

# ***Hansa Financials***

# ***HansaWorld***

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

Volume 1: Introduction to Hansa

Installation, Working Environment, Getting Started, Customers, Items,  
System Module

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# Preface

The Hansa Financials and HansaWorld ranges contain a number of powerful accounting, CRM and ERP systems for the Windows, Macintosh, Linux, PocketPC 2002 and AIX environments.

Hansa Financials and HansaWorld are practically identical, and they are designed to make administration and accounting as easy and fast as possible. The main differences between the two programs are discussed in the appropriate sections of these manuals.

The programs are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows version.

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

# How these manuals are organised

## Volume 1: Introduction

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

## Volume 2: Accounting Package

<b>Volume 2a</b>	<b>Sales Ledger</b>	Invoices, receipts, debtors
	<b>Purchase Ledger</b>	Purchase invoices, payments and creditors
<b>Volume 2b</b>	<b>Nominal Ledger</b>	The basic accounting module. Transactions and budgets
	<b>Currency</b>	Multi-currency in all modules

## Volume 3: Logistics Package

<b>Sales Orders</b>	Orders and deliveries. Invoices from orders
<b>Purchase Orders</b>	Purchase orders, goods receipts and purchase pricing
<b>Stock</b>	Deliveries, goods receipts and stock movements

## Volume 4: General Modules

<b>Assets</b>	Asset accounting, depreciation, revaluation
<b>Cash Book</b>	Inward and outward cash transactions, receipts and payments
<b>Consolidation</b>	Multi-company reporting, subsidiaries and daughter companies
<b>Expenses</b>	Payments to and from employees
<b>Quotations</b>	Sending quotations, call backs, reports

## Volume 5: Specialised Modules

<b>Contracts</b>	Periodic invoicing, contract renewals, contracts from invoices
<b>Job Costing</b>	Project management, time recording, budgets and quotations
<b>Production</b>	Multi-level assemblies from components
<b>Service Orders</b>	Management of service stock, invoicing of repairs, warranties

## Volume 6: Personal Registers

<b>CRM</b>	Contact and time management. Activities, the task manager and the calendar: registering and reviewing appointments in daily or monthly diary or calendar format. Contact Persons. Customer letters and mailshots. Target time.
<b>Mail</b>	Internal mail, external mail (email), conferences, chat.

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***Hansa Financials***  
***HansaWorld***

***Introduction***  
***and Installation***

## Chapter 1: Introduction and Installation

Hansa Financials and HansaWorld are integrated accounting, CRM and ERP tools for working with Sales Order Processing, Stock Control and the Sales, Purchase and Nominal Ledgers, and for keeping track of contacts with Customers, organising mailshots and for planning activities of all kinds.

Hansa Financials and HansaWorld (the generic term “Hansa” is used throughout these manuals) are modular systems. The number of modules available to a user varies with the installation. The minimum configuration (the Accounting package) comprises the System module and the Nominal, Sales and Purchase Ledgers with Multi-Currency capability. To this, the Logistics package adds the Sales Order, Purchase Order and Stock modules. Further modules can be added as required. Multi-user installations have a Server module added.

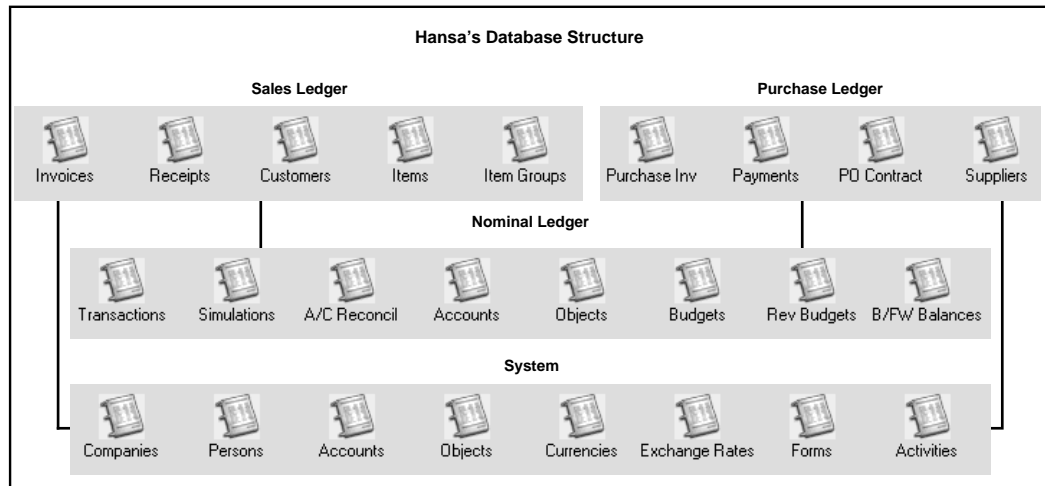
When the CRM module is present, the program can be used to record the different tasks and events in the business day, such as customer contacts for sales, service support, consultancy appointments etc. In Hansa, each task and event is saved as a separate record in the Activity register. Activities can be viewed, reviewed, changed and added to using the Calendar and the Task Manager. They can be used as a planning and monitoring tool for a sales force, or as a tool to log telephone calls to a customer service centre, and in many other ways.

Hansa contains full internal mail, email and conferencing facilities. These features, together with the External Gateway and web, FTP and fax servers, mean that users can be online from anywhere at anytime. This means that employees can always be in touch with each other.

In this introductory chapter, we will cover the steps you need to follow to get started with Hansa. Topics covered include installation (both single- and multi-user) and the creation of a new database. Subsequent chapters cover Hansa’s working environment, its structure and the way data is handled, and beginning work. The remaining chapters in this volume describe the Customer and Item registers which are used throughout the system and the System module, where preferences and look-up information are stored. Subsequent volumes cover the individual modules in detail, enabling you to become familiar with the more advanced functions of the program.

## Structure of Hansa

A Hansa system consists of two or more modules which interact with each other in several ways. Each module uses a number of registers, or files, in which all information of a particular type is stored. For example, all information about Customers is stored in a Customer register, all information about Suppliers is stored in a Supplier register and so on. The smallest system (the Accounting package) consists of four modules with the following registers—



The integration between modules is quite straightforward in this small system. Apart from the Account and Object registers, there are no common registers in this case: information can be entered to each one from only one of the modules. Nevertheless, the different modules need to be able to access the information stored in registers in other modules. For example, the Sales, Purchase and Nominal Ledgers can all access the members of personnel, stored in the Person register in the System module.

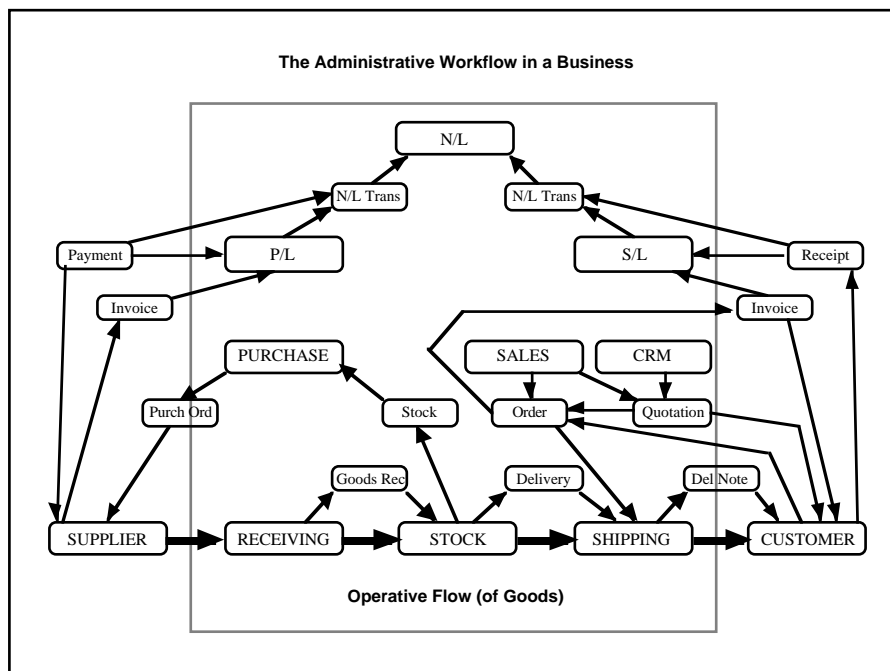
In addition to the registers, there are several smaller files known as 'Settings' in each module. The difference between a setting and a register lies in the frequency and nature of use. The information with which you will be working daily, such as Customers, Suppliers, Sales Orders and Invoices, tends to be stored in registers, while information stored in settings tends to be used in 'look-up' tables or used to determine the manner in which a particular function operates.

Larger Hansa systems have a more complex structure. The Customer and Item registers, for example, are used in several modules - Quotations, Sales Orders, Sales Ledger, Stock, Contracts and Job Costing.

## Work Flow

The administration of a company is always associated with a certain flow of tasks and work. In a typical trading company, items are purchased from a group of suppliers, goods are received and put into stock, sales orders are processed, stock levels are checked, goods are shipped and invoices issued, and payments are made and received. All transactions are logged and recorded, and financial events are recorded in the accounting subsystem.

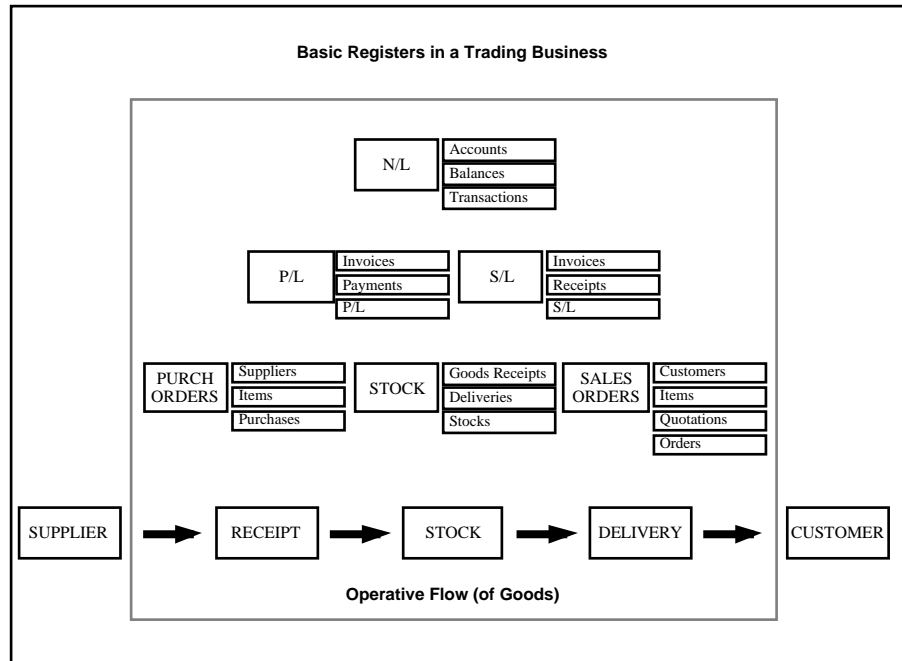
A modern financial system like Hansa is designed to automate as many administrative tasks as possible. If information is entered in one part of the system, there should be no need to enter it again elsewhere. Information should be recorded for re-use, and it should be available throughout the system.



The above illustration shows a simplified description of the interaction of functions and information (messages) in a traditional trading business. The basic physical flow is shown at the bottom, with “operative” functions handling the goods as they are received, stocked and shipped. The rectangles above the operative flow are “administrative” functions that handle the flow of information in the business. The smaller rectangles are messages containing information that is passed around in the business. The dashed

frame is the boundary of the business: although Suppliers and Customers are on the outside, there is a continuous exchange of information with them.

One of the tasks of the administration is to keep the organisation's "memory". This is done with the help of files and registers, where information about business events is kept. The following picture shows the same structure as above, but the messages have been removed and are replaced by the registers kept by the business.

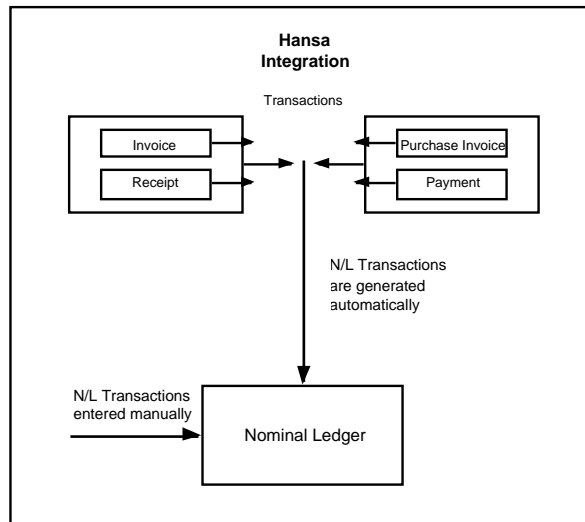


Hansa's modular design provides a number of standardised tasks for each functional area in a business. The design is very flexible, so that many different types of business can use the software. In Hansa it is always possible to access information immediately from another module. If for example the person involved with Purchase Invoices needs some information about a Sales Invoice, then it is immediately available to them without any need to leave the system (subject to the person having the necessary access rights).

Hansa is an integrated accounting system. The different parts of the system interact with each other. The Sales Ledger is for example integrated with the Nominal Ledger so that as soon as an Invoice has been approved, all ledgers in the company's accounts are automatically updated. This interaction is

immediate, and covers the entire accounting system. All registers, ledgers and reports are updated for all users.

In many cases, this integration means that you, the user, will not notice the actual creation of Nominal Ledger Transactions from the Sales and Purchase Ledgers. These Transactions constitute about 80% of the Nominal Ledger transactions in a manual system - you simply can forget them, together with all the hassle of reconciling the ledgers with each other. Hansa does all this automatically. The picture below illustrates the integration process.



## Multi-year Database

Hansa uses a multi-year database. This means that Transactions, Invoices etc. from several years are stored in the same database. Closing balances for all accounts at the end of one financial year are automatically converted into opening balances for the beginning of the next. The multi-year database thus simplifies your end-of-year procedures.

Hansa's database is continuous. Transactions are stored continuously, with no periods fixed in advance. It is possible to extract reports for completely arbitrary periods. When a certain period is finally reconciled it can be closed for further entries. However, you can have as many periods open as you wish.

Each set of transactions has its own Number Series. There is no limit to the number of series, which can be set up in each module using the 'Settings' function.

## Preparing for Installation

Hansa is designed with a modern graphical user interface - for Windows and for Macintosh. It uses many different “windows” on the screen, one for each task. The basic idea is to create a working environment that as closely as possible relates to the way you handle papers, files and documents on your desk.

Accounting tasks normally require that you work with several documents at the same time. This fact is reflected in the design of Hansa, and documents and reports are handled in a slightly different manner to what you may be used to in word processors or spreadsheet programs. Hansa therefore contains a number of features that you may not be familiar with.

If this is the first program you will be using in a Windows or Macintosh environment, you should first of all take the time to learn as much as possible about the computer and how to use it. And you must of course be sure that the correct version of the computer’s operating system is installed. Talk to your computer dealer or consultant if you are uncertain.

In the ‘Accounting Principles’ chapter later in this manual you can read more about the basic accounting tasks in a business. Please ensure you read it if this is your first attempt with computerised accounting.

Even if you are an experienced computer user, you should read this Introduction, because Hansa contains a large number of features designed to facilitate your work and to make it faster. If you are the ‘I-never-read-manuals’ type of person, you will of course be able to use Hansa anyway - it is very simple. But there are some not so obvious shortcuts that can save you a lot of time. They are all in the manual.

### **Efficient Management**

Hansa is easy to use. By following the instructions in the installation section of this manual, you can set up your order and invoicing system in a very short time. You will quickly be able to get the benefits from efficient order processing and a well-functioning system for your Sales Ledger and debtors.

The basic idea with automatic administration is to make the computer do most of the routine work. In the beginning it may seem a lot of work to enter all the necessary information about Items and Customers, but that is really all the preparation you have to do. It is not necessary to use all the many features of Hansa. Remember, however, that the more basic information you can enter into the various files and registers, the more the program will be able to assist you in your work.

## Planning and Setting up

If this is the first time that you will be using a computerised accounting system to manage your order processing, stock, and your sales, purchase and nominal ledgers, or if you are changing from another system, why not take a good look at the overall operations? Maybe you can do things in your present operation more efficiently.

A good idea is to sit down with pen and paper for a while, and go through your Items (products and services you buy and sell), ItemGroups, Customer Categories, Accounts, Payment Modes and Terms, etc. If some of the concepts of Hansa are new to you, it is always a good idea to think first.

The setting up of a Hansa system in your business requires some planning and forethought. You will have to make a number of decisions about number series for Customers, Items, statistical classifications, invoice procedures and so on. Hansa allows a great deal of flexibility, and you can create almost any work environment you want. But remember that you are in charge. If you find that the standard Chart of Accounts is not suitable for your business, only you can make the decision to use another chart. Hansa allows almost anything.

If you will be using Hansa as a multi-user system, its installation, as is the case for any advanced multi-user system, will mean a great change in the day-to-day operations of the business. Before you install, you should therefore consider very carefully how you want the business to work, now and in the future.

- What tasks are to be performed, and just how do you want them done?
- Who should enter e.g. Orders, Invoices, Payments, and how?
- What business documentation is needed, and how should you identify and file the documents?
- What reports do you want, and how do you want Orders, stocks, sales etc. to be reflected in your accounts?

Hansa gives you great flexibility, but it is important that you know what you want beforehand. We strongly advise against installing a multi-user installation without the assistance of a qualified Hansa consultant. Please contact your Hansa representative for advice and training.

Most people think that the beginning of the year is the only time when you should change the accounting procedures in a business. Quite to the contrary, it is better to change systems during the year. You can then select a calm period of the year, enter all data from the beginning of the year and check the outcome against reports produced from the previous system.



Remember that once the installation process has been completed, Hansa does require some maintenance. At the very least, you should establish a regular routine for backing up. A financial system is very different from a word processor, which handles individual documents. Hansa works - like all financial systems - with a database, in which all your data about customers, invoices, nominal ledger etc. is stored in a single file. If you lose that file, you have lost not just a single document, but all your accounting and customer information.

# Installation

The installation of a Hansa financial system is technically simple. If you are used to computers and have some experience of installing software, you will find the installation of Hansa very straightforward.

