulfilled Sales Orders
 - Listing, 3-120
 - Listing those that can be fulfilled from stock, 3-108
- Unique Bar Code check box
 - Item Settings, 1-304, **1-313**

- Unit
 - Invoices, **2a-81**
 - Items, **1-289**
 - Quotations, **4-304**
 - Sales Orders, **3-46**
 - Used for all Service Items, 5-140
- Unit 2
 - Items, **1-296**
- Unit 2 Conversion Calculation options, 1-297, **3-275**
- Unit Coefficient
 - Items, **1-296**
- Unit Conversion
 - Purchase Items, **3-151**
- Unit Cost
 - Returned Goods, **3-347**
 - Service Stock Transactions, **5-412**
- Unit Level
 - Serial Number Tracking, **1-295**
- Unit Price
 - Contracts, **5-29**
 - Goods Receipts, **3-305**
 - Project Transactions, **5-210**
 - Quotations, **4-301**
 - Service Stock Transactions, **5-412**
 - Use in Pricing Contracts, 5-29
 - Use in Pricing Invoices, 2a-76
 - Preventing Changes to, 1-340
 - Use in Pricing Purchase Orders, 3-161
 - Use in Pricing Quotations, 4-301
 - Preventing Changes to, 1-340
 - Use in Pricing Sales Orders, 3-40
 - Preventing Changes to, 1-340
 - Use in Pricing Work Sheets, 5-397
 - Work Sheet Transactions, **5-420**
- Unit Price of Unit
 - Invoices, **2a-81**
 - Quotations, **4-304**
 - Sales Orders, **3-46**
- Unit Quantity
 - Invoices, **2a-81**
 - Quotations, **4-304**
 - Sales Orders, **3-46**
- Units
 - Changing to reflect Language of Customer and Supplier, 2a-62
 - Exporting, 1-535
 - Sales Ledger setting, 1-289, 1-296, **2a-59**, 3-151
- Unpaid Work, 6-32
- Unread Mail, 6-191
- Unreconciled check box
 - Account Reconciliation, **2b-93**
- Unsent Mail, 6-191
- Update
 - Operations menu command, Account Reconciliation, **2b-94**
- Update Address
 - Operations menu command, Contact Persons, **6-113**
- Update Base Cur. when Invoicing
 - Account Usage P/L, 3-181
 - Account Usage S/L, 3-64
- Update Base Cur. when Invoicing check box
 - Account Usage P/L, **2a-241**, 2a-282
 - Account Usage S/L, **2a-22**, 2a-85
- Update Contact Register Data
 - CRM module function, **6-119**
- Update Contract Status
 - Operations menu command, Contracts, 5-48, 5-59
- Update Contracts
 - Contracts module function, 5-25, **5-73**
- Update Cost Price at Purchase
 - Item Settings, 1-302, **1-315**
 - Items, **1-301**, 3-305, 3-337, 3-346, 3-347
- Update Currency Price List Items
 - Operations menu command, Invoices, 2a-82, 2a-84, 2a-88, **2a-120**, 2b-242
 - Operations menu command, Quotations, 4-305, 4-307, 4-310, **4-325**
 - Operations menu command, Sales Orders, 3-47, 3-48, 3-53, **3-76**
- Update Currency Rates
 - Operations menu command, Transactions, **2b-276**
- Update Customer Classification
 - Sales Ledger function, **2a-169**
- Update Fax Numbers
 - System Module function, **1-517**
- Update Foreign Cur. when Invoicing
 - Account Usage P/L, 3-181
 - Account Usage S/L, 3-64
- Update Foreign Cur. when Invoicing check box
 - Account Usage P/L, **2a-241**, 2a-282