Hansa can be used in many environments: Windows 98/2000/NT/CE, Macintosh OS 9 and OS X, Linux, IBM iSeries (AS/400), pSeries, xSeries and zSeries, and AIX. In this section, we describe the system requirements and installation procedures for Windows 98/2000/NT, Macintosh OS 9/OS X and Linux. Please contact your local Hansa representative for details about the other environments.

## System Requirements

### All Platforms

Hansa requires at least 15 Mb of free hard disk space at the time of installation, but more will be required as the database grows with regular use.

In multi-user systems, you must reserve at least one computer in the network as your Hansa server (more than one if you will be using the parallel server feature). All servers should be dedicated (i.e. they should not be used for any other purpose such as print spooling or running separate applications). Hansa communicates using TCP/IP: this must be installed on all servers and clients. Hansa is suitable for use on mixed networks (e.g. networks with Linux, Macintosh and Windows clients), provided all machines have TCP/IP installed.

If you will be connecting to your Hansa server using GSM devices (e.g. mobile phone) or a dial-up modem connection, the minimum recommended modem speed on the server is 64 kbps. If there will be more than 10 users, or if the Attachments feature will be used to attach files to records or mails, at least 128 kbps is preferable. The server should have a fixed line connection and a static IP address. The Attachments feature is described in Chapter 2 of this manual.

10 Mb/s Ethernet Cards are sufficient for the clients and for the server in small networks. In large networks with more simultaneous connections, a 100 Mb/s card is recommended for the server.

Hansa does not require Windows or Macintosh file sharing to be switched on. In fact, since the Hansa server can also act as an FTP (File Transfer Protocol) server, a more secure FTP connection can be used for file transfer.

Instructions for setting up an FTP server can be found towards the end of this chapter.

Any employee can work with Hansa simultaneously in a local area network or a wide area network. As Hansa supports firewall technology independent of the type of internet connection (ADSL, ISDN or dial-up modem), it is recommended that firewall software be installed on the server machine.

Concerning security, it is important to mention that the data flow between the Hansa server and its clients is encrypted. Back-up files created using Hansa's built-in feature are also encrypted. Every user will use a unique user name and password to log in.

## **Windows**

### *Hardware*

For a single-user installation, you will need a Windows computer with a hard disk drive and a printer. The minimum processor is a 450 MHz Pentium II (600 MHz PIII or P4 recommended). The minimum memory requirement is 128 Mb (up to 192 Mb recommended). These specifications also apply to the client machines in a multi-user system, where memory requirements are more dependent on the version of Windows than on Hansa. Hansa has a minimal hard disk requirement on the clients (usually under 15 Mb). The server should be selected with the transaction load of the installation in mind. The minimum server is a 600 MHz Pentium III (1.6 GHz Pentium 4 recommended) with at least 256 Mb memory.

### *Software*

Hansa single-user needs Windows 98/2000/XP. In client/server installations, Windows NT or XP are the recommended operating systems for the server, and Windows 2000 or XP are recommended for the clients. Hansa can be installed in file-sharing networks (Novell) but the Hansa installation will not use any of the file-sharing facilities. TCP/IP and Winsock2 (WS2\_32.DLL) must be installed on the server and all clients.

## **Macintosh**

### *Hardware*

In a single-user system, you will need a Macintosh with a hard disk drive, a printer and at least 64 Mb (OS 9) or 128 Mb (OS X) of internal memory. The minimum recommended machine is an iMac or a Macintosh G3 (G4 if you are using OS X). These specifications also apply to the client machines in a multi-user system. The minimum server is a Macintosh G4 with at least 128

Mb of memory (256 Mb is recommended). Hard disk speed is more important than processor speed. iMacs should not be used as servers.

### *Software*

Hansa requires Macintosh System 9.1 (or later). Users of OS X should use 10.1 or later. Macintosh servers should use OS X. Multi-user versions of Hansa use TCP/IP and Open Transport: these must be installed on the server and on all clients.

### **Linux**

#### *Hardware*

Please refer to the Windows or Macintosh sections above for details of hardware requirements.

#### *Software*

Recommended distributions are Red Hat 7.1, SuSE 7.0, Slackware 7.2 or similar/later. The X Window System should be installed in single-user installations and on client machines. The Linux server version of Hansa does not have a graphical interface: it can be used with any distribution that has Linux Kernel 2.4 or later and GNU C Library 2.2 or later.

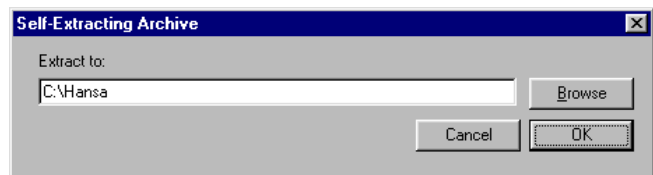
## **Installation**

### **Single-user**

1. The latest version of Hansa is always available from the Downloads area of our website, [www.hansaworld.com](http://www.hansaworld.com). Download the latest version of Hansa that is correct for your platform and operating system. In most cases, the downloaded file will be a single self-expanding archive, and therefore installation will be the same for all platforms.
2. Create a new folder on your hard disk, and move the file that you have downloaded into this folder.



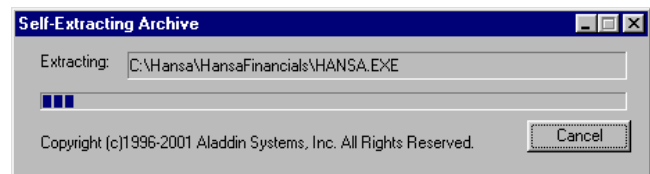
3. Make sure you have at least 15 Mb available for the Hansa application, the associated files and for the data file which will be created the first time you launch Hansa. Then, double-click the file to expand it.
4. In some operating systems (e.g. Windows), you will now be asked where you would like the Hansa application and associated files to be saved.



Specify where you would like the application to be saved, using the [Browse] button if necessary to locate the correct folder. Click [OK].

In other operating systems (e.g. Macintosh OS 9 and OS X), the Hansa application and associated files will be saved in the folder containing the self-expanding archive.

5. A thermometer bar will show you how the installation is progressing.



## Multi-user

For a multi-user installation you need to proceed as follows—

1. Create a network including all the computers and other equipment you are going to use. Use the Windows, Macintosh or Linux System installation tools to install and configure TCP/IP on each machine. Ensure all Windows machines have Winsock 2 (WS2\_32.DLL) installed and that all Macintoshes have Open Transport installed.
2. Select one computer as the server computer.
3. If your server is a Linux or Macintosh OS X machine, the Hansa server application will not have a graphical interface. Proceed as described in the next section. Otherwise, install Hansa on the server computer, as described in the single-user section above.
4. Install Hansa on each of the client machines, again as described above.

## Linux and Macintosh OS X Server Installation

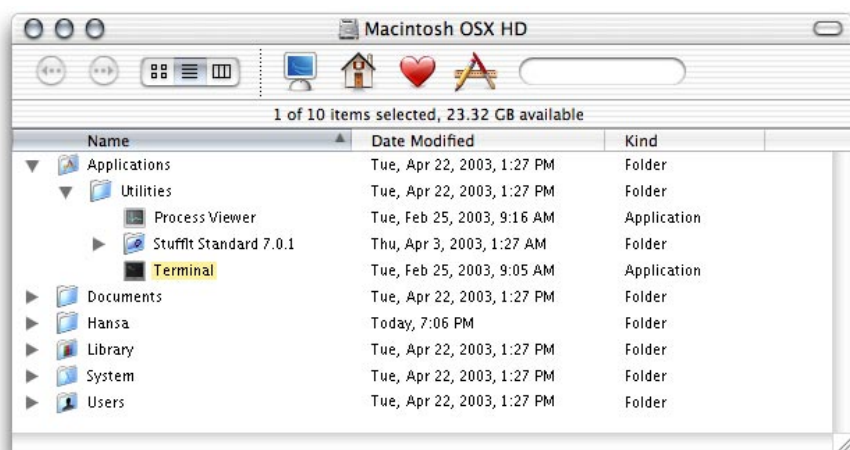
The Hansa server applications for Linux and Macintosh OS X can only be run with the machine in “Terminal” mode. However, you can install them either using the usual graphical interface or using the “Terminal” mode.

To install the Hansa server application on a Linux or Macintosh OS X machine using the graphical interface, follow the instructions in the ‘Single-user’ section above.

Otherwise, to install the Hansa server application using the “Terminal” mode, follow these steps—

1. Download the latest version of Hansa that is correct for your platform and operating system. Create a new folder on your hard disk, and move the file that you have downloaded into this folder.
2. Put the machine into “Terminal” mode.

On a Macintosh OS X machine, double-click the Terminal application that will usually be found in the Utilities folder in the Applications folder—



Alternatively, use the Terminal icon in the Dock—



On a Linux machine, use the Terminal icon in the Dock or Panel. The appearance of these icons will vary depending on your interface: shown below are typical icons for KDE and GNOME—



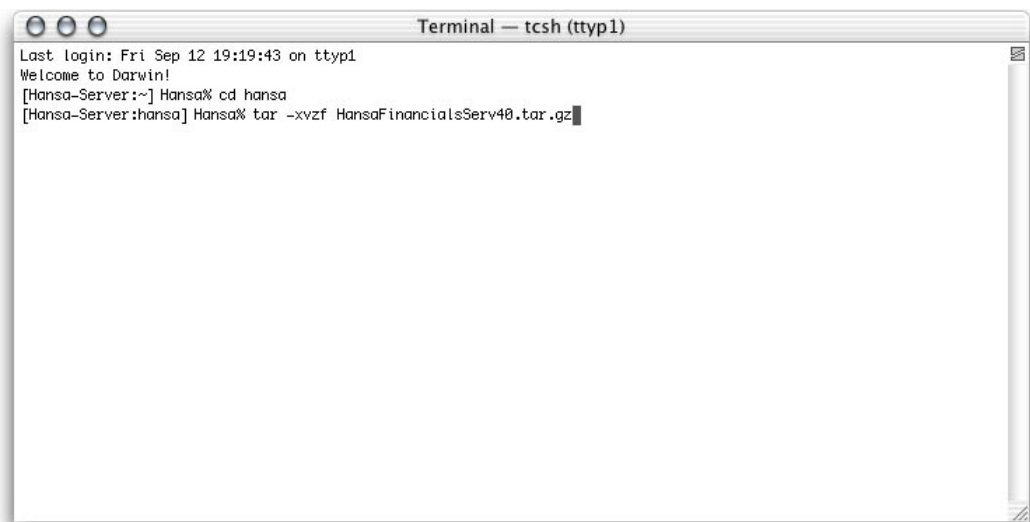
3. Type the following, noting that the Terminal is case-sensitive—

```
cd Hansa/
```

changes to the directory where you have placed the installer file, in this case the “Hansa” directory at the root level

```
tar -xvzf HansaFinancialsServ40.tar.gz
```

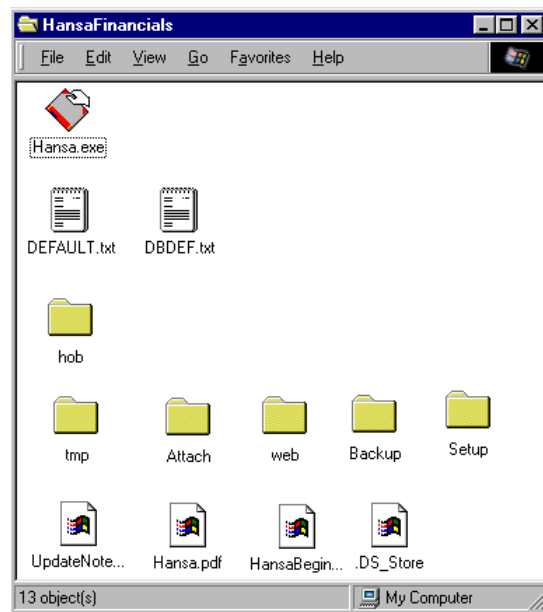
where  
HansaFinancialsServ40.tar.gz is the name of the installer file that you have downloaded



When you press the Return key, the installer will create a new directory in your Hansa directory. This new directory will be named HansaFinancialsServ (Linux) or HansaFinancialsOSXServ (Macintosh OS X). This will contain the application and the necessary auxiliary files.

## After Installation

The Hansa directory or folder contains a number of files—



Shown is the Windows 98 folder: its appearance on your computer and the number of files and folders may differ slightly according to the type of machine you are using, its operating system and certain other settings. In the illustration, for example, all file extensions are shown. Some or all of the following files should be present—

1. The Hansa application, consisting of the program file “Hansa.exe” or “Hansa32” (Windows), “Hansa /PPC” (Macintosh OS9) or Hansa OSX (Macintosh OS X). In some circumstances, this file may be named “Server32”.
2. The “Hob” folder, containing language and other files. This must be present in the same folder or directory as the Hansa application. In some installations, there may be a “Hal” folder as well, used for the same purpose.
3. The file “DBDef.txt”, which is used by Hansa to import some basic settings data whenever a new database is created. This file must be present in the same directory as the program when a new database is created.



4. The file “Default.txt”, which is used by Hansa to import some basic settings data whenever a new Company is created. This file must be present in the same directory as the program when a new Company is created. Companies and databases are described in the next section of this chapter.
5. The files “UKStd.TXT”, which contains sample set-up data, “UKAccs1.TXT”, which contains a sample Chart of Accounts, and UKForms.TXT, which contains templates for Invoices and other forms. If you wish to use these, follow the instructions in the section entitled ‘Creating a New Company’ later in this chapter first to create a new database and then import these settings. The name and precise make-up of these files will vary according to the country of use. In some installations, these files will be placed in a folder named “Setup”.
6. A back-up of an example database for training purposes (“DemoData2003.TXT”). It includes the Chart of Accounts and other settings that are also in the files described in the previous paragraph. To use the example database, follow the instructions in the section entitled ‘Restoring from a Back-up’ later in this chapter covering the creation of a new database and the importing of a back-up file. In some installations, this file will be placed in a folder named “Setup”.
7. An “Attach” folder, which must be present if you want to attach files to records. Such Attachments are fully described in the next chapter, ‘Hansa’s Work Area’. In multi-user installations, this folder should be on the server machine.
8. A “Backup” folder to be used for storing daily back-up files.
9. Two extra folders, “PS” and “Scripts”, will be present in Linux installations.

The following folders should be present if you wish to use certain features, but otherwise need not be present—

1. The “Halcust” folder contains bespoke (HAL) files (e.g. customised reports). This should be on the server and on all clients likely to use the bespoke files.
2. In multi-user installations, the “Shared” folder should be on the server machine if you are using the FTP server facility. This will be used by default to store the files that are to be made available to the FTP clients. You can specify that a different folder is to be used for this purpose when you configure your FTP server: this is described later in this chapter.

3. The “Tmp” folder should be present if you will be using the HansaMail facility to send and receive external mail (i.e. to communicate with standard email programs outside your Hansa network). The Hansa External Gateway uses it to store mail attachments downloaded from the POP3 server before they are transferred to the “Attach” folder and attachments that are to be uploaded to the SMTP server. You should delete the contents of the “Tmp” folder periodically.
4. The “Web” folder contains language and other files required if you wish to use Hansa’s Web Shop. This folder should be on the server machine.
5. The “Webcust” folder is used to store images used in the Web Shop (e.g. images of the Items that you sell). This folder should be on the server machine.

# Starting Hansa

## Companies and Databases

The key components of a Hansa system are the application and the database. The application, or program, has the following symbol in the directory window (Windows) or in the Finder (Macintosh)—



The database is the file used by Hansa to store its data. In many cases, that data will pertain to a single company, but where there are separate departments or subsidiary companies that keep separate accounts, their data can also be stored in a single database. Each department or subsidiary will be set up in the Hansa database, where they are termed 'Companies'. If you set up more than one Company in Hansa, each will be completely separate: there will be no common information, although it is possible to copy from one to another using the export and import functions or by dragging and dropping. Separate account balances will be maintained, and each Company within a database can be backed up separately or together.

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

The database is shown with the document symbol—



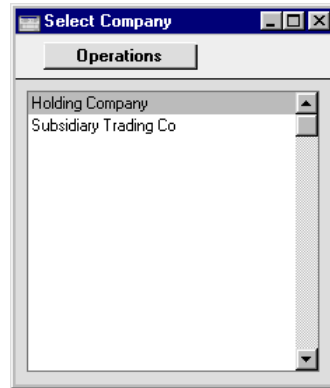
***The database must have the name “Hansa.HDB” and be present in the same folder or directory as the Hansa application. If the database is moved or renamed, the next time Hansa is loaded a new database will be created.***

## Loading an Existing Database and Company

### Single-user

Start Hansa just like any other Windows or Macintosh application, by double-clicking the program icon. Hansa will load the database named “Hansa.HDB”. If this is not present in the folder or directory, a new database will be created automatically.

The ‘Select Company’ window opens, where you should select a Company to work with.



Double-click the appropriate Company in the list, or highlight it and press the Enter key on your keyboard. The database is now ready to use.

If you have only one Company in your database, you may find that having to select it every time you start Hansa is unnecessary. For instructions about bypassing the ‘Select Company’ window, please refer to the section entitled ‘The Program Mode Register’ later in this chapter.

### Multi-user

In a multi-user installation, launch Hansa on the server first. If your server has a graphical interface, follow the procedure described in the previous section: choose any Company when the ‘Select Company’ window appears. Users will then be able to log on to work with any of the Companies stored within that database.

Select ‘Server’ from the Modules menu. The ‘Server Status’ screen appears. This can be used to monitor network activity.

The server can now be left alone.

### *Servers with no Graphical Interface*

If your server is a Linux or Macintosh OS X machine, you must first put it into “Terminal” mode before you can launch the Hansa server application. Instructions can be found in the ‘Linux and Macintosh OS X Server Installation’ section earlier in this chapter.

When the Terminal window opens, and assuming you have retained the default directory structure, type—

```
cd Hansa/HansaFinancialsServ/      (Linux server), or
cd Hansa/HansaFinancialsOSXServ/   (Macintosh OSX server)

./hansa &                          starts the Hansa server application.
                                   The & is optional: it allows you to
                                   run the program in the background
                                   and to close the Terminal window
```

### **Creating a New Database - Single-user**

In the event that you need to create a new database, simply ensure there is no database file with the name “Hansa.HDB” in the same folder as the Hansa application when launching. A new database will be created automatically.

The “DBDef.txt” and “Default.txt” text files must be present in the same folder as the application when a new database is created. Hansa will use these files to set some initial preferences in the new database.

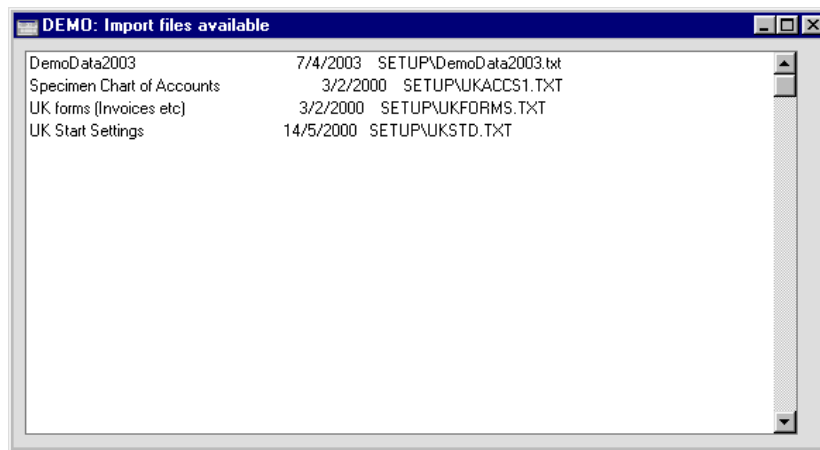


***The installation will not be correct if the “DBDef.txt” file is missing.***

### **Importing from a Back-up**

Hansa will now open a window listing back-up files which can be imported. Hansa looks in the folder or directory containing the application for folders named “Backup” and “Setup”. Any files in these folders in the correct format are listed in this window.

Note that if the list of back-up files does not appear at this point, this will be because your example of the “DBDef.txt” file has not instructed Hansa to create a new Company and so you should do this yourself. In this case, turn now to the next section but one, ‘Creating a New Company’ and follow its instructions. Then return here to continue with the set-up sequence.

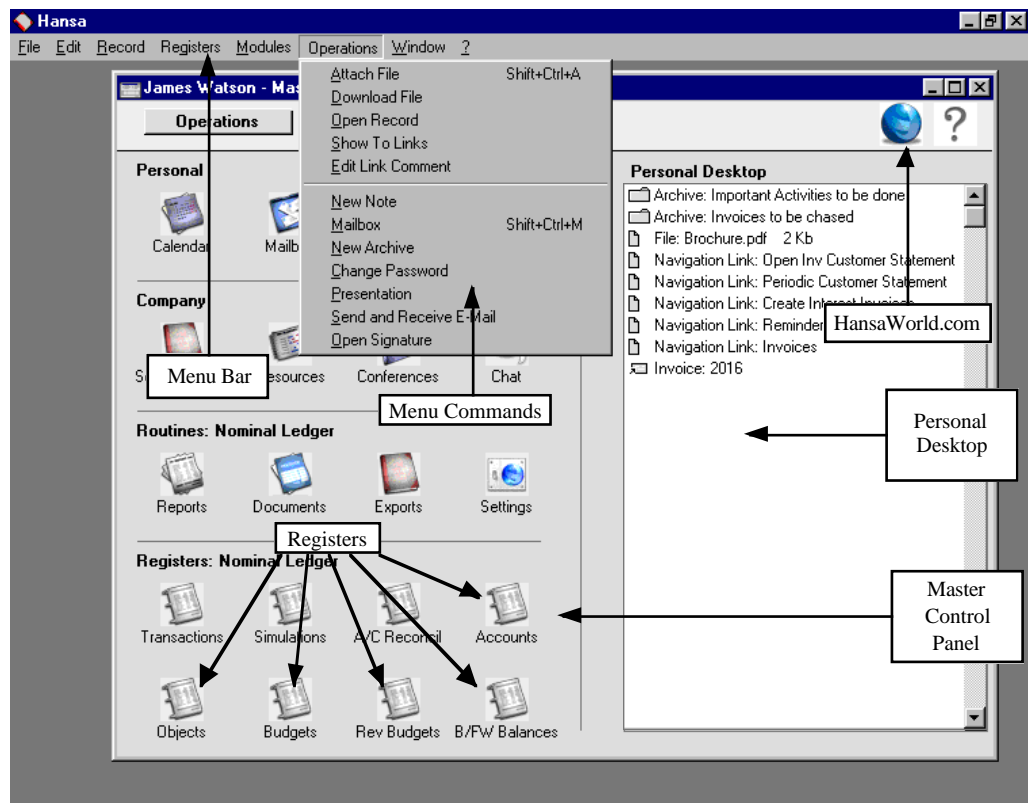


Proceed down one of the following routes, depending on your circumstances—

1. If you are launching Hansa for the first time, you will not have any back-up files to be imported. If you do not wish to import the example database or the sample Chart of Accounts, close the window using the close box and refer to the next section, 'The Work Area'.
2. If you are launching Hansa for the first time and wish to import the example database or the sample Chart of Accounts, double-click the file to be imported, or highlight it and press the Enter key. If you choose to import the example database, Hansa will quit when it has finished importing the file. Restart Hansa and log in as SJ with no password.
3. If you are creating a new Hansa database which is to be based on your existing data (perhaps you are restoring from a back-up because your previous database has become damaged or because you are upgrading to a new version), double-click the back-up file to be imported, or highlight it and press the Enter key. For full details of this process, please refer to the 'Restoring from a Back-up' section at the end of this chapter.

### The Work Area

Whether or not a back-up file was imported, the Hansa work area will now appear. This will be the basis for all your work in Hansa and is fully described in the next chapter, 'Hansa's Work Area'. It is illustrated below to enable you to identify the various parts of the screen mentioned in the following sections.



### Creating a New Company

If the list of back-up files did not appear as expected and as described above, this will be because your example of the “DBDef.txt” file did not instruct Hansa to create a new Company automatically. So, you should do this yourself, as described here. When you have done this, turn back to ‘Importing from a Back-up’ and continue with the set-up sequence from there.

When creating a new database, the first task is to enter a new Company. If the “DBDef.txt” file did not instruct Hansa to do this automatically, Hansa will open the ‘Companies: Inspect’ window so that you can carry out this task.

	Code	Name	Short	TCP/IP	Port
1					
2					
3					
4					
5					
6					
7					
8					
9					

Click in the Code field in the first blank row and enter information as described below. Use the Tab or Return key to move from field to field.

The following fields are present in this window—

- Code** Enter a unique code. This can be a numeric code greater than 0 or an alpha code of up to five characters.
- Name** Enter a name by which this company or department will be identified in the 'Select Company' window (illustrated at the end of this section). When you log in to Hansa, this window allows you to choose the Company you want to work with.
- Short** If you have more than one Company in your database it is possible to switch between Companies in a work session, leaving windows from each Company open. This Short Code appears as part of every window title to indicate the Company to which the information in the window belongs.
- TCP/IP** This field is described in the next section, 'Creating a New Database - Multi-user'. It need not be considered in single-user systems.
- Port** This field is described in the next section, 'Creating a New Database - Multi-user'. It need not be considered in single-user systems.

#### *Flip B*

- Encryption Key** This field becomes visible if you click the button marked "B" on the right-hand side of the 'Companies: Inspect' window. Again, this field is used in multi-user systems and need not be considered in single-user systems.



You can only enter one Company now: if you need more than one, you will be able to add them later in the set-up process (described in the 'Modules, Users and Companies' and 'Adding New Companies' sections below).

	Code	Name	Short	TCP/IP	Port
1	1	Hansa Demo Ltd	DEMO		
2					
3					
4					
5					
6					
7					
8					
9					

The "Default.txt" text file must be present in the same folder as the Hansa application when a new Company is created. Hansa will use this file to import some basic settings to the new Company. When the entry is complete and you have made certain that the "Default.txt" file is in the right place, click the [Save] button in the top right-hand corner of the Company screen.

You should now inform Hansa that you wish to use the Company you have just created. The 'Select Company' list window will appear automatically—

Select the single Company to work with and press the Enter key.

### Settings

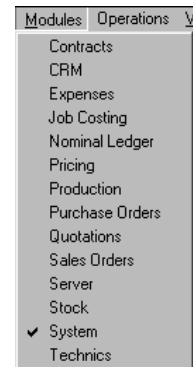
Each module contains a number of settings which can be used to control how that module operates. They are accessed using the 'Settings' item on the File menu or the [Settings] button in the Master Control panel. Before you start

working with each module, you should consider its settings, since its functions depend on the settings being correct.

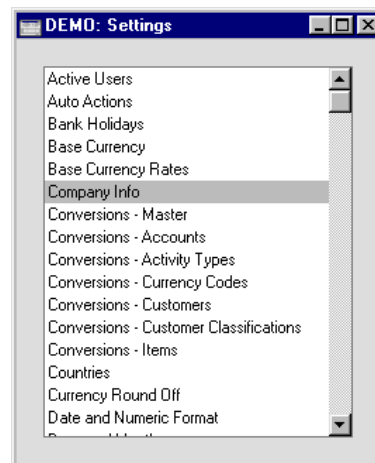
Many settings take the form of options or preferences. Others, such as Company Info, that will be considered next, require information or a number of records to be entered.

### *Changing the Company Name*

The System module is where settings used throughout the Hansa system are determined. You will now use it to enter company name, address and other information to be used in reports and documents such as Invoices. Select 'System' from the Modules menu.



Select 'Settings' from the File menu or click the [Settings] button in the Master Control panel to bring up the 'Settings' list window—



In the list, select 'Company Info' by double-clicking. The 'Company Info: Inspect' window appears.

**DEMO: Company Info: Update**

**Save**

**Company Name** Radio Import/Export Ltd

**Address** **Reg** **E-Mail** **Fonts**

**Address** The Wharf Estate  
London  
E18 6TH

**Tel** 0020 7422 5569 **Fax** 0020 7422 1144

**Reg. No.** 0225874 **Bank 1**

**VAT No.** GB 675 8879 76 **Bank 2**

**Bank Customer ID** **Country**

**Commercial Reg.No.** **ANA Code**

**Home Community**

Enter the name, address and other data as shown in the example illustration.

The Bank Customer ID is an ID number used for automatic (modem) communication with certain credit institutions in some countries.

Click the [E-Mail] button towards the top centre of the window to see the other fields in this setting.

**E-Mail**

The Edit and Report Font fields allow you to select different fonts for use on screen and in reports respectively. If nothing is entered in these fields, Hansa's default fonts will be used. These fonts are selected for maximum readability, and should only be changed if you have good reasons to do so. In non-English versions of Hansa, these fields are used to select fonts with special character sets.

VAT Law and Character Set are used to ensure the behaviour of Hansa conforms to certain local conventions of the country in which it is being used. Depending on your location, you should enter one of the following values in these fields—

Byelorussia	46
Denmark	7
Estonia	27
Finland	13
France	1
Germany	2
Hungary	26
Iceland	15
Ireland (Republic of)	35
Italy	3
Latvia	28
Lithuania	24
Netherlands	4
Norway	9
Poland	25
Portugal	8
Russia	32
Spain	6
Sweden	5
Ukraine	45
United Kingdom	0 (zero)

Details of the other fields can be found in the 'System Module' chapter elsewhere in this manual. When you have completed the window, click the [Save] button in top right-hand corner to save the changes and close the window.

## Modules, Users and Companies

The next task is to ensure that you have been granted access to the appropriate modules and that the correct numbers of users and Companies have been registered. If you no longer have the 'Settings' list on screen, select 'Settings' from the File menu or click the [Settings] button in the Master Control panel once again. Select 'System Usage' by double-clicking. The 'System Usage: Inspect' window appears—

If you need more than one Company, enter the correct number in the Companies field. Ensure that the numbers of Users, Level 1 Users and Level 2 Users are correct (and in any case is at least 1).

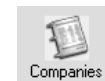
The number of Companies should only be changed if your business is one where there are separate departments or subsidiary companies that keep separate accounts. These can be set up as separate accounting entities in Hansa. Each department or subsidiary is termed a 'Company'. If you set up more than one Company in Hansa, each will be completely separate: usually, there will be no common information, although it is possible to copy from one to another using the export and import functions or by dragging and dropping. Separate account balances will be maintained, and each Company within a database can be backed up separately or together.

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

In the remaining sections of the window, select the modules that you require by clicking the check box next to each one so that a tick appears. Click the five numbered buttons to see more modules. Finally, click [Save]. The Modules menu will now contain the modules selected. These tasks should be completed before applying for a database key.

### Changing and Adding Companies

If you want to change the company identifier that appears in the title bar of each window, and/or you need more than one Company, you can do this now. Click [Companies], the first button in the 'Registers' section of the Master Control panel—



The 'Companies: Inspect' window is opened—

	Code	Name	Short	TCP/IP	Port
1	1	Hansa Demo Ltd	DEMO		
2					
3					
4					
5					
6					
7					
8					
9					
10					

The Company Name in the second column will appear in the 'Select Company' window, where you will choose the Company you want to work with when you log in to Hansa. The Short Code is the identifier that appears in the title bar of each window. If either of these are not suitable, change them now.

To create more Companies, click in the Code field in the first blank row and enter information as described in the section above entitled 'Creating a New Company'. Remember, this should only be done for parts of your business

which are completely separate accounting entities to the first Company entered.

If you are creating a new Company, the “Default.txt” text file must be present in the same folder as the Hansa application. Hansa will use this file to import some basic settings to the new Company.

It is advisable to enter as many Companies as you need now, so that you only need apply for a database key once. You will be able to enter all set up information such as a Chart of Accounts to one Company and then to export those settings to the other Companies (or to transfer them by dragging and dropping). Remember that each Company will maintain completely separate accounts, so there is no need to create separate Companies for departments that are part of the same accounting whole.

	Code	Name	Short	TCP/IP	Port
1	1	Holding Company	H		
2	2	Subsidiary Trading C	S		
3					
4					
5					
6					
7					
8					
9					

When the entry is complete, click the [Save] button in the top right-hand corner of the Company screen.

For security reasons, Hansa will shut down after any changes or additions have been made in the Company register. Restart the program to continue working.

For each Company added, you should now repeat the process described above in the ‘Changing the Company Name’ and ‘Modules, Users and Companies’ sections, entering the correct company name and address, and ensuring that access has been granted to the correct modules. To change Companies, select ‘Companies’ from the File menu and choose another Company in the list that appears. This work should be completed before applying for a database key.

## The Database Key

The next stage is to inform Hansa that you have a full licence for its use.

A Hansa licence normally gives you the right to use the program for a single database. Each database will normally require its own database key provided to you on application by your local Hansa distributor. When Hansa is first purchased, this key is absent but Hansa will be fully operational for 30 days after installation, allowing time for the set-up work described in the previous sections. After 30 days, if the key has not been applied for, Hansa will change to demonstration mode: it will remain fully functional, but printing will be disabled. The key can be applied for at any time (before or after the 30 day point), but before doing so you should ensure you have entered all required Companies in the Company register, named them all in the Company Info setting, and given yourself access to the required modules and entered the number of users in the System Usage setting (all as described above).

On closing the System Usage window, Hansa calculates a Control String based on the modules selected and the number of users and Companies entered. This will be visible if the System Usage window is reopened and will be copied by Hansa to a second setting, the Enabler setting, where it is used to calculate a Control Code, an eight-digit number.

At this point, where a Control String and Control Code are known to Hansa, the database will enter its demonstration mode 30 days from installation. To gain full use of the program, a database key needs to be acquired and entered. To do this, follow this procedure—

1. Use the Modules menu to ensure you are in the System module and select 'Settings' from the File menu. In the list, double-click 'Enabler'. The 'Enabler: Inspect' window appears.

H: Enabler: Inspect

Operations Save

Control String 9696-AH9-AJ7-CVWESAA-AA-AAAA

Control Code 14736961

Key is Valid Until

Key

Call +44 (0)207 932 1045 for help



2. Enter the expiry date of your Hansa contract in the Key is Valid Until field. Click the [Save] button in the Button Bar to save and close the Enabler.
3. Contact your local Hansa representative during normal working hours and quote the Control String, Control Code and contract expiry date. You may be asked to produce a Company Info report: this is described in the 'System Module' chapter later in this manual. You will then be given a key.
4. Enter the key and click [Save] to save the Enabler. This will inform Hansa that you have a full licence for its use.

If, in the System Usage setting, the modules checked are changed or the number of users is altered, Hansa will go into demonstration mode. Full use of Hansa can be regained by reverting the System Usage setting to its original state.

If a new Company is added to the database, the Valid Until date is changed in the Enabler setting or the Company Name is changed in the Company Info setting of any existing Company, this will also cause Hansa to go into demonstration mode. In this case, however, full use of Hansa can only be regained by applying for a new key.

A record of your database key should be kept in a safe place: you will need to enter it again if you ever create a new database by restoring from a back-up file.



***Set up your Companies and define the System Usage and Company Info settings for each before applying for a database key.***

#### **If the “DBDef.txt” file is missing**

If you attempt to create a new database as described above in the section entitled 'Creating a New Database' but without a “DBDef.txt” file present in the same folder or directory as the Hansa application, that database will be created successfully. However, the process will deviate from the path outlined in two respects—

1. The list of possible back-up files which can be imported will not be shown.
2. You will only have access to the System module.

You can either decide to start again or to proceed with the empty database. The former route is recommended as little time will have been lost. Follow these steps—

1. Close Hansa using the ‘Quit’ command on the File menu.
2. Delete the “Hansa.HDB” file.
3. Locate the “DBDef.txt” file and move it to the folder or directory containing the Hansa application. Also, ensure that the ‘Default.txt’ file is present.
4. Launch Hansa again and follow the procedure described in the ‘Creating a New Database’ section.

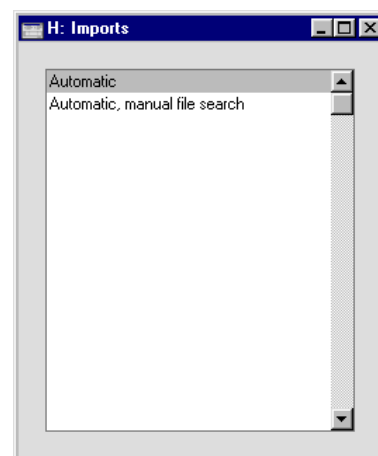
If you decide to proceed with the empty database, follow these steps—

1. Ensure the “Default.txt” file is present in the same folder or directory as the Hansa application and enter a single Company to the ‘Companies: Update’ window. This window is described in the section entitled ‘Creating a New Company’ above. Click the [Save] button to save.
2. On closing this window, the ‘Select Company’ window will open. Double-click the Company that you wish to work with.
3. The System module will be the only module available. The next step should be to remedy this. Select ‘System’ from the Modules menu and ‘Imports’ from the File menu. Double-click ‘Automatic, manual file search’ in the subsequent list. Locate the “DBDef.txt” file and import it. You will now have access to all modules.
4. Return to the ‘Creating a New Database’ section above and resume the sequence at the ‘Settings’ sub-heading.