- Account Usage S/L, **2a-22**, 2a-85
- Update GP at Invoicing check box
 - Cost Accounting, **3-257**
- Update Item Base Prices
 - Pricing module function, 1-342
- Update Item Cost Price
 - Stock Module function, 1-178, **3-371**
- Update Item Cost Prices
 - Pricing module function, 1-343
- Update Known from Serial Number Register check box
 - Stock Settings, 5-359
- Update Known Serial Number Register check box
 - Stock Settings, **3-271**, 5-331, 5-350, **5-352**, 5-412
- Update Mark
 - Operations menu command, Transactions, **2b-86**, 2b-88
- Update Prices
 - Operations menu command, Goods Receipts, **3-317**
- Update Purchase Items
 - Purchase Orders function, 3-150, **3-212**
- Update Quotations
 - Quotations module function, **4-328**
- Update Recipe
 - Production Module function, **5-315**
- Update Stock check box
 - Invoices, **2a-90**
 - Returned Goods, **3-344**
- Update Suppliers
 - Purchase Ledger function, **2a-346**
- Update Transactions
 - Nominal Ledger function, **2b-232**
- Upgrades
 - Obtaining, 1-75
- Upgrading from Previous Versions, 1-75, 2b-228
- Use Components Cost Accounts check box
 - Cost Accounting, **3-259**
- Use Credit Sales Accounts check box
 - Account Usage S/L, 1-280, 1-305, 1-306, **2a-22**, 2a-71, 2a-77, 2a-78, 2a-111
- Use Item Cost Price from Purch. Invs/Expenses check box
 - Project Settings, **5-141**

- Use Item Groups for Cost Accounts check box
 - Cost Accounting, 1-160, 1-281, 1-282, 1-306, 2a-248, 3-179, 3-243, 3-245, 3-246, 3-248, **3-258**, 3-319, 3-329, 3-350, 5-306, 5-404
- Use Preliminary Transactions
 - Transaction Settings, **2b-63**, 2b-87
- Use Prepayments, not On Account check box
 - Account Usage S/L, **2a-21**, 2a-136, 2a-321
- Use Sales Order No for Prepayments check box
 - Down Payments, 2a-21, 2a-136, 2a-155, **3-23**
- Used Date
 - Assets, **4-52**
- User Activities
 - CRM module report, **6-146**
- User Company. *See* Company Info
- User Defined Fields
 - CRM module setting, **1-232**
- Users. *See also* Persons
 - Creating Mailboxes for, 6-166
 - Listing, 1-423
 - Listing those without Mailboxes or E-Mail Aliases, 6-224
 - Number of, 1-45

V

- Valid Until Date
 - Contract Quotations, **5-52**
 - Quotations, **4-296**
- Validate Project Transactions
 - Job Costing module report, **5-281**
- Value
 - Budget Keys, **2b-29**
 - Purchase Order Processes, **3-208**
 - Recipes, **3-364**, **5-295**
- Value in Text Name
 - Currencies, **2b-220**
- Values
 - Budgets, **2b-100**
- Values in Text
 - Exporting, 1-536
 - System Module setting \b, 1-473
- Var Button
 - Item Status Window, 1-412
- Varieties, **1-387**
 - and the Item Status Window, 1-410
- Varieties Enquiry
 - Stock Module report, **1-402**