## Setting up a Basic Accounts System

Hansa is supplied with a basic accounts template which you can use as a basis for your own system if necessary. It includes VAT Codes, Fiscal Years, a Chart of Accounts, report definitions and so on.

If you did not import this template when creating your database (as described in the 'Creating a New Database' section above), you can do so at any time. To import this template, ensure you are in the System module using the Modules menu and select 'Imports' from the File menu. The 'Imports' window is shown—



Double-click 'Automatic', or click once and press the Enter key. Hansa opens a window listing importable files in the "Backup" and "Setup" folders, which are in the same folder as the Hansa application. Locate "UKAccs1.TXT" and click [Open] or [Select] (depending on the operating system).

The file will be imported. A message window informs you about the progress of the import.

When the import is finished, repeat the process, selecting "UKForms.TXT" and then "UKStd.TXT" to import template forms and other settings. Then, close the 'Imports' list window using the close box.

Your Hansa database is now ready to be used. You are free to change any aspect of the model Chart of Accounts, but note that some of the default settings in Hansa presume that the model chart is being used in an unmodified form. If you alter the chart, you must also alter these defaults wherever they occur. For example, if you change the Account Code of the VAT Outputs Payable Account, remember to alter all the VAT Code records accordingly as well.

*If you do not wish to use the template supplied...*

You are also free to implement your own accounting set-up. If you choose to do this, please first refer to the chapter entitled 'Hansa and your Business' where some basic accounting principles are outlined. Then, referring to the appropriate chapters in this manual, you will need to set up VAT Codes in the Nominal Ledger (covered in Volume 2b) before creating your Chart of Accounts and defining Fiscal Years in the System module (at the end of Volume 1). Referring to the chapters describing the Sales and Purchase Ledgers, ensure the correct Accounts have been defined for use by various functions using the Account Usage S/L and Account Usage P/L settings. The Item Group register and Payment Modes setting should also be checked. Finally, referring to the 'Reports' section of the 'Nominal Ledger' chapter in Volume 2b, define the Balance Sheet, the Key Financial Ratios Report, the Profit & Loss Report and the VAT Report.

**Importing your own Chart of Accounts**

If you are changing to Hansa from another computerised accounts program, you may be able to import the accounts set-up from that program. This will have three advantages: the import procedure is relatively fast (compared to entering the accounts manually), the possibility of data entry errors is reduced and you will be able to use a Chart of Accounts with which you are already familiar.

If you wish to follow this procedure, please follow the import instructions described above in the section 'Setting up a Basic Accounts System' to import your text file. For details of the composition of the text file, please refer to your Hansa representative.

***Entering Data and Opening Balances***

Your Hansa database is now ready for the entry of data and of opening balances. Please refer to the chapter entitled 'Starting Work' for full details of how to proceed. Before you do so, however, it is recommended that you read the following sections of this chapter. 'Hansa's Work Area' will enable you to familiarise yourself with Hansa's tools, windows and method of working, while 'Hansa and your Business' describes some of the accounting concepts used by Hansa.

## **Creating a New Database - Multi-user**

### **Server with Graphical Interface (Windows and Macintosh OS 9)**

To create a new, multi-user, database, essentially the same steps as those described above need be followed. Working on the server, simply ensure that

there is no database file with the name “Hansa.HDB” in the same folder as the Hansa application, and launch the application by double-clicking. However, make sure that the “DBDef.txt” and “Default.txt” files are present. A new database is created.

As in a single-user system, create your first Company as described in the section entitled ‘Creating a New Company’ earlier in this chapter. Make sure that the “Default.txt” file is present. Again, at this stage you do not need to consider the TCP/IP and Port fields.

All communications between clients and the server are encrypted using a built-in Encryption Key. If you would like an Encryption Key of your own to be used, click the button marked “B” on the right-hand side of the ‘Companies: Inspect’ window and enter your key in the Encryption Key field. You should enter the same key on the server and on the clients.

When the entry is complete, click the [Save] button. Again, as with the single-user system, the next stage is to inform Hansa which Company you wish to use. The ‘Companies’ list will appear: highlight the single Company and press the Enter key.

### **Server with no Graphical Interface (Linux and Macintosh OS X)**

To create a new database on a server that does not have a graphical interface, first ensure that there is no database file with the name “Hansa.HDB” in the same folder as the Hansa application, and that the “DBDef.txt” and “Default.txt” files are present. Then, put the server into “Terminal” mode as described in the ‘Linux and Macintosh OS X Server Installation’ section earlier in this chapter.

When the Terminal window opens, and assuming you have retained the default directory structure, type—

```
cd Hansa/HansaFinancialsServ/      (Linux server), or
cd Hansa/HansaFinancialsOSXServ/   (Macintosh OSX server)

./hansa backup/TBXXXXXXX.txt &    Starts the Hansa server application
                                   and imports the back-up or
                                   example data file
                                   TBXXXXXXX.txt. In this example,
                                   this file is in the “backup” folder
                                   inside the folder containing the
                                   Hansa server application.
```

The progress of the import will be shown in the Terminal window. When it has finished, Hansa will quit. Restart it by typing—

```
./hansa &
```

If you do not want a back-up or example data file to be imported to the new database, you need to ensure a Server Port (see below) will be open in the new database so that clients will be able to log in. You can do this using one of two methods—

1. Before starting the Hansa application, ensure the “DBDef.txt” contains an instruction to set the Server Port to the required value. The “DBDef.txt” file supplied with Hansa will set the Server Port to 1200. If you are using this method, you may need to start Hansa, quit and restart to activate the port, thus enabling users to log on.
2. By typing the following command in to the Terminal—

```
./hansa --port 1200 &
```

This starts the Hansa server application and sets the Server Port to 1200, for a single work session only. If you want to set it to 1200 permanently, do so from a client using the Program Mode register as described below (or use method 1 above).

Since the server does not have a graphical interface, you will need to configure the new database from a client. Refer to the next section but one (entitled ‘Logging on from a Client’) and follow its instructions to log in to the server from a single client. Use the Port number that you specified in the final command above. Working on that client machine, first go to the System module and create a record in the Access Groups setting explicitly granting full access to the Technics module. Then, create a record in the Person record for yourself, assigning it to the Access Group you have just created. Access Groups and Persons are described in full in the ‘System Module’ chapter later in this chapter. Then, quit Hansa and restart. You should now follow the instructions in the section immediately below (‘Setting up the Server module’) to configure the new database.

### **Setting up the Server module**

The database key requires that you make all purchased modules available on the server machine, and that you register the number of users there. Go to the Modules menu and select ‘System’. Next, use the ‘Settings’ function on the File menu to bring up the ‘Settings’ list window. Select ‘System Usage’ by double-clicking (or by clicking once and pressing the Enter key). The ‘System Usage: Inspect’ window appears.

On card 1 of this setting, select the Server module by clicking the check box so that a tick appears. Click the check boxes for the other modules you have purchased. Ensure that the numbers of Users, Level 1 Users, Level 2 Users, Mailboxes, Conferences and Companies are all correct. Click the [Save]

button in the Button Bar to save and close. Mailboxes and Conferences are described in Volume 6 of these manuals.

You should now enter your company's name, address and other details using the Company Info setting. This task is fully described in the section entitled 'Changing the Company Name' earlier in this chapter. If you need to create additional Companies, this should be done now, following the instructions in the 'Adding New Companies' section above. The Company Info and System Usage settings should be checked for each Company before the next stage: the application for a database key. Full details of this step can be found in the section entitled 'The Database Key' above. It is only necessary to enter the database key to the server: the key will be copied to the client machines automatically.

Once you have finished this process, it doesn't matter which Company you end up in: all will be available to any client machines logging in.



***Set up your Companies and define the System Usage and Company Info settings for each before applying for a database key.***

If the server does not have a graphical interface, you will have carried out the work described in this section from a client machine. If you need to create additional Companies, you should change to "Admin Client" mode. To do this, choose 'Company' from the File menu, 'Open Company Register' from the Operations menu and then 'Admin Client', again from the Operations menu. If you are not in "Admin Client" mode, the new Companies will be saved on your machine and not on the server. As described in the 'Adding New Companies' section, the server will shut down after any changes or additions have been made in the Company register. So you will need to close the client, restart the server and then restart the client after adding Companies on the server.

## The Program Mode Register

The next stage is to make this database available to the network. Select 'Technics' from the Modules menu and click the [Prog Mode] button in the bottom left-hand corner of the Master Control panel (or select 'Program Mode' from the Registers menu).

The fields on this window should be completed as follows—

### Header

**Program Name** If you are using Hansa under Windows, you can specify the name of the window in which Hansa appears and of the application's button in the Taskbar (Windows 95/98/2000). Enter that name here.

### Server Card

**Server Port** This field is for TCP/IP communication with Hansa clients. Enter an arbitrary four-digit code to identify this database. If you have more than one server machine running Hansa, or more than one copy of Hansa running different databases on the same machine (not recommended), each must feature a unique Server Port number.

If you change the Server Port or put one in for the first time, you must quit Hansa and restart for the change to take effect.



**Default Company** If you would like a particular Company to be used by default when you launch Hansa, specify that Company here. The next time Hansa is used, the Company specified here will be opened automatically and the 'Select Company' window will not appear.

This field can be used in single-user systems to ensure a particular Company is always used. This is the only field that can be used in this register in a single-user system.

**Server at Startup** Switch this check box on if you would like the Server module to be selected by default when you launch Hansa.

Usually, it will not be necessary to use this check box. When the time comes to shut down the server, two options are available on the File menu. If you choose 'Quit', Hansa will automatically go into server mode the next time it is used, even if the Server at Startup is not checked. If you choose 'Quit, Remove Autoserver', it will not, allowing you to work on the server machine itself.

#### *Other Cards*

The remaining fields in this register are only used in the specialised situations when setting up the Web Shop, FTP server and Print and Fax servers and when establishing an open TCP/IP link with Hansa. They can be left blank when setting up a data server.

For details about setting up an FTP server, please refer to the section entitled 'Setting up an FTP Server' below. For details about setting up Print and Fax servers, please refer to the section describing the Printers setting in the 'System Module' chapter later in this manual. For details about setting up a Web Shop and about establishing an open TCP/IP link with Hansa, please refer to your local Hansa representatives.

Once the 'Server' card of this register is complete, click the [Save] button in the Button Bar to save. If you have entered a Server Port number for the first time (or changed the one that was already there), quit Hansa and restart to allow the change to take effect.



***Complete the Program Mode screen before applying for a database key.***

The final task is to select 'Server' from the Modules menu. The 'Server Status' screen appears. This can be used to monitor network activity.

The server can now be left alone.

### **Logging on from a Client**

On each client, a new database should now be created. Its sole task will be to enable you to log on to the server: little information will be saved on the client machines. Again, essentially the same steps as those described above need be followed. Ensure that there is no database file with the name "Hansa.HDB" in the same folder as the Hansa application, and launch the application by double-clicking. However, make sure that the "DBDef.txt" and "Default.txt" files are present. A new database with the name "Hansa.HDB" will be created.

Once again, the first task is to ensure the correct Companies have been entered. To do this use the Company register as described in the section entitled 'Creating a New Company' earlier in this chapter. Make sure that the "Default.txt" file is present if you need to create new Companies. All that it is necessary to do here is to enter once again the Companies that you have previously entered to the database on the server. This will enable you to log in to them.

In the Code field (the left-hand field of the grid), enter the same Code(s) that you entered on the server. The TCP/IP and Port fields now become relevant. In the TCP/IP field, enter the IP address of the server machine. This can be obtained from the TCP/IP control software on the server and is used to enable the client copy of Hansa to locate the correct server on the network. In the Port field, enter the value that you entered to the Server Port field on the Program Mode screen on the server. This is used to enable the client Hansa to locate the correct copy of Hansa on the server. If the server does not have a graphical interface, use the Port Number that you typed as part of the command to start the server application.

If you entered an Encryption Key to the Company on the server, you should enter the same one to all Companies on the client that will be used to log on to that server. Click the button marked "B" on the right-hand side of the 'Companies: Inspect' window to do this.

When you have entered all relevant Companies, click [Save].

The 'Companies' list will now appear allowing you to inform Hansa which Company you wish to use. Double-click the appropriate Company in the list, or highlight it and press the Enter key. If the result is that Hansa displays an error message "User Limit on Server reached" and you are certain this is not the case, the probable cause is that the Company Code of the chosen

Company (in the first column of the Company register) does not match that of any of the Companies that were entered on the server.

In typical multi-user installations, the next task will be to enter details of each member of your staff that will be using Hansa. You might wish to limit each person to areas of Hansa relevant to their job and to give each one a password, to prevent unauthorised access. To do this, you will be using the Person register in the System module: please refer to the 'System Module' chapter at the end of this volume for full details.

Once this task has been completed, please refer back to the section entitled 'Setting up a Basic Accounts System' for details covering the setting up of a basic accounts system. It is recommended that this set-up work is carried out either from a single client machine or from the server itself. Until it has been completed, no other users should be allowed to log on.

## Setting up an FTP Server

The File Transfer Protocol (FTP) is a means of transferring files between two connected computers. One computer is configured as an FTP server and the other connects to it as a client. Working from the client machine, files can be copied to the server ("uploaded") and copied from the server ("downloaded"). In large installations, it can be convenient to have an FTP server running permanently. It can be used as a central store of important files such as marketing materials, document templates and so on.

Hansa can be configured to act as your FTP server software. Once this has been done, members of staff (known as "Persons" in Hansa) can log in using proprietary FTP client software such as Fetch or Transmit. If required, Customers can log in as well.

If you are already using a Hansa multi-user system, the copy of Hansa that is acting as your data server can also act as your FTP server. This means that your data server computer will also be your FTP server computer. However, if FTP usage is likely to be heavy, a separate machine can be used. In this case it will have a separate database, so you will need to enter once again those Persons and Customers that are to have FTP access.

To set up a Hansa FTP server on a dedicated machine, follow the steps below in full. If you have already set up your Hansa data server following the instructions earlier in this chapter and would like it to act as an FTP server as well, work on that machine and follow the steps below starting with step 2.

1. Create a new database on the machine that is to act as your dedicated FTP server following the instructions in the section entitled 'Creating a New Database - Multi-user' above. Only one Company is necessary.

2. In the System Usage setting in the System module, ensure that the box marked “Server” has been selected (i.e. it contains a tick). Then, go to card 5 (click the tab marked “5”) and do the same for the box marked “FTP Server”. Click the [Save] button in the Button Bar to save and close. This may result in you needing to apply for a new database key.
3. Select ‘Technics’ from the Modules menu and click the [Prog Mode] button in the bottom left-hand corner of the Master Control panel (or select ‘Program Mode’ from the Registers menu).

In the case of a dedicated FTP server, only the fields on the ‘FTP’ card need be completed, as illustrated and described below. If the FTP server is a data server as well, the fields on the ‘Server’ card should also be completed, as described earlier in this chapter.

The screenshot shows a window titled "H: Program Mode: Inspect". At the top right is a "Save" button. Below it is a "Program Name" field containing "Main Database". A tabbed interface has six tabs: "Server", "Web", "FTP" (which is selected and highlighted in blue), "Open TCP/IP", "Print Server", and "Bind IP". Under the "FTP" tab, there are several fields: "FTP Port" with the value "21", "Max FTP Users" with the value "25", "FTP Shared Directory" with the value "c:\ftp\shared", a checked checkbox for "Allow Anonymous FTP Users", "Open TCP/IP Port" with the value "1300", "Print Server Port" (empty), "Auto Connect (secs)" (empty), "Auto Connect Serv IP" (empty), "Bind to IP Address" (empty), and "Fax Interval (secs)" (empty). There is also an unchecked checkbox for "Auto Connect as Print Server".

### FTP Port

Enter an arbitrary code here to represent the server socket that will be used for FTP communications. This must be different to the Server and Web Ports above. When logging on, Customers and Persons will add this to the IP address for your server machine (usually in the format IP address:Port number).

Note that the most commonly used FTP Port number is 21, and some FTP client applications may have difficulty establishing a connection if a different number is used.

If you change the FTP Port, you must quit Hansa and restart for the change to take effect.

**Max FTP Users** Enter here the maximum number of Customers and Persons that you anticipate will be logged on to your Hansa FTP server at any one time.

**FTP Shared Directory**

Specify here the name of the folder that is to be made available as the root directory to everyone logging on to your Hansa FTP server. This folder will contain the files that will be copied to and from the server by FTP users. Any folders inside this folder will also be available to FTP users.

In the following example showing the correct syntax for Windows and Macintosh users, the shared folder is called “Shared” and it is situated inside the “FTP” folder on the hard disk. The \ character is used as a separator between folder names under Windows while : is used on the Mac.

**Windows** c:\FTP\shared

**Mac** hard disk:FTP:shared

If the “Shared” folder is inside the folder containing the Hansa server application, there is no need to specify the full path name.

An entry must be made to this field otherwise FTP users will not be able to log on. Take care not to make any mistakes when typing the folder path (and make sure that the folder you specify exists), otherwise you might make more files available to FTP users than you intend.

**Allow Anonymous FTP Users**

Check this box if you would like FTP users to be able to log on to your FTP server without specifying a user name or a password.

If this box is not checked, you will be able to restrict access to your FTP server using the Allow FTP Access box for each Person and Customer. Only Persons and Customers whose Allow FTP Access box has been checked will be able to log on. Persons (i.e. members of staff with their own record in the Person register) will

use their initials as their Login ID and will use their normal Hansa password. Customers will use their Customer Number as their Login ID. They can be allocated a password using the 'Change Password' function on the Operations menu of the 'Customers: Browse' window. They will use the same password for FTP and Web Shop access. Customers are fully described in the 'Customers' chapter of this manual, while Persons are described in the 'System Module' chapter.

4. Once the 'FTP' card of the Program Mode register is complete, click the [Save] button in the Button Bar to save. If you have entered an FTP Port number for the first time (or changed the one that was already there), quit Hansa and restart to allow the change to take effect.
5. If your FTP server is separate to your data server, you will now need to enter once again those Persons and Customers that are to have FTP access.
6. The final task is to select 'Server' from the Modules menu. The 'Server Status' screen appears. The FTP server can now be left alone, and FTP clients will be able to log on.
7. If you will be allowing users to access your FTP server through a modem connection, don't forget to make any necessary adjustments to your firewall.

## Shutting Down

Remember to make a back-up before shutting Hansa down. Back-ups are described in the next section.

### Single-user

To shut Hansa down, select 'Quit' from the File menu. Macintosh OS X users can find the 'Quit' command on the Hansa OS X menu. The keyboard shortcut Alt-F4 (Windows and Linux) or ⌘-Q (Macintosh OS 9 and OS X) can be used. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been changed.

**Multi-user**

Hansa clients can be shut down in the same way as Hansa single-user: by selecting 'Quit' from the File or Hansa OS X menu.

Two methods are available by which the server can be shut down, if it has a graphical interface—

1. If 'Quit' on the File menu is used, the server will automatically enter server mode the next time it is started up.
2. If 'Quit, remove autoserver' on the File menu is used, the server will not go into enter server mode the next time it is started up. This option should be used if you want to do some work on the server.

If the server does not have a graphical interface and if the Terminal window is still open, press the Ctrl-C key combination. If the Terminal window is not open, open a new Terminal window and (assuming you have retained the default directory structure) type the following—

```
cd Hansa/HansaFinancialsServ/      (Linux server), or
cd Hansa/HansaFinancialsOSXServ/  (Macintosh OSX server)
```

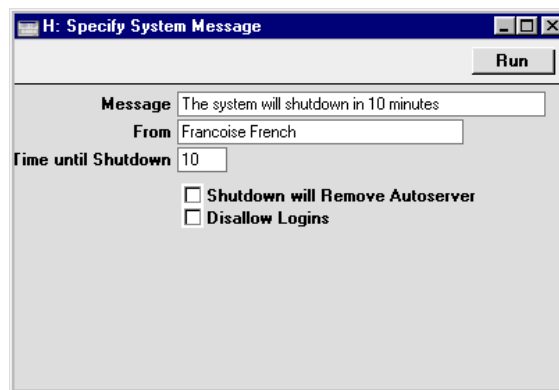
```
cat hansa.pid                      This displays the process ID for
                                   H a n s a      s e r v e r      ( e . g .
                                   2296[hansa:~/HansaOSX]
                                   hansa% )
```

```
kill 2296                          (where 2296 is the process ID)
```

If you need to close the server down and there are some clients logged in, you can send a warning message. To do this, you should be working on a client and you should have logged in as a Person that has access to the Technics module (this is described in the section describing the Access Groups setting in the 'System Module' chapter later in this Volume). Follow these steps—

1. Select 'Technics' from the Modules menu.
2. Click the [Maintenance] button in the Master Control panel or select 'Maintenance' from the File menu.

3. When the 'Maintenance' list window appears, double-click 'System Message'. The following window appears—



Complete the window as follows—

<b>Message</b>	Type in the message that you want all users to read.
<b>From</b>	Type in the author of the message: this will also be shown to all users. Your name (i.e. the name of the current user) will appear here by default.

**Time until Shutdown**

Specify here the number of minutes that you want to wait until the server shuts down. This should be sufficient time to allow the other users to save their work and quit Hansa.

If this field contains a value, the server will be shut down automatically after the specified period of time. If this field does not contain a value, the server will not shut down. This means this function can also be used to send a message to all users at any time.

**Shutdown will Remove Autoserver**

If the Time until Shutdown field above contains a value, the server will be shut down automatically after the specified period of time. Check this box if you want the server to be shut down in the same way as if the 'Quit, remove autoserver' option had been used. Do not check this box if you want it to be shut down in the same way as if the 'Quit' option had been used.



**Disallow Login**      Check this box if you want to prevent new users logging in during the Time until Shutdown.

4. Click the [Run] button in the Button Bar. The Message will be shown to all users.
5. Close your own Hansa client.
6. The server will shut down automatically after the specified time.

## Backing Up

When the day's work with Hansa is done, we advise you to make a back-up. It is a good idea to save a copy of the file and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Hansa database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all invoices, receipts, reports etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

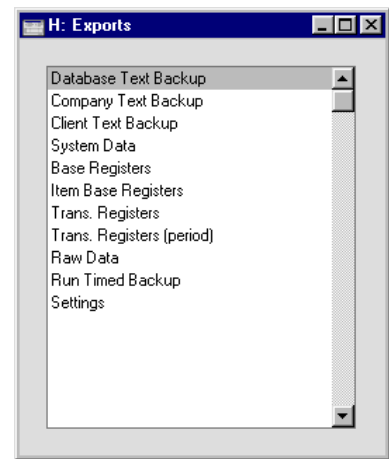
Hansa's method of back-up is fast and economical. The data is saved as a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. Of course, it is also possible to copy the database file as it appears on your hard disk, but this is not so economical in terms of disk space, and a subsequent restoration may not be successful if the version of your Hansa application has changed since the back-up was made.



***Use Hansa's built-in back-up feature  
to guarantee a successful restoration.***

To create a back-up, follow these steps—

1. Select 'System' from the Modules menu.
2. Choose 'Exports' on the File menu or click the [Exports] button in the Master Control panel. The Exports window is shown—



3. Select 'Company Text Back-up' (if you wish to back up the data in the database relating to the single Company currently selected) or 'Database Text Back-up' (if you wish to back up the whole database) from the 'Exports' window and click [Run].

Usually the 'Database Text Back-up' option should be used, as this is the only choice that backs up the entire database. You must use it regularly for your safety and peace of mind. Some registers and settings (e.g. the System Usage setting, Mailboxes and Conferences) are stored at database level, not Company level. These will not be exported by the 'Company Text Back-up' option, even if your database only contains a single Company. The 'Company Text Back-up' option is intended for use in the situation where you need to move all the information relating to a specific Company from one database to another.

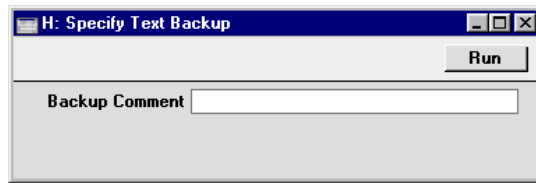
In a multi-user system, the 'Database Text Back-up' option cannot be used on a client machine. It can only be used on the server machine, when no other user is logged in. First, select 'Quit, Remove Autoserver' from the File menu and restart Hansa. Then, choose the System module using the Modules menu. If it is not convenient to work from the server, use the automatic timed back-up feature described below.

If the server does not have a graphical interface, you can use the automatic timed back-up feature, or you can create a back-up file by typing into the Terminal—

```
./hansa --backup
```

This will launch the Hansa server application, which will then create a back-up file and then quit.

4. The 'Specify Text Backup' window appears. This offers you 40 characters with which to describe the back-up file that you are about to create. If it becomes necessary to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.



Enter an appropriate description and click [Run].

5. If you have chosen to back up the whole database and you have more than one Company, you will now be asked to log in to any that you have not yet used in this work session. For reasons of security, if you are not able to log in to all Companies, the back-up procedure will be halted.
6. Hansa opens a dialogue where you can name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate directory in the usual way. The name of the back-up should include the date the back-up was made, but remember that you can use a maximum of eight characters if you are using Windows NT version 3. Then, click [Save].

It is recommended that the back-up file be stored in a folder or directory named "Backup" which should be in the same folder or directory as the Hansa application. All back-up files in this folder will be shown in a list of importable files if it becomes necessary to restore from a back-up.

A message window informs you about the progress of the export.

When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.



***Under no circumstances should you edit or change a back-up file with another program.***

### **Automatic Timed Back-ups**

The importance of establishing a regular routine for backing up cannot be emphasised enough. Because Hansa works - like all financial systems - with a single file database in which all your data about customers, invoices, nominal

ledger etc. is stored, if you lose that file, you have lost not just a single document, but all your accounting and customer information.

To make this task easier, Hansa contains a timed back-up feature whereby a database back-up file can be created automatically every day. To specify when the back-up files are to be created, and where they are to be stored, follow the steps outlined below. In multi-user systems, these steps should be carried out on the server machine only.

1. Select 'Technics' from the Modules menu. In multi-user systems, this can be done on the server machine, when no other user is logged in. To gain access to the Modules menu, select 'Quit, Remove Autoserver' from the File menu and restart Hansa.

If it is inconvenient to work on the server (e.g. it does not have a graphical interface, or it is in another building), you can work from a client machine. Log in as a Person that has access to the Technics module (this is described in the section describing the Access Groups setting in the 'System Module' chapter later in this Volume).

If 'Technics' is not available on the Modules menu in a single-user system, this will probably be because you have not granted yourself access to the Server module in the System Usage setting.

2. Choose 'Settings' from the File menu. Double-click 'Timed Operations'. The following window appears—

**H: Timed Operations: Inspect**

Save

**Database Operations**

Operation Time: 23:12

Daily HAL Routine:

☒ Backup

Backup Path: c:\hansa\hansa40\backup\

☐ Mail Cleanup

**Events**

Database Closing Time:

Database Opening Time:

Seconds Between Browse Updates:

Client Time Out:

**Background Tasks**

HAL Routine:

Seconds in between:

3. Set the Operation Time (the time when the backup is to take place) to the appropriate time, when it is likely that no-one will be using Hansa. The 24-hour clock should be used, and a colon (:) used as the separator between the hour and the minute. The back-up file will be created at the specified time, even if there are still users logged in to Hansa. However, such users will find the speed of operation to be much reduced while the back-up is being carried out. It is therefore highly recommended that a time is specified that is outside working hours, to minimise such inconvenience.
4. Specify the Database Backup Path, which determines where on your hard disk the back-up files are to be saved. If this field is left blank, the back-up files will be saved in the folder containing the Hansa application.

The following example shows the correct syntax for Windows and Macintosh users. The back-up files will be saved in a folder called "Backup" inside the "Hansa" folder on the hard disk. The \ character is used as a separator between folder names under Windows while : is used on the Mac. Note that the separator appears as the final character in the path.

**Windows**      c:\hansa\backup\

**Mac**            hard disk:hansa:backup:

Note that if a mistake is made (for example, there is a syntax error or a non-existent folder is specified) there is a risk that the back-up file will not be created.

5. Click the [Save] button in the Button Bar to save the back-up specifications.

Once the timed back-up feature has been set up as described above, a new back-up file will be created automatically every day at the same time. It will be given the name "TBYYMMDD.TXT" where "YYMMDD" represents the current date. The file will contain a back-up comment stating that it was created by timed back-up and showing the date and time this occurred.

### **Backing Up Using Specialist Back-up Software**

As described above, we strongly recommend that Hansa's built-in back-up facilities are used as the main part of your back-up strategy. They are more economical in terms of disk space and are more reliable in that the success of a restoration is guaranteed even if the version of your Hansa application has changed.

However, some users may prefer to rely on specialist back-up software such as Retrospect to produce back-up tapes that can be stored off-site. Such software can sometimes fail to create a back-up file if the files being backed up are still in use. For example, a user may have gone home having forgotten to log off (or having left their machine producing a report) and this may cause the back-up to fail.

To cater for this eventuality, Hansa can be instructed to alter the state of the database so that, as far as the back-up software is concerned, it appears not to be in use. To do this, follow these steps—

1. Select 'Technics' from the Modules menu and then choose 'Settings' from the File menu.
2. Double-click 'Timed Operations'. The following window appears—

3. Set the Database Closing Time to a few minutes before the moment the back-up software is scheduled to start work. The 24-hour clock should be used, and a colon (:) used as the separator between the hour and the minute.
4. Set the Database Opening Time to a few minutes after the moment the back-up software is scheduled to finish work.
5. If you have specified an Operation Time as well, this should not be between the Database Opening and Closing Times. The database is dormant during this period, so the Operation Time will have no effect.

6. Click the [Save] button in the Button Bar to save the changes.

Once these steps have been followed, in the case of the user who has gone home having not logged off, they will return the next morning to find their machine still logged in to Hansa. Despite this, the back-up should have been carried out successfully.

## Restoring from a Back-up

To restore from a back-up, you must first create a new database. Then import the back-up file using the 'Imports' function on the File menu in the System module.

The replacement of a safety back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

For reasons of speed, it is recommended that the process of restoring from a back-up be carried out on the server machine in multi-user systems. If this is not possible, a single client machine should be used. If you have separate back-up files for different Companies, they should be imported individually. Attempting to import them simultaneously using different client machines could result in data being lost.

Restoring from a back-up is done in the following way—

1. Move the old database (named "Hansa.HDB") to another folder/directory, to avoid mixing things up. Rename it so that you know what it contains.
2. Delete the database file "Hansa.HDB" from the folder or directory with your Hansa application. Double-clicking the Hansa application now will force it to create a new database, as described earlier in this chapter.



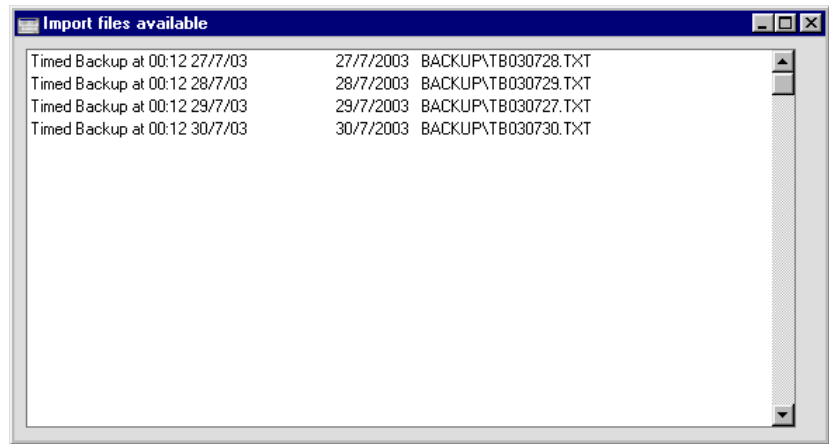
***It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.***

The "DBDef.txt" and "Default.txt" files should always be present in the same directory/folder as the Hansa application. They contain some important data used when setting up the new database and creating new Companies. If this file is missing, your Hansa application may not work the way you expect it to do!



3. As part of the process of creating a new database, a list of back-up files is shown. To be included in this list, a back-up file must be stored in the “Backup” or “Setup” folder or directory, which should be in the same folder or directory as the Hansa application.

In the list, the filename of each back-up file is shown together with the date it was saved and any description added when it was created (see step 4 in the previous section).

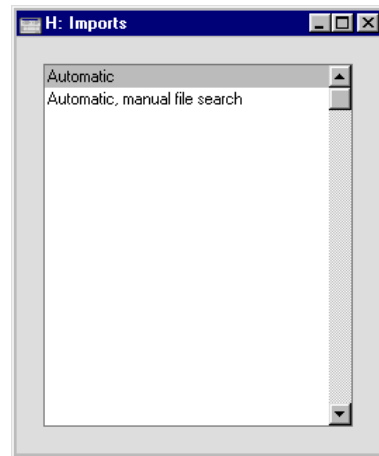


4. Highlight the file you want to import (the back-up to which you wish to revert) and press the Enter key (or double-click on the name of the file). The back-up data will be imported. A message window informs you about the progress of the import. For reasons of security, Hansa will close when the import finishes if the back-up file contains at least one record in the Person register. Restart the program and type your database key in to the Enabler setting: you will then be ready to continue working.

Note that there are certain circumstances in which Hansa will show files in the list of available back-up files, but not be able to import them successfully. This will occur on both Macintosh and Windows machines if the filename does not comply with the DOS naming convention (i.e. it has a maximum of eight characters followed by a three character extension). If the name of your back-up file does not comply with this convention (or it is not shown in the list of available files because it is not stored in the “Backup” or “Setup” folder or directory), continue with these steps—

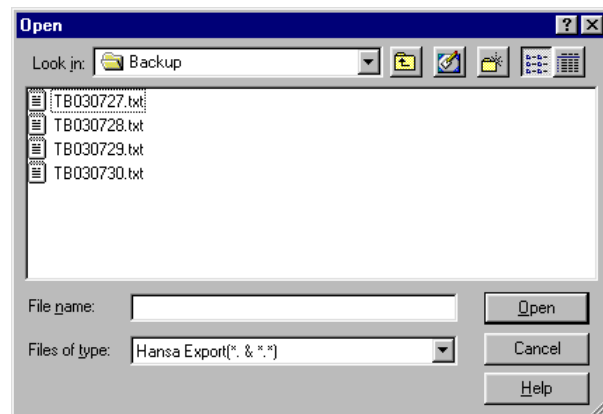
5. If it is still open, close the list of available import files using the close box.

6. In the System module, choose 'Imports' from the File menu. The 'Imports' window is shown—

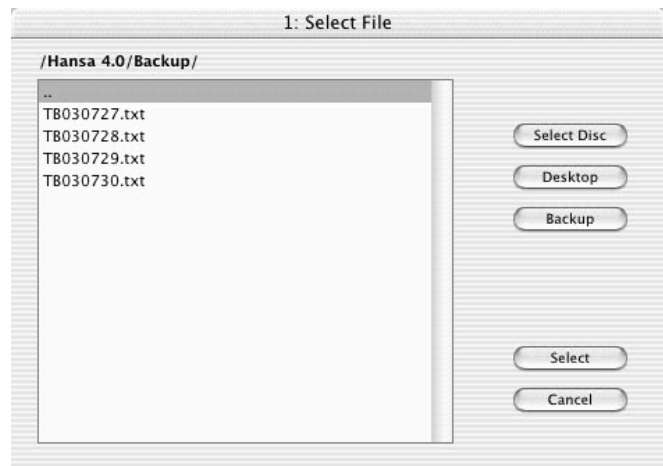


7. Select 'Automatic, manual file search' and press the Enter key (or double-click on 'Automatic, manual file search').

In most operating systems, Hansa opens a standard dialogue box with a list of the files in the current folder of the current volume. To find the back-up file, scroll through the list or select another folder or volume in the normal way.



In some operating systems (e.g. Macintosh OS X), Hansa uses its own file dialogue window—



When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Hansa application. Folder names are shown in angled brackets <>. Double-click a folder name to see its contents. Double-click the first item in the list (..) to go up one level. Click the [Desktop] button to go to your desktop, and the [Backup] button to enter the Backup folder that is inside the folder containing your Hansa application. This has been done in the illustration above.

8. Once you have found the file you want to import (the back-up to which you wish to revert), highlight it and click [Open] or [Select] (depending on the operating system), or double-click on the name of the file.

A message window informs you about the progress of the import.

When the import has finished, Hansa will close, for reasons of security if the back-up file contains at least one record in the Person register. Restart the program and type your database key in to the Enabler setting: you will then be ready to continue working.