- Varieties in Stock
 - Stock Module report, **1-403**
 - Opening from Item Status Window, 1-412
 - Opening from Stock List, 1-408
- Variety Masks
 - Stock module setting, **1-391**
- VAT
 - Account for Amounts Lost/Gained after Rounding, 2a-17
 - and On Account and Prepayment Receipts, 2a-137
 - and On Account Payments, 2a-243
 - and On Account Receipts, 2a-25
 - and Prepayment and On Account Payments, 2a-321
 - and Purchase Invoices from the EU, 2a-284, 2b-66
 - and Settlement Discounts, 2a-18, 2a-20
 - Assets, **4-46**
 - Calculating in Purchase Invoices created from Goods Receipts, 2a-265, 3-320
 - Calculating on Purchase Invoices, 2a-251
 - Cash In/Cash Out, **4-166**
 - Cash VAT Scheme, 2a-20, 2a-25, 2a-137, 2a-239, 2a-240, 2a-243, 2a-321, 2b-67
 - Contracts, **5-34**
 - Delaying posting, from Invoices, 2a-125
 - Delaying posting, from Purchase Invoices, 2a-309
 - Determining its posting in the Nominal Ledger, 2b-65
 - Expenses, **4-245, 4-246**
 - Goods Receipts, **3-312**
 - Invoices, **2a-83**
 - Payments, **2a-321**
 - Posting from Cash In/Cash Out records, 4-155
 - Posting from Cash Transactions, 4-155, 4-166, 4-171
 - Posting to Sales Accounts (including in Turnover), 2a-19
 - Purchase Invoices, **2a-273**
 - Purchase Orders, **3-166**
 - Quotations, **4-306**
 - Receipts, **2a-137**
 - Sales Orders, **3-47**
 - Setting Rounding Rules, 1-464, 2a-83, 2a-281, 2b-222, 3-47, 3-166, 4-306, 5-401
 - Using with Price Lists, **1-349**
 - Work Sheets, **5-401**
- VAT (C/A) Account
 - Account Usage S/L, **2a-17**
- VAT Account
 - Setting Default, 1-158, 1-164
 - Setting Default for Invoices, 1-280
- VAT Accounts
 - Purchase Orders setting, **2a-253**
- VAT Cash Discount
 - Account Usage P/L, 1-167
 - Account Usage S/L, 1-162
- VAT Code
 - Account Usage P/L, 1-164, **2a-243**, 2a-264, 2a-265, 2a-279, 2a-284, 3-161, 3-172
 - Account Usage S/L, 1-159, 1-253, 1-280, **2a-26**, 2a-78, 2a-95, 3-42, 3-56, 4-303, 4-314, 5-31, 5-41, 5-368
 - Accounts, 1-164
 - Autotransactions, **2b-23**
 - Cash In/Cash Out, **4-166**
 - Contracts, **5-31**
 - Customers, 1-158, **1-253**, 1-280
 - Down Payments, **3-22**
 - Expenses, **4-245**
 - Invoices, **2a-78**
 - Item Groups, 1-159, **1-280**
 - Items, 1-158, **1-306**
 - Payments, **2a-321**
 - Purchase Invoices, **2a-279**
 - Purchase Orders, **3-161**
 - Quotations, **4-303**
 - Receipts, **2a-137**
 - Sales Orders, **3-42**
 - Setting Default for Cash In/Cash Out, 4-153
 - Setting Default for Credit Notes, 1-285, 2a-26, 2a-71, 2a-78, 2a-111
 - Setting Default for Down Payment Invoices, 3-22, 3-68
 - Setting Default for Invoices, 1-220
 - Setting Default for Items, 1-280, 1-289, 1-306
 - Setting Default for Purchases, 2a-236, 2a-243, 2a-264
 - Setting Default for Sales, 1-253, 2a-15
 - Setting Default for Sales Invoices, 2a-26
 - Suppliers, 1-164, **2a-264**
 - Transactions, **2b-75**
- VAT Code Control check box
 - Account Usage S/L, **2a-19, 2a-78**

- VAT Code Statistics
 - Expenses module report, **4-283**
 - Purchase Ledger report, **2a-365**
 - Sales Ledger report, **2a-222**
- VAT Codes
 - Code, **2b-66**
 - Description, **2b-67**
 - Excl %, **2b-66**
 - Excluding from VAT Customer Sales and VAT Supplier Purchases reports, 2b-68
 - Exporting, 1-535, 1-541
 - I/P Account, **2b-67**
 - Incl %, **2b-66**
 - Input Account, **2b-67**
 - Input Correction Account, **2a-309**, 2b-69
 - Nominal Ledger setting, 1-158, 1-164, 1-253, 1-280, 2a-78, 2a-264, 2a-279, **2b-65**, 3-42, 3-161, 4-303, 5-31
 - Nominal Ledger setting, 4-166
 - O/P Account, **2b-67**
 - Output Account, **2b-66**
 - Output Correction Account, **2a-125**, 2b-69
 - Real Sales, **2b-68**
 - Tax 1 %, **2b-68**
 - Tax 1 Account, **2b-68**
- VAT Correction
 - Operations menu command, Invoices, **2a-125**
 - Operations menu command, Purchase Invoices, **2a-309**
 - Sales Ledger document, **2a-186**
- VAT Corrections
 - Purchase Ledger setting, **2a-309**
 - Sales Ledger setting, **2a-125**
- VAT Customer Sales
 - Sales Ledger report, **2a-223**
- VAT Customer Sales report
 - Excluding VAT Codes from, 2b-68
- VAT Differences
 - Sales Ledger report, **2a-225**
- VAT Law
 - Company Info, **1-426**
- VAT Law Code
 - Company Info, 1-44
- VAT Listing
 - Nominal Ledger report, **2b-192**
- VAT Movement. *See* VAT Correction
- VAT Number History
 - Sales Ledger report, **2a-226**
- VAT Number Masks
 - System Module setting, 1-254, **1-478**, 2a-95, 2a-265, 2a-285, 4-315, 5-41
- VAT Numbers
 - Formatting for Different Countries, 1-254, 1-478, 2a-95, 2a-265, 2a-285, 4-315, 5-41
- VAT Rate
 - Purchase Invoice Settings, **2a-251**, **2a-273**
- VAT Registration No
 - Invoices, **2a-95**
 - Purchase Invoices, **2a-285**
 - Quotations, **4-315**
- VAT Registration Number
 - Contracts, **5-41**
 - Customers, **1-254**
 - Service Orders, **5-366**
 - Suppliers, **2a-265**
 - Work Orders, **5-384**
- VAT Report
 - Nominal Ledger report, **2b-193**
- VAT Report Purchases
 - Nominal Ledger report, **2b-196**
 - Purchase Ledger report, **2a-377**
- VAT Report Sales
 - Nominal Ledger report, **2b-196**
 - Sales Ledger report, **2a-226**
- VAT Return. *See* VAT Report
- VAT Sales
 - Report for EU, **2a-194**
- VAT Supplier Purchases
 - Purchase Ledger report, **2a-377**
- VAT Supplier Purchases report
 - Excluding VAT Codes from, 2b-68
- VAT Zone. *See* Zone
- VATBALANCE
 - Command used in Report Definition
 - Formulae, 2b-146
- VATCREDRESULT
 - Command used in Report Definition
 - Formulae, 2b-147
- VATDEBRESULT
 - Command used in Report Definition
 - Formulae, 2b-147
- VATRESULT
 - Command used in Report Definition
 - Formulae, 2b-146