## Upgrading from Previous Versions of Hansa

The latest version of Hansa is always available from Hansa's website, [www.hansaworld.com](http://www.hansaworld.com), from where upgrades should be obtained. If you are online, clicking the [Hansaworld.com] button in the Master Control panel will take you to this site.

Inevitably, new versions will incorporate significant structural changes. Because of this, it cannot be guaranteed that they will be able to open databases created by previous versions unless the export and import functions are used.

To upgrade, follow these steps—

1. Before installing the new version, create a database back-up as usual and as described above using the old application.
2. Download the new version of Hansa and install it in a new folder or directory.
3. Ensure that the new folder or directory contains the “DBDef.txt” and “Default.txt” files, but not a “Hansa.HDB” file. Ensure it also contains a folder or directory named “Backup” which in turn contains the back-up file created in step 1, and that this file is named according to the DOS naming convention.
4. Copy the following folders and their contents from the old Hansa folder to the new one: “Attach”; “Halcust”; “Shared”; “Tmp”; “Web”; and “Webcust”. You may not have all of these folders in your installation: if so, copy the ones that you do have and don’t worry about those that are missing. Do NOT copy the “Hob” folder.
5. Launch the new Hansa application. A new database is created.
6. Import the back-up created by the previous version of Hansa using the procedure described in the previous section, ‘Restoring from a Back-up’.

For reasons of speed, it is recommended that backing up, restoring and upgrading are carried out on the server machine in multi-user systems. If this is not possible, a single client machine should be used. If you have separate back-up files for different Companies, they should be imported individually. Attempting to import them simultaneously using different client machines could result in data being lost.

7. In multi-user systems, the new Hansa application should now be installed on all client machines. Repeat steps 2, 3, 4 and 5 above on each machine. If you have any Client Text Backup files, these should be imported to the new databases on the relevant machines as per step 6 above.

***Hansa Financials***  
***HansaWorld***  
***Work Area***

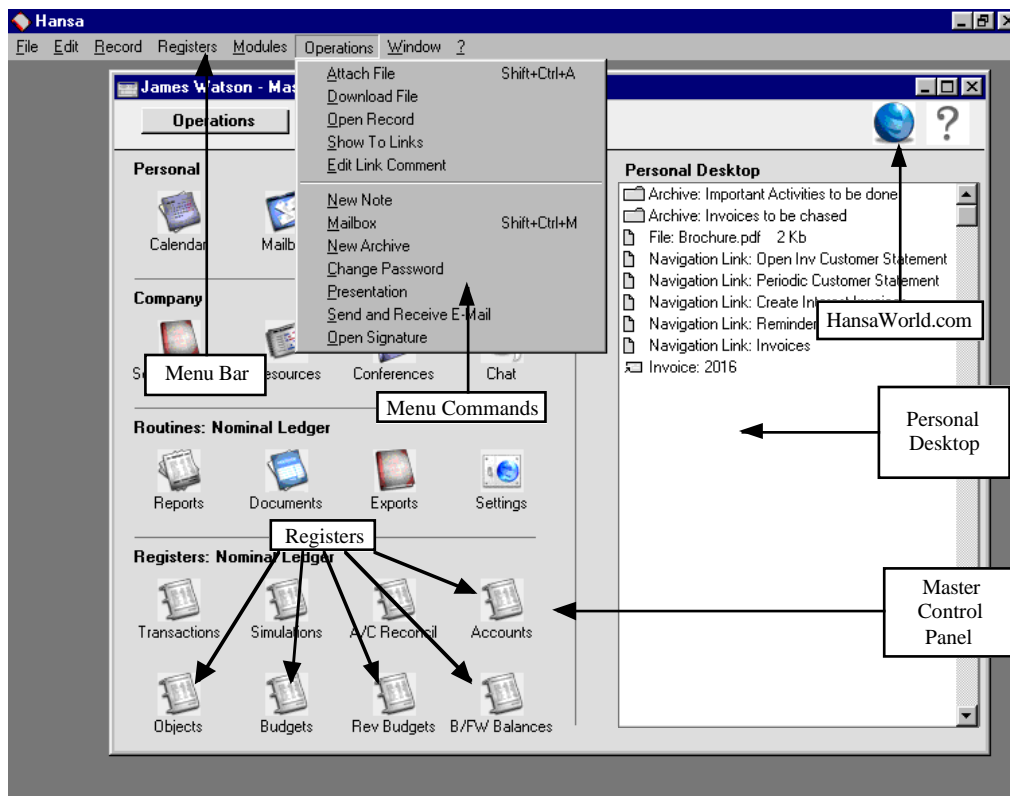
## Chapter 2: Work Area

When a database has been opened or created, Hansa's desktop will appear, with the Master Control panel in the centre of the screen. The icons in this panel are used as shortcuts to different parts of the program.

Most operations in Hansa can be executed in three different ways—

- Selecting an option from a menu
- Clicking a button in the Master Control panel
- With a keyboard command

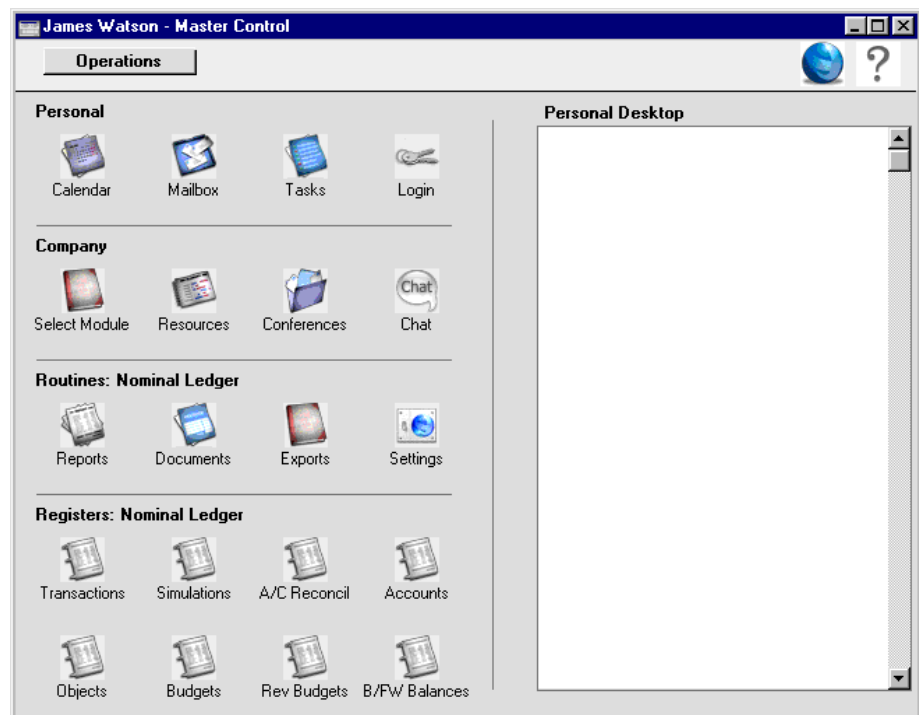
Use the method you feel most comfortable with. In the beginning you may find it easiest to select from menus or from the Master Control panel, but when you get more used to the program, you will find the keyboard commands faster to work with.



## The Master Control Panel

Hansa's work area contains a single movable, tool palette, the Master Control panel, located by default in the centre of the screen. This contains the Personal Desktop and four rows of buttons. The buttons in the first two rows (entitled 'Personal' and 'Company' mostly control functions that cannot be operated in any other way. Those in the third row (entitled 'Routines') duplicate some of the functions on the File menu, while those in the fourth row (entitled 'Registers') duplicate the commands on the Registers menu. The registers shown both here and on the Registers menu vary with the selected module. Since the Master Control panel is always visible to the user, it is often simpler to use the buttons it contains than to select functions from the menus.

The Master Control panel can be brought to the front at any time using the 'Master Control' item on the File menu. Windows and Linux users can use the keyboard shortcut Ctrl-M, while Macintosh users can use ⌘-M. To close the Master Control panel, click the close box or use the keyboard shortcuts Ctrl-F4/⌘-W.



The panel contains four rows of buttons—

**Personal**

These buttons allow you to communicate with other users of your Hansa system and to organise your diary. This provides a means of recording appointments and other tasks. Some of these buttons have a keyboard shortcut, as shown below, which you can use when the Master Control panel is the active (front) window.

Full details of these features can be found in Volume 6 of these manuals.

**[Calendar]**

Click this button to open the Calendar: a graphic representation of your completed Activities and those of other users.

**[Mailbox]**

Windows/Linux keyboard shortcut: Ctrl-Shift-M  
Macintosh keyboard shortcut: ⌘-Shift-M

If you are using Hansa's Mail facilities, click this button to open your Mailbox. From here, you can send mail to other users in your Hansa system and read mail that has been sent to you. Your Mailbox is also used to send and receive external mail (i.e. to communicate with people outside your Hansa system who use standard email programs).

**[Tasks]**

This button allows you to organise your diary, providing a means of recording appointments and other tasks.

**[Login]**

Click this button to sign in to Hansa as a different user.

**Company**

These buttons provide more tools to help you communicate with other users of your Hansa system. Some of these buttons have a keyboard shortcut, as shown below, which you can use when the Master Control panel is the active (front) window.

**[Select Module]**

Windows/Linux keyboard shortcut: Alt-M  
Macintosh keyboard shortcut: ⌘-0

Click this button if you need to work in a different module or area of the program (e.g. when you want to change from the Nominal Ledger to the Sales Ledger). Each time you change module, the Register buttons in the lower part of the Master Control panel will be changed



to show the Registers in the new module. You can also change modules using the Modules menu.

**[Resources]** Click this button to use Hansa's Resource Planning module.

**[Conferences]** If you are using Hansa's Mail facilities, Conferences are addresses to which mail can be sent from where it can be read by all users (subject to access restrictions). Click this button to open a window showing the available Conferences. These are described in Volume 6 of these manuals.

**[Chat]** Click this button to produce a list of users currently logged in to your Hansa system. Only those users that have Mailboxes will be listed. Click on a user's initials to chat with that person.

**Routines** These buttons are equivalent to some of the commands on the File menu. In each case, clicking the button produces a list of options from which the required one can be selected by double-clicking. These options will vary depending on the current module. Each of these buttons has a keyboard shortcut, as shown below, which you can use when the Master Control panel is the active (front) window.

**[Reports]** Windows/Linux keyboard shortcut: Ctrl-R  
Macintosh keyboard shortcut: ⌘-R

Click this button to produce reports. You can define some of the reports and choose where they are to be printed (e.g. to screen, to a particular printer or to a text file). General details about producing reports can be found in the 'Report Window', 'File Menu' and 'Reports' sections later in this chapter, while the reports themselves are described in detail in the chapters covering the individual modules.

**[Documents]** Windows/Linux keyboard shortcut: Ctrl-D  
Macintosh keyboard shortcut: ⌘-D

Use this button when you want to print documents intended for external use (e.g. Invoices or Purchase Orders). Details about

printing documents can be found in the 'File Menu' section later in this chapter, while the documents themselves are described individually in the appropriate chapter.

**[Exports]**

Windows/Linux keyboard shortcut: Ctrl-E  
Macintosh keyboard shortcut: ⌘-E

This is the button you use when you need to back up your Hansa database and to export data from Hansa. Exports are described individually in the appropriate chapter, and details about backing up can be found in the previous chapter.

**[Settings]**

Windows/Linux keyboard shortcut: Ctrl-S  
Macintosh keyboard shortcut: ⌘-S

Settings are used to set operating preferences within Hansa, to tailor its operations to your requirements. The settings available vary with the different modules. Before you start working with each module, you should consider its settings, since its functions depend on the settings being correct. Many settings take the form of options or preferences. Others require information or a number of records to be entered. Click the button to open the 'Settings' list window where you will find an alphabetical list of the settings that are available in the current module. Double-click an item in this list to add to or change a particular setting. Settings are described individually in the appropriate chapter.

**Registers**

These buttons vary according to the current module: one is provided for each register in that module. Separate registers are used for the different types of information stored in and used by the module. Click on a register button to open the browse window for the register. This window lists all the records contained in the register. Each register is explained in separate sections throughout these manuals.

## HansaWorld.com

In the top right-hand corner of the Master Control panel there is a [HansaWorld.com] button—



Click this button to connect to the web and go to Hansa's website ([www.hansaworld.com](http://www.hansaworld.com)). The latest versions of Hansa Financials and HansaWorld are always available for downloading from this site.

## Personal Desktop

The area on the right of the Master Control panel is known as the “Personal Desktop”. If you have certain records, registers, reports or Maintenance functions that you use all the time, you can move them to your Personal Desktop for easy access. You can open a record or register or run a report or Maintenance function from your Master Control panel at any time, without first having to find them in their proper place in Hansa. The Personal Desktop is therefore similar to a list of Bookmarks in a browser.


Please refer to the section later in this chapter entitled “Attachments and Personal Desktop” for full details.

## Passwords

You can set or change your password from the Master Control panel, providing that a record for you already exists in the Person register (the Person register is described in the ‘System Module’ chapter later in this manual). Select ‘Change Password’ from the Operations menu. Enter the old password if there is one and then type in the new one twice to ensure that it is correct. Press Shift-Enter to close the window and save; use the close box if you do not want to save changes. The password is case-sensitive.

## Windows

Hansa allows you to work with several windows on the screen at the same time. The window that is currently in use is known as the ‘active window’. That is the uppermost window, where the title bar is not dimmed.

In the Windows version you can “Iconise” a window, i.e. shrink it to an icon on the screen, using the  button in its top right hand corner. The window can be re-opened by clicking the button again.

You can move the active window by dragging the title bar, and change its size by dragging the size box in the bottom right-hand corner. Close the window with the close box. On the Macintosh, clicking the close box of a window while holding down the Alt key will close all windows. In addition, you can save attributes such as size, sort order and position for a particular window using the Window menu.



***Hansa allows you to have up to 100 windows open at the same time. It is however a good habit to close a window when it is no longer needed. Too many open windows may become confusing.***

There are six types of window.

### Browse Window

Browse windows are used to display lists of records. Clicking a register button in the Master Control panel will open a browse window listing every record stored in that register. In a browse window, you can search for a certain record and select a specific record for processing. You can have several different browse windows open at any time.

For example, if you click the [Transactions] button in the Master Control panel while working in the Nominal Ledger module (or select ‘Transactions’ from the Registers menu), the window that opens is a browse window, entitled ‘Transactions: Browse’. This window lists all the Transactions in the register.

No.	Trans.Date	Text	Reference
S/INV.1086	20/2/2002	002 New World Import/Export Co	
S/INV.1087	20/2/2002	003 Schmidt und son GmbH	
S/INV.1088	20/2/2002	003 Schmidt und son GmbH	
S/INV.1089	23/2/2002	001 Against All Odds Trading Co	
S/INV.1090	23/2/2002	001 Against All Odds Trading Co	
S/INV.1094	14/3/2002	001 Against All Odds Trading Co	
S/INV.1095	7/4/2002	012 Helsinki Trading Co, EURO	
S/INV.1096	7/4/2002	013 Mutual of New York, USD 1.161	
S/INV.1097	7/4/2002	013 Mutual of New York, USD 1.161	
S/INV.1098	7/4/2002	013 Mutual of New York, USD 1.161	

You can scroll through the list using the scroll bar on the right. You can scroll down or up a screen at a time by selecting 'Next' or 'Previous' respectively from the Record menu.

You can change the sort order of the list. Click the heading of the column you want to sort by, and the list will re-sort immediately. The heading of the column will be coloured blue to show the selected sort order. If you click on the heading a second time, the sort order will be reversed.

At the top of each browse window there is an area known as the Button Bar. This contains a set of buttons—



### Operations

This drop-down menu appears in certain browse windows only. Highlight one or more records in the list (hold down the Shift key while clicking) and then choose a function from this menu. The function will be applied to all highlighted records. The contents of the Operations menu will vary depending on the browse window. Full details of each function can be found in the chapters covering each module elsewhere in this manual.

This drop-down menu contains the same functions as the Operations menu in the main menu bar.

### [New]

Windows/Linux keyboard shortcut: Ctrl-N  
Macintosh keyboard shortcut: ⌘-N

Click this button to open a new blank record for data entry.

**[Duplicate]**

Windows/Linux keyboard shortcut: Ctrl-K  
Macintosh keyboard shortcut: ⌘-Y

If you need to create a new record that is a copy of one that already exists, first find the earlier record in the list and highlight it by clicking once. Then, click this button. A new record is opened, a duplicate of that highlighted. In many cases, the new record will contain the current date, not the date of the copied record.

**[Search]**

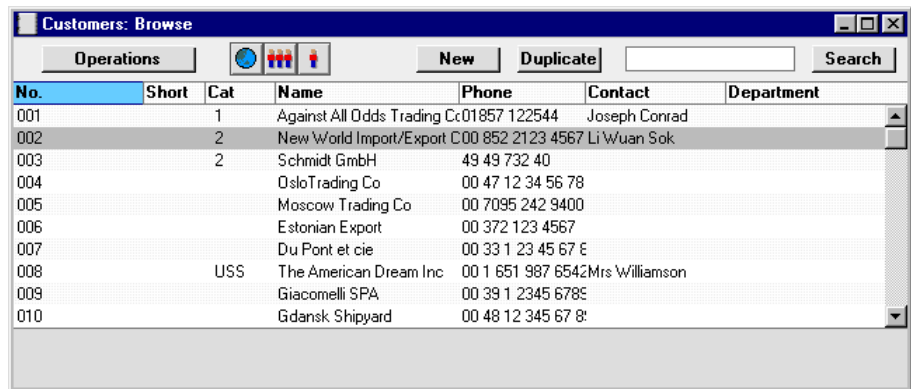
Use the Search field and button (on the right of the Button Bar) to find a particular record in the list. First, sort the list by the column that you want to use for the search. In the illustration above, for example, the list is sorted by No. allowing you to search for a Transaction with a certain Number. Then, type a letter, word, number, or date in the Search field (there is no need to click in the field before typing). Then press Enter or click [Search]. Hansa will search the column by which the list is sorted for a match. The first row beginning with an exact match (or, if there is no exact match, with the nearest match) will be highlighted. If you are not certain of the exact spelling, use the \* character as a wildcard. For example, in the illustration shown above, if you want to find Transactions relating to Mutual of New York but do not know their Customer Number (013), sort the list by the Text column, type “\*Mutual” in the Search field and press the Enter key. If the first record found is not the one you want, press the Shift-Enter key combination to search again.