V-Cd. *See* VAT Code
 Vehicles
 Recording Journeys and Mileage, 4-269
 Version
 Contract Quotations, **5-51**
 Contract Status, **5-61**
 Contracts, **5-36**
 Version Number, 1-127
 View All
 Operations menu command, Forms, **1-512**
 View Budget
 Operations menu command, Projects, **5-175**
 Virus
 Removing, 1-66
 Volume
 Buying Items by, 3-310
 Deliveries, **3-290**
 in Productions, 5-304
 Invoices, **2a-90**
 Items, **1-299**
 Quotations, **4-313**
 Recalculating for Deliveries, 3-295
 Recalculating for Invoices, 2a-122
 Recalculating for Quotations, 4-324
 Recalculating for Sales Orders, 3-78
 Sales Orders, **3-55**
 Selling Items by, 1-298, 2a-62, 3-287
 Voluntary use of the Dual-Base System, 2b-212

W

Warn on Overwrite of Autotransaction
 Transaction Settings, **2b-63**
 Warn on Unusual Amount
 Purchase Invoice Settings, **2a-247**
 Transaction Settings, **2b-63**
 Warning
 Customers, **1-252**
 Items, **1-304**
 Suppliers, **2a-263**
 Warning if not Default Supplier check box
 Purchase Order Settings, **3-145**, 3-160
 Warranty
 Determining for Items being repaired, 3-271,
 5-331, 5-352
 Determining for Repair Items, 5-359, 5-412
 Warranty Ends
 Service Stock Transactions, **5-413**

Warranty Months
 Items, **1-304**, 3-271, 5-331, 5-352, 5-359
 Warranty Number
 Assets, **4-46**
 Warranty Work, 5-359
 Way List
 Expenses module document, **4-278**
 Way List Journal
 Expenses module report, **4-284**
 Way List Settings
 Expenses module setting, **4-240**
 Way Lists
 Defining Number Sequences, 4-240
 Expenses module register, **4-269**
 Number, **4-270**
 W-Cost. *See* Work Cost Value
 Web Order Class
 Customer Categories, 1-231
 Web Shop
 Allocating Passwords to Customers, **1-257**, **1-260**
 Allowing Login, 1-248
 Calculating Freight Charges, 1-255
 Role of Item Classifications, 1-334
 Web Shop Customers
 Allowing to Log In, 1-248
 Calculating Freight Charges, 1-255
 Offering specific Items to, 1-232, 1-254, 1-292, 1-334
 Setting Password, 1-257, 1-260
 Showing Stock Levels to, 1-255
 Web Shop Orders
 Allocating Order Class, 1-231
 Calculating Freight Charges, 1-255
 Web Site
 Customers, **1-242**
 Website (Hansa), 1-75
 Website (HansaWorld.com), 1-83
 Week Numbers
 Defining for the Calendar, 1-480
 Missing from Calendar, 6-78
 Weekly View
 Calendar, 6-75
 Weeks
 System Module setting, **1-480**
 Weight
 Deliveries, **3-289**
 Invoices, **2a-90**