If you want to view or modify an existing record, first find it using the Search facility described above. Then, open it by double-clicking its line in the list, or by selecting the line and pressing the Enter key.



***It is not possible to delete a record directly from the browse window. The record must first be opened.***

Some browse windows have three extra buttons in the centre of their Button Bars—



You can use these buttons if the Limited Access module is present, as follows—



Lists all records in the register.



Lists records belonging to members of the same Sales Group as the current user (i.e. records whose Sales Group is the same as that of the current user).



Lists records belonging to the current user (i.e. records whose Person field contains the initials of the current user).

You can use the Person register to prevent a user from seeing every record in the register by restricting their view to their own records or to those of their Sales Group. This feature and Sales Groups are both described in the 'System Module' chapter later in this manual.

## Record Window

Record windows are used to enter, view and edit individual records. The heading may read 'New', 'Inspect', 'Update' or 'Deleting', depending on the circumstance. All data entry to Hansa is made in windows of this type.

A record window is opened when you open a specific record from a browse window by double-clicking, and when you create a new record. Below is the window that is opened when you double-click a row in the 'Invoices: Browse' window.

**Invoice: Inspect**

Operations

No. 2004 Name Against All Odds Trading Co

Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 20/3/2003 Our Ref. Salesman JNW

Pay. Terms 30 Attn. Joseph Conrad

Due Date 19/4/2003 Object

Trans. Date 20/3/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	5	Transistor radio	5.00		25.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 4.38 Sub-Total 25.00

☒ OK Ext. Tax 0.00 Base 29.38 TOTAL 29.38

The record window is where you enter or edit information. Note that certain fields will only accept numbers or uppercase letters, while others cannot be changed at all. In some cases, all characters will be converted to uppercase automatically.

Use the Return, Tab or arrow keys to move from field to field. The Return key moves the cursor to the next editable field, while the arrow keys move to the next field, whether it can be changed or not. You can also use the mouse to click directly in a field to enter or change its data. When you click in a field, its contents will be highlighted, and the contents will be replaced as soon as you start typing. If you click twice in the same field, the insertion



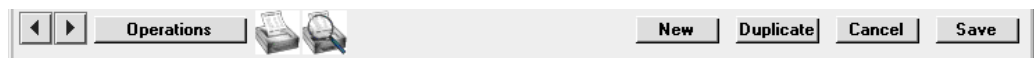
point will be placed at the point where you click, allowing you to enter or delete characters at that point.

Some record windows, such as that in the illustration, are divided into two sections: the top half shows details of the parent record (in this case, an Invoice) and the lower half contains the individual items (or rows) that are listed on that Invoice.

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

### Button Bar

At the top of each record window there is an area known as the Button Bar. This contains a set of buttons—



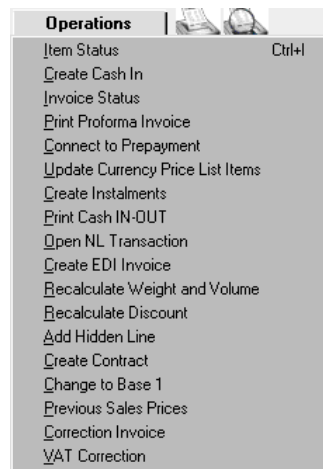
Windows/Linux keyboard shortcuts: PgUp and PgDn  
Macintosh keyboard shortcuts: ⌘-- and ⌘-+

These are the [Previous Record] (on the left) and [Next Record] buttons. Use them to go from record to record. Once you have opened a record from a list in a browse window, click the [Next Record] button to move to the next record in that list. At the same time *everything you may have changed* in the record you are leaving *will be saved*. If you want to cancel the changes, close the record window with the close box or press the [Cancel] button on the right of the Button Bar. Similarly, clicking the [Previous Record] button will open the previous record in the list.

These buttons have the same effect as selecting 'Previous' and 'Next' from the Record menu.

## Operations

In several record windows, such as those for Invoices and Orders, there is an Operations drop-down menu available. This contains different functions depending on the window. For the Invoice record, the following menu items are available—



‘Item Status’ shows the stock position for the Item in the current row on the Invoice. ‘Create Cash In’ allows you to receive cash payment against the current invoice, and ‘Invoice Status’ opens a window with a summary of the status of the invoice; payments etc.

Full details of each function can be found in the chapters covering each module elsewhere in this manual.

This drop-down menu contains the same functions as the Operations menu in the main menu bar.



Windows/Linux keyboard shortcut: Ctrl-P

Macintosh keyboard shortcut: ⌘-P

Click this Printer icon to print the current record. The Printer icon will only appear in the Button Bar when the record window contains something that can be printed directly, e.g. an Invoice or Purchase Order. The ‘Print’ command on the File menu has the same function.

When you start a printout, it will print directly on your selected printer. Normally, no printer dialogue is shown.



Windows/Linux keyboard shortcut: Ctrl-Shift-P  
Macintosh keyboard shortcut: ⌘-Shift-P

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

**[New]**

Windows/Linux keyboard shortcut: Ctrl-N  
Macintosh keyboard shortcut: ⌘-N

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

**[Duplicate]**

Windows/Linux keyboard shortcut: Ctrl-K  
Macintosh keyboard shortcut: ⌘-Y

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

**[Cancel]**

Macintosh keyboard shortcut: ⌘-B

If the current record has not been saved before, click this button to cancel the data entry process and to close the record window. The record is not saved. If the current record has been saved before, click this button to discard all changes made since it was last saved. In this case, the record window is not closed.

**[Save]**

Windows/Linux keyboard shortcut: Shift-Enter  
Macintosh keyboard shortcut: Shift-Enter

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

**Paste Special**

When you enter information in Hansa, you frequently need to refer to another register or setting. For example, when entering an Invoice, the Customer Number is used to bring information in from the Customer register (e.g. the name and address of the Customer), while the Payment Terms field brings information in from the Payment Terms setting. Using the 'Paste Special' command, you can find out the information you require from a selection list quickly and easily. Pressing Ctrl-Return or Ctrl-Enter in a field activates the

'Paste Special' feature. Macintosh users can press  $\mathbb{C}$ -Return or  $\mathbb{C}$ -Enter, and PocketPC users can tap in the field with the stylus. The following example shows pasting a Customer Number into an Invoice—

**Invoice: New**

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

No. 2036  
Customer  
Terms  
Inv. Date 4/6/  
Pay. Terms  
Due Date  
Trans. Date 4/6/

**Paste Customer**

Operations [New] [Duplicate] [Search]

No.	Short	Cat	Name	Department
001		1	Against All Odds Trading Co	
002		2	New World Import/Export Co	
003		2	Schmidt GmbH	
004			OsloTrading Co	
005			Moscow Trading Co	
006			Estonian Export	
007			Du Pont et cie	
008		USS	The American Dream Inc	
009			Giacomelli SPA	
010			Gdansk Shipyard	

Item	Qty
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Currency GBP Freight VAT Sub-Total  
☐ OK Ext. Tax Base TOTAL

With the cursor placed in the Customer field, press the Ctrl-Enter (Windows and Linux) or  $\mathbb{C}$ -Enter (Macintosh) key combination. A new window will open, showing the contents of the register or setting from which you can select a record (in this case, the Customer register). This window is similar to a browse window in its behaviour, so you can sort the list by any of the columns by clicking the column heading and use the Search field to find the record you are looking for (using the \* wildcard if necessary).

Select the Customer you want by double-clicking or by highlighting and pressing Enter. The Customer Number and other details are transferred to the Invoice screen.

You can make the 'Paste Special' feature more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose a Customer, you will probably know its Name but not its Number. The first time you use the 'Paste Special' feature to choose a Customer, sort the list by Name and then select 'Save Normal Position' (Windows and Linux)/'Save Position' (Macintosh) from the Window menu. From now on, the list will be

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

The screenshot shows the 'Invoice: New' window with the 'Customer' field set to 'OSLO'. The 'Paste Customer' dialog box is open, displaying a list of customers. The first customer, 'OsloTrading Co', is highlighted. The list includes the following data:

No.	Short	Cat	Name	Department
006			Estonian Export	
010			Gdansk Shipyard	
009			Giacomelli SPA	
012			Helsinki Trading Co	
005			Moscow Trading Co	
013			Mutual of New York	
002		2	New World Import/Export Co	
004			OsloTrading Co	
003		2	Schmidt GmbH	
008		USS	The American Dream Inc	

The 'Invoice: New' window also shows fields for 'Inv. Date', 'Pay. Terms', 'Due Date', and 'Trans. Date'. At the bottom, there are fields for 'Currency' (GBP), 'Freight', 'VAT', 'Sub-Total', 'Ext. Tax', 'Base', and 'TOTAL'.

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

If you are entering an Invoice and realise that your information about the Customer is out of date (they might have changed their address or telephone number, for example), highlight the Customer in the 'Paste Special' window and press F2 (Windows and Linux) or ⌘-Shift-V (Macintosh). The Customer record is opened, allowing you to make the necessary changes. You can also do this if the Customer Number has already been entered to the Invoice. With

the cursor in the Customer Number field, press F2 or ⌘-Shift-V. This feature is available from most fields with a 'Paste Special' link.

The availability to individual users of the F2/⌘-Shift-V feature and of the ability to create records on the fly can be controlled using the Access Groups setting in the System module (described later in this manual).

'Paste Special' can also be used when you are in a date or time field. Simply press Ctrl-Enter or ⌘-Enter and the current date or time is entered straight away.

### **Drag and Drop**

You can also link information in different registers or settings by dragging and dropping. Information can be dragged from the browse window of one register into the record window of another. For example, a Customer Number can be dragged from the 'Customers: Browse' window into an Invoice. With both the 'Customers: Browse' and 'Invoice: New' windows open, find the correct Customer in the list, click on the Customer Number and drag it to the Customer Number field of the Invoice. Items and information from settings such as Payment Terms can be added to Invoices, Orders and other transactions in the same manner. In the case of Items, you can select a range of Items by clicking while holding down the Shift key, and then drag them to the Item field in the first empty Invoice row.

In certain circumstances, it is also possible to create records by dragging and dropping. For example, an Order can be dragged from the 'Orders: Browse' window to the 'Deliveries: Browse' window to create a Delivery for all the Items on the Order. Once that Delivery has been approved, the Order can then be dragged from the 'Orders: Browse' window to the 'Invoices: Browse' window to create an Invoice for all delivered Items.

If you have several Companies, information can be transferred from one Company to another by dragging and dropping between browse windows. For example, when a new Company is created, you can drag all the Accounts from the 'Accounts: Browse' window of an existing Company to that of the new Company. This makes it easy to transfer basic information to the new Company. If you transfer approved accounting transactions of any kind using this method, they will appear as unapproved transactions in the new Company. An approved transaction is one from the Sales Ledger, Purchase Ledger or Stock module that has been posted to the Nominal Ledger.

## Attachments

All record windows contain an [Attachments] button, which can take one of two forms—



This button allows you to connect files, notes or other records to any record in Hansa. These connected objects are known as “Attachments”. Please refer to the section later in this chapter entitled ‘Working with Records’ for full details.

## Report Window

Report windows are used to display the reports you print to the screen. Below we show an example of a report from the Nominal Ledger module. You can scroll up and down in the window, and search for information in the report.

Transaction Journal						
Operations				Search		
Transaction Journal				Hansa, Print date: 4/6/2003 16:48		
Radio Import/Export Ltd				All transactions		
Last Reg Date 15/5/2003				Period 1/1/2003 : 31/12/2003		
Trans No	Reg Date	Trans Date	Reference	Text	Signature	
Account	Object	Description	Debit	Credit		
2003.7000	26/2/2003	20/3/2003	007 Du Pont et cie, GBP S/INV.1145		JNW	
820		Accruals	10.00		1	
130		Sales Type 4		10.00	1	
			10.00	10.00		
2003.7001	26/2/2003	20/4/2003	007 Du Pont et cie, GBP S/INV.1145		JNW	
820		Accruals	10.00		1	
130		Sales Type 4		10.00	1	
			10.00	10.00		
2003.7002	26/2/2003	20/5/2003	007 Du Pont et cie, GBP S/INV.1145		JNW	
820		Accruals	10.00		1	
130		Sales Type 4		10.00	1	
			10.00	10.00		

Below the Button Bar there is a report header, which shows the name of the report and the selection on which it is based. This is important information, since all reports can be produced using different selections.

Below this is the report itself, always shown to its full width in its own window. You can change the window's height and width, which may lead to the report not fitting in the window. You can therefore scroll the window up and down with the scroll bar to the right. If the window is too narrow, the

report is compressed sideways, which may make it hard to read. By increasing the width of the window the report can be made to expand.

Since each report is shown in its own window, several reports can be put on the screen at the same time, totally independently. This gives Hansa an unmatched reporting power. You can for example show two versions of the Balance Sheet simultaneously, in two different windows. In one you might show the result without simulated transactions and in the other with simulations. Hansa can easily give you information that can only be obtained after some complicated manoeuvring in other accounting systems.

There is no limit to the number of reports that can be shown simultaneously on the screen, and reports from the different modules may be mixed freely. Since Hansa's windows are completely independent, report windows can be mixed with data entry windows and lists from different parts of the system.

In the following picture we show an example where four reports from the Nominal Ledger and Sales Ledger are shown at the same time.

Profit & Loss

Operations

Profit & Loss

Radio Import/Export Ltd

Invoice Journal

Operations

Invoice Journal

Radio Import/Export Ltd

Overview

Transaction Journal

Operations

Transaction Journal

Radio Import/Export Ltd

Nominal Ledger

Operations

Nominal Ledger

Radio Import/Export Ltd

Last Reg Date 15/5/2003

Values in GBP

Hansa, Print date: 4/6/2003 16:48

All transactions

Hansa, Print date: 4/6/2003 17:01

All used accounts

Period 1/1/2003 : 31/12/2003

Preliminary transactions included

Not Reconciled

Reconciled

No	Date
1001	6/1/2002
1003	14/1/2002
1005	26/1/2002
1006	26/1/2002
1007	26/1/2002
1009	27/1/2002
1010	27/1/2002
1011	27/1/2002
1012	27/1/2002
1013	27/1/2002

ACCOUNT 130 Sales Type 4

Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2003.7000	20/3/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-10.00 1
2003.7001	20/4/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-20.00 1
2003.7002	20/5/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-30.00 1
2003.7003	20/6/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-40.00 1
2003.7004	20/7/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-50.00 1
2003.7005	20/8/2003	007 Du Pont et cie, GBP S/INV.1145		10.00	-60.00 1



## Printouts

All reports are printed by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

## Searching in Reports

Another useful function built in to all Hansa's reports when printed to screen is the option to search for a text string in a report. The search string may contain any combination of letters and digits occurring in the report.

Transaction Journal

Operations

913

Search

Transaction Journal

Radio Import/Export Ltd

Last Reg Date 15/5/2003

Hansa, Print date: 4/6/2003 17:24

All transactions

Period 1/10/2002 : 31/12/2002

S/INV 913	11/11/2002	6/11/2002	002 New World Import/Export Co, GBP	JNW
750		S/L Control	76.38	
199	2,3	Sundry Income		45.00 1
150		Disbursements Recovered		20.00 1
830		VAT Outputs Payable		11.38
744	2,3	Stock Cost	150.00	
742		Stock Purchased		150.00
			226.38	226.38
Total: S/INV GBP			1,774.88	1,774.88

S/INV 960004	11/11/2002	14/10/2002	003 Schmidt und son GmbH, GBP	JNW
750		S/L Control	4,488.50	
199	3	Sundry Income		3,800.00 1
150		Disbursements Recovered		20.00 1
830		VAT Outputs Payable		668.50
			4,488.50	4,488.50

S/INV 960005	11/11/2002	26/10/2002	003 Schmidt und son GmbH, GBP	JNW
750		S/L Control	106.93	

In this example you might want to search for the Nominal Ledger Transaction resulting from Invoice 913. Enter "913" into the Search field on the right of the Button Bar and press the Enter key. Hansa will search for the first text string in the report that matches the search word, scroll the report to the position where the text was found, and highlight the text. Press the Enter key again to find the next match.

## Recalculating reports

All reports are shown in their own windows. You can leave a report on the screen and go to other windows to do various additions and alterations. If such alterations affect the contents of the report, there is a simple shortcut for updating the report. With the report window active again - activate it by clicking in it - the Operations menu is available in the menu bar. Select the

'Recalculate' command (or use the Ctrl-Shift-R/⌘-Shift-R keyboard shortcut) to produce an updated version of the report, using the same specifications. If you want to produce an updated version of the report using different specifications, select 'Reopen Report Specification' from the Operations menu.

### **Drill-down**

Hansa has a unique drill-down feature in some reports when they are printed to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any of the Account Numbers in the report. Subject to you having the necessary access rights, the Nominal Ledger report for the same selection and period is then opened in a separate window, showing all the Transactions that constitute the total amount on the Profit & Loss statement. If you further click on one of the Transaction numbers in the Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event. The following picture shows the result of the above example.

**Profit & Loss**

Operations Search

Profit & Loss  
Radio Import/Export Ltd  
Last Reg Date 2/1/2003

Hansa, Print date: 2/1/2003 19:09  
Period 1/1/2002 : 31/12/2002  
Exact Notation  
in %  
All used accounts

**Nominal Ledger**

Operations Search

Nominal Ledger  
Radio Import/Export Ltd  
Last Reg Date 2/1/2003  
Values in GBP

Hansa, Print date: 2/1/2003 19:12  
Account 199  
Period 1/1/2002 : 31/12/2002  
Not Reconciled  
Reconciled

Sales  
100 Sales  
105 Sales  
110 Sales  
190 Carr  
199 Sum  
Total Sales

Cost of Sales  
200 Purc  
210 Purc  
220 Purc  
230 Purc  
235 Purc  
240 Stock

ACCOUNT 199 Sundry Income

Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
2002.6048	6/1/2002	001 Against All Odds Trading Co		21,276.60	-21,276.60 1
SINV 960003	6/1/2002	001 Against All Odds Trading Co		56.00	-21,332.60 1

**Transaction: Inspect**

Operations New Duplicate Cancel Save

No. 960003 Trans.Date 6/1/2002 Reference

Text 001 Against All Odds Trading Co

Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1 750		S/L Control	65.80		
2 199		Sundry Income		56.00	1
3 830		VAT Outputs Payable		9.80	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Difference Base 1 0.00 Total 65.80 65.80  
Difference Base 2 0.00 Total 104.44 104.44

Text with the drill-down feature is shown underlined in a screen report.