- Items, **1-299**
- Quotations, **4-313**
- Recalculating for Deliveries, 3-295
- Recalculating for Invoices, 2a-122
- Recalculating for Quotations, 4-324
- Recalculating for Sales Orders, 3-78
- Sales Orders, **3-55**
- Weighted Average
 - Items, 1-284, **1-300**, 2a-35, 3-372
 - Stock Module report, 3-421
 - Stock Module setting, **3-277**
- Who has bought/not bought
 - CRM module report, **6-149**
- Who is in this chat?
 - Operations menu command, Chat, **6-218**
- Wholly Owned Subsidiary Companies, 4-206
- Width
 - Deliveries, **3-287**
 - Goods Receipts, **3-310**
 - Invoices, **2a-81**
 - Items, **1-298**
 - Productions, **5-304**
 - Quotations, **4-305**
 - Sales Orders, **3-46**
 - Stock Depreciations, **3-328**
 - Stock Movements, **3-337**
 - Stocktaking, **3-358**
- Wildcard. *See also* Paste Special
 - Used in Searches, 1-86
- Window Menu, 1-126
- Window Title, 1-40
- Windows
 - Active Window, 1-84
 - Closing and Saving Changes, 1-118
 - Closing without Saving Changes, 1-118
 - Management of, 1-84
 - Moving, 1-84
- Windows (Microsoft)
 - Multi-user Installation, 1-29
 - Single-user Installation, 1-28
 - System Requirements, 1-27
- WIP. *See* Work in Progress
- Withdrawn
 - Payments, **2a-325**
 - Personnel Payments, **4-261**
- Withholding Calculation Formula
 - Payment Modes, **2a-50**
- Work Area, 1-78
- Work Cost Value
 - Credit in Nominal Ledger Transactions, 5-303
 - Productions, **5-303**
 - Recipes, **3-363, 5-295**
- Work in Progress Control
 - Job Costing module setting, **5-155**
- Work Order
 - Purchase Orders, **3-170**
 - Service Orders module document, **5-430**
- Work Order Journal
 - Service Orders module report, **5-442**
- Work Order Number
 - Defining Sequences, 5-346
 - Service Orders, **5-361**
 - Work Orders, **5-380**
 - Work Sheet Transactions, **5-420**
 - Work Sheets, **5-394**
- Work Order Status
 - Operations menu command, Work Orders, **5-386**
- Work Orders
 - Attention, **5-381**
 - Browse Window, 5-378
 - Comment, **5-385**
 - Creating Activities from, 6-38
 - Customer, **5-380**
 - Date, **5-381**
 - Deadline, **5-383**
 - Defining Number Sequences, 5-346
 - Employee, **5-382**
 - Entering, 5-360, **5-378**
 - Exporting, 1-539
 - Fax, **5-384**
 - Generating Activities from, 5-390
 - Generating from Service Orders, 5-335, **5-370**
 - Generating in Batches, **5-424**
 - Instructing Technicians, 5-385
 - Invoice to, **5-384**
 - Item Type, **5-383**
 - Opening from Work Sheets, **5-406**
 - Opening Parent Service Order, **5-386**
 - Our Reference, **5-381**
 - Phone, **5-384**
 - Planned Time, **5-383**
 - Printing, **5-385**, 5-430
 - Raising Purchase Orders for Spare Parts, 5-339, 5-388, 5-403

- Registering Time Spent, 5-386, **5-392**
- Scheduling, 5-390
- Service Order Number, **5-380**
- Service Orders module register, 5-370, **5-378**
- Status, **5-381**
- VAT Registration Number, **5-384**
- Work Order Number, **5-380**
- Work Sheet
 - Service Orders module document, **5-431**
- Work Sheet Journal
 - Service Orders module report, **5-443**
- Work Sheet Number
 - Defining Sequences, 5-346
 - Purchase Orders, **3-164**
 - Work Sheet Transactions, **5-419**
 - Work Sheets, **5-394**
- Work Sheet Transactions
 - Browse Window, 5-418
 - Comment, **5-419**
 - Contract Number, **5-420**
 - Cost, **5-421**
 - Creating, 5-340, **5-418**
 - Creating from Work Sheets, 5-401, 5-404, 5-421
 - Customer, **5-419**
 - Date, **5-419**
 - Discount Percentage, **5-420**
 - Employee, **5-419**
 - Gross Profit, **5-421**
 - Invoice Number, **5-419**
 - Invoiceable Quantity, **5-420**
 - Item, **5-419**
 - Item Type, **5-420**
 - Markup, **5-421**
 - Registered Quantity, **5-420**
 - Service Order Number, **5-420**
 - Service Orders module register, **5-418**
 - Sum, **5-421**
 - Type, **5-420**
 - Unit Price, **5-420**
 - Work Order Number, **5-420**
 - Work Sheet Number, **5-419**
- Work Sheets
 - Adding Rows, 5-397
 - Approving, 5-401, **5-404**
 - Attention, **5-396**
 - Browse Window, 5-392
 - Comment, **5-403**
 - Correcting, 5-401
 - Customer, **5-396**
 - Date, **5-395**
 - Defining Number Sequences, 5-346
 - Deleting, 1-516
 - Description, **5-397**
 - Discount, 1-440, 1-464, **5-398**
 - Employee, **5-395**
 - Entering, 5-337, **5-393**
 - Exporting, 1-539
 - Fax, **5-402**
 - FIFO, **5-401**
 - Generating Nominal Ledger Transactions from, 5-404
 - Inserting Rows, 5-397
 - Invoice to, **5-402**
 - Invoiced Quantity, 5-361, **5-399**
 - Invoicing from, 5-341, 5-418
 - Item Number, **5-397**
 - Item Type, **5-398**
 - Location, **5-394**
 - Main Serial Number, **5-399**
 - OK check box, **5-401, 5-404**
 - Opening Parent Work Order, **5-406**
 - Phone, **5-402**
 - Price List, **5-402**
 - Printing, 5-431
 - Quantity, **5-397**
 - Raising Purchase Orders for Spare Parts, 5-339, 5-388, 5-403
 - Recipe, **5-400**
 - Removing Rows, 5-397
 - Requiring Location in, 5-395
 - Reserved check box, **5-395**
 - Row FIFO, **5-401**
 - Serial Number, **5-400**
 - Service Orders module register, **5-392**
 - Setting Rounding Rules for VAT, 5-401
 - Sum, **5-398, 5-401**
 - Total, **5-401**
 - Unit Price, **5-397**
 - Using to generate Work Sheet Transactions, 5-401, 5-404, 5-421
 - VAT, **5-401**
 - Viewing Stock Status of each Item, 5-406
 - Viewing Transactions Generated From, 5-406
 - Work Order Number, **5-394**
 - Work Sheet Number, **5-394**

Workflow, 1-20
Working with Hansa, 1-202
Workshop. *See* Service Stock
Write Off Invoices
 Sales Ledger function, **2a-171**
Write Off Limit
 Currencies, **2b-219**
Write Offs Account
 Account Usage P/L, 2b-218, 2b-219, **2b-236**
 Account Usage S/L, 1-162, **2a-23**, 2a-144, 2a-
 171, 2b-218, 2b-219, **2b-236**
Write-off Prepayment
 Operations menu command (Receipts), **2a-145**

Writing Off Assets, 4-55
Writing Off Invoices, 2a-144, 2a-171
Writing Off Prepayments, 2a-145
Writing Off Stock, 3-188, 3-201, 3-322
WS. *See* Work Sheet Number
WWW Address. *See* Web Site

Y

Y2K, 1-436
Year 2000, 1-436

Z

Zone

Contracts, **5-41**
Customers, **1-253**, 1-279, 1-305, 2a-25, 2a-26,
 5-170
Invoices, **2a-95**
Purchase Invoices, **2a-284**
Purchase Orders, **3-172**
Quotations, **4-314**
Sales Orders, **3-56**, 3-67
Service Orders, **5-368**
Suppliers, 2a-243, **2a-265**