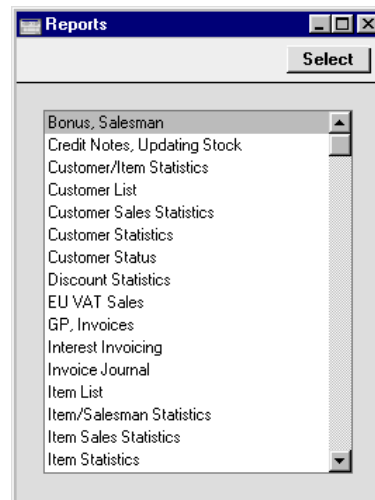
## List Window

The list window is used whenever it is necessary to choose from a list of options, usually after accessing the 'Settings', 'Maintenance', 'Reports' and 'Documents' functions. Double-click your choice in the list, or click it once with the mouse and then press the Enter key.

You can use the scroll bar to find the item that you want, or you can type the first letter of its name. For example, referring to the example illustrated below and assuming 'Customer List' is the item you want, press the letter "C" on your keyboard three times. After the first press, the highlight will move down to the first item beginning with C, 'Credit Notes, Updating Stock'. As you press "C" on your keyboard again, the highlight will move down until 'Customer List' is highlighted. You can now press the Enter key to activate the report.

When the list window shows a list of documents, it will be accompanied by an Operations menu allowing you to assign a Form to each document (the Form contains the design that will be printed). This is described later in this chapter.

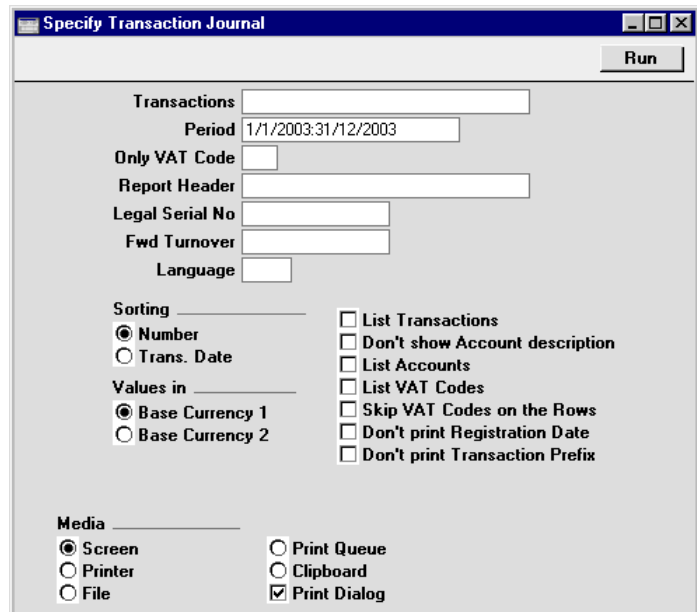
The following example shows the list window from where you can choose a report in the Sales Ledger module.



## Specification Window

Specification windows allow you to specify the contents of a report or document, or how a Maintenance function is to operate. A specification

window will usually appear after you have selected an option in a list window. Once you have entered the report criteria or specified how the Maintenance function is to behave, click [Run]. The example below shows the specification window for the Transaction Journal report.

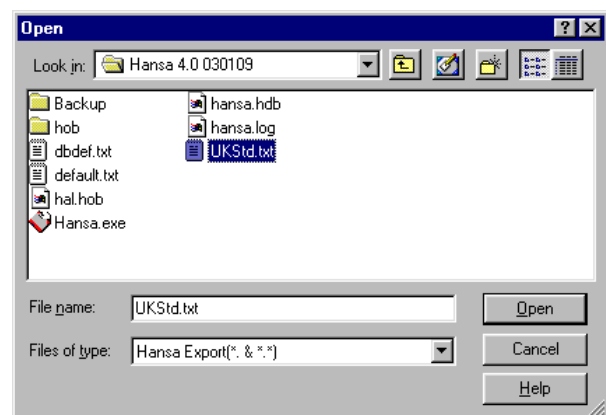


The 'Specify Transaction Journal' dialog box contains the following fields and options:

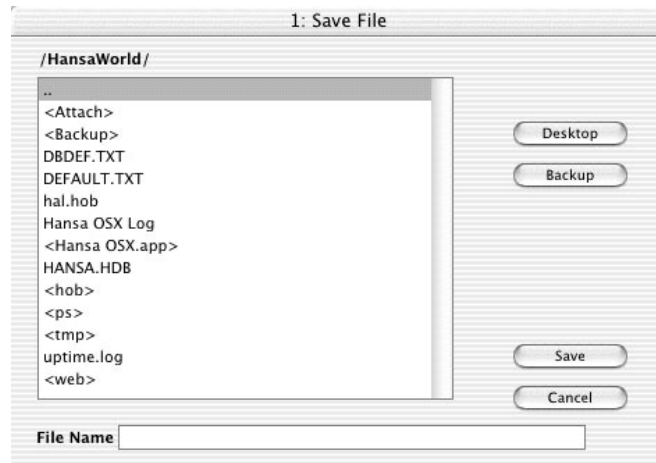
- Transactions**: [Empty text box]
- Period**: 1/1/2003:31/12/2003
- Only VAT Code**: [Empty text box]
- Report Header**: [Empty text box]
- Legal Serial No**: [Empty text box]
- Fwd Turnover**: [Empty text box]
- Language**: [Empty text box]
- Sorting**:
  - ☒ Number
  - ☐ Trans. Date
- Values in**:
  - ☒ Base Currency 1
  - ☐ Base Currency 2
- Media**:
  - ☒ Screen
  - ☐ Printer
  - ☐ File
- Options**:
  - ☐ List Transactions
  - ☐ Don't show Account description
  - ☐ List Accounts
  - ☐ List VAT Codes
  - ☐ Skip VAT Codes on the Rows
  - ☐ Don't print Registration Date
  - ☐ Don't print Transaction Prefix
  - ☐ Print Queue
  - ☐ Clipboard
  - ☒ Print Dialog
- Run**: [Button]

## File Dialogue Window

Hansa uses the standard Windows or Macintosh file dialogue window when it requires you to select a file for import, or to give a file name to an export file.



In some operating systems (e.g. Macintosh OS X), Hansa uses its own file dialogue window—



When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Hansa application. Folder names are shown in angled brackets <>. Double-click a folder name to see its contents. Double-click the first item in the list (..) to go up one level. Click the [Desktop] button to go to your desktop, and the [Backup] button to enter the Backup folder that is inside the folder containing your Hansa application.

# Menus and Sub-menus

File Edit Record Registers Modules Operations Window ?

## The Menu Bar

Select menus by pulling them down with the mouse in the normal way. Where appropriate, keyboard shortcuts are shown to the right of the menu items. Some commands are also available as icons in the Button Bar and Master Control panel.

Not all menu items are available at all times. Disabled items are grey or dimmed.

## File Menu

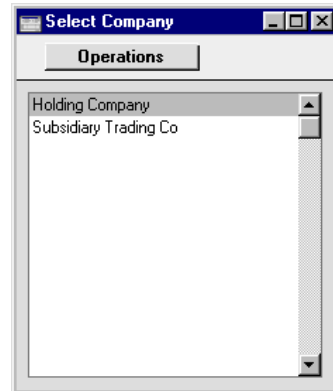
File	Edit	Record	Re
Company...			%O
Master Control			%M
Exports...			%E
Imports...			⇧%I
Maintenance...			
Reports...			%R
Documents...			%D
Settings...			%S
Page Setup...			
Print			%P
Print Queue...			

File	Edit	Record	Registers	M
Company...				Ctrl+O
Master Control				Ctrl+M
Exports...				Ctrl+E
Imports...				Shift+Ctrl+I
Maintenance...				
Reports...				Ctrl+R
Documents...				Ctrl+D
Settings...				Ctrl+S
Page Setup...				
Print				Ctrl+P
Print Queue...				
Quit				Ctrl+Q

The File menu contains commands for the handling of files, documents and printouts. Instead of selecting an item from the menu, you can in some cases click on the corresponding icon in the Master Control panel. The commands on the File menu also all have a keyboard shortcut, shown to the right of each command in the menu, e.g. Ctrl-P (Windows and Linux) or ⌘-P (Macintosh) for 'Print'. These shortcuts are shown in the illustrations above: the Macintosh version is on the left, the Windows version on the right.

## Company

This command opens a list for selecting a Company to work with. The Companies listed in the window will have been entered using the Companies register in the System module.



Double-click a Company in the list, or click once and press the Enter key.

If you need to add a new Company to the list, select 'Open Company Register' from the Operations menu while the list is open. Refer to the 'Adding New Companies' section in the previous chapter for full details, but remember that adding a new Company will mean that you will have to apply for a new Enabler key. For more information about using a multi-Company database, refer to the 'Working with Companies' section later in this chapter.

## Master Control

This function brings the Master Control panel to the front. This will be necessary if you wish to use Hansa's Mail functions as the Master Control panel provides the only means of accessing these.

## Exports

Use this command to copy information from Hansa into a text file on your hard disk. This data is then available for use in other programs, such as word processors, spreadsheets, database programs etc. Selecting the command is equivalent to pressing the [Exports] button in the Master Control panel.

When you select this command, the 'Exports' list window is opened, where you can choose the information to be exported by double-clicking. The options available in the 'Exports' list window vary according to the active module.



One reason to use the 'Exports' function is to back up your Hansa database. For full details of how to do this, please refer to the 'Safety Back-up' section in the 'Introduction and Installation' chapter. For security reasons, the 'Company Text Backup' and 'Database Text Backup' exports do not produce text files as mentioned above but encrypted files that can only be read by another copy of Hansa.

Note that all Hansa reports can also be printed to disk as text files. This, in combination with the 'Exports' function, makes it very easy to retrieve information from Hansa for use with other applications.

### **Imports**

This command imports a text file, previously saved in the proper format, into the Company you are working with. Only data that is new will be added during the import process, and there is no danger that you will get duplicate data of any kind into your database.

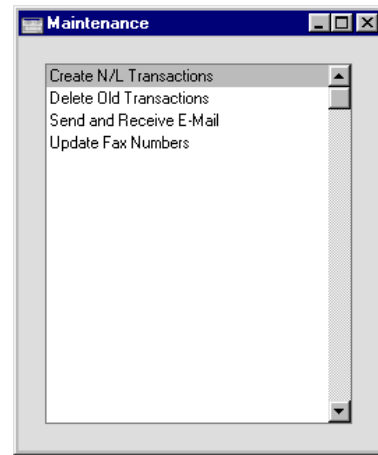
When you select this command, the 'Imports' list window is opened, where you can specify what is to be imported. As with the 'Exports' list, the options available in the Imports list window vary according to the active module.

The function can import information from another Hansa database or from a text file created by another computer program. In the latter instance, you should ensure the text file is correctly formatted (contains the information in the correct order) before importing. This format information is available from your local Hansa representative.

You should use the 'Imports' function to restore your Hansa database from a back-up and to import your information into a new version of Hansa. For full details of how to do this, please refer to the 'Restoring from a Back-up' section in the 'Introduction and Installation' chapter of this manual.

### **Maintenance**

You can use the 'Maintenance' option on the File menu to carry out certain updating tasks, such as creating Purchase Orders from Sales Orders or recalculating Price Lists. When you select the function, a list window will appear, from where you can choose the required option by double-clicking. The options available vary according to the active module. See the chapters covering each module for details of the specific functions.

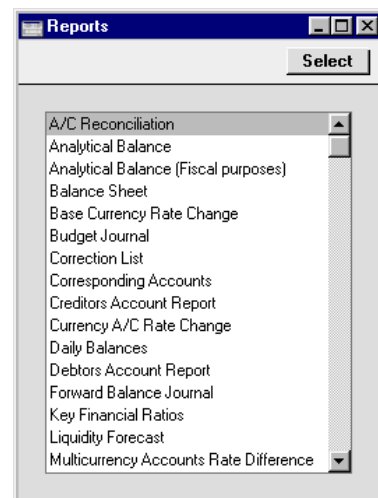


## Reports

Hansa can print **reports** or **documents**. Reports are used mostly in relation to your internal accounting and management.

Reporting in Hansa is non-destructive, i.e. you can make and print a report as many times as you wish. Some accounting programs are designed in such a way as to allow journal printing only directly in connection with the data entry. Hansa does not have this limitation.

When you select 'Reports' from the File menu or from the Master Control panel, a window is opened, containing a list of all available reports. The contents of this window vary with the selected module: the illustration below shows the reports in the Nominal Ledger module—



Choose a report by highlighting an item in the list in the Reports window. If you need to set the page size, number of copies and other printer options for the report, choose 'Page Setup' from the File menu. These settings will be used whenever the particular report is printed until you choose 'Page Setup' once again. Windows users can also use this function to choose the printer on which the report is to be printed.

Once you have done this, double-click the report name in the list. A specification window will open, where you can choose the information that you want to be shown in the report. For example, when producing a Balance Sheet, you can use its specification window (illustrated below) to choose the period that is to be covered by the report.

While the specification window is open, you can choose the destination of the printout by selecting one of the Media options at the bottom of the window. The available options are Screen, Printer, Hansa's internal Print Queue (see below), File and Clipboard. If you print to screen (the default setting), the report will be shown in a new window. You can subsequently send the report to a printer by clicking the Printer icon in the Button Bar of this window or by selecting 'Print' from the File menu.

If you are sending the report to a printer and you want a print dialogue to appear, check the Printer Dialog box (last of the Media options). You might do this if you want to print several copies of a report.

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

### *Updating Reports*

While a report is on screen, it may be that you change some of the information it contains. If so, there is no need to close and recreate the report. Simply select 'Recalculate' from the Operations menu (or use the Ctrl-Shift-R/⌘-Shift-R keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose 'Reopen Report Specification' instead.

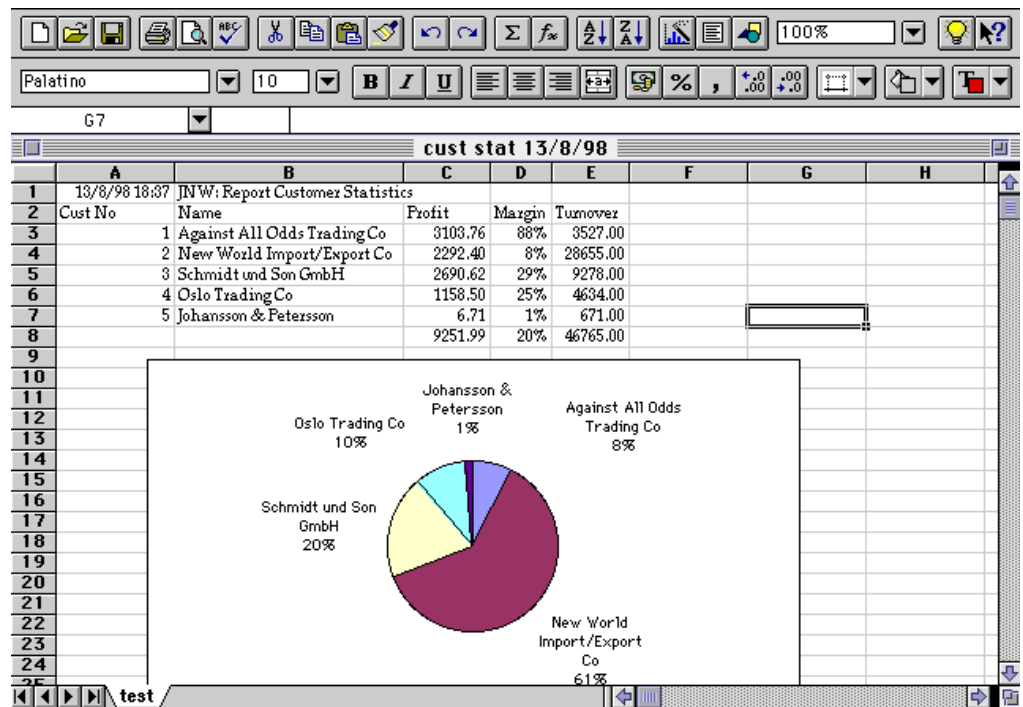
### *Defining Reports*

For some reports in the Nominal Ledger module, you can redefine the contents and layout of the report. To do this, use the Report Settings setting in the Nominal Ledger. Full details can be found in the 'Nominal Ledger' chapter in Volume 2b of this manual.

### *Export to other applications*

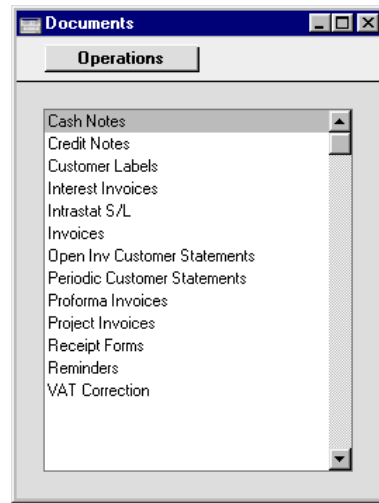
It is very easy to export the contents of any report to another application program, e.g. Excel or Word. The specification window for each report contains a set of Media options, one option of which is 'File'. If you select this option, the report will be saved as a tab-separated text file on your hard disk. This can be used directly in Excel, for further calculations etc.

The following example shows a Customer Statistics report opened in Excel—



## Documents

Documents are more formal printouts, usually printed using forms, such as invoices or delivery notes. They are often directed to third parties. Hansa offers several documents in each module. Documents cannot be printed to file. The documents available vary with the selected module: the illustration below shows those in the Sales Ledger module—



### *Defining Documents*

You must assign a Form to each document before you print it for the first time. The Form is the design or layout of the document. You can have a single Form for each document, or you may have several versions of a particular type of document, to be used on different occasions. To assign a Form or Forms to a document, use the 'Define Document' function on the Operations menu.

The example described below imagines you to have two different invoice layouts, one for English language customers, and one for French customers. You can design these invoice layouts, named, for example, INVENG and INVFRE, using the Form register in the System module. Full details of this design process can be found in the 'System Module' chapter of this manual.

This is how you specify when each Form is to be used, using the Invoice as an example.

1. Select the Sales Ledger module using the Modules menu.
2. Click the [Documents] button in the Master Control panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Invoices'.
3. Select 'Define Document' from the Operations menu. Specify INVENG as the Form on the first row and INVFRE as the Form on the second row—

Seq	Lang	Us. Gr.	Ser. No.	Form	Printer
1				INVENG	
2	FRA			INVFRE	
3					
4					
5					
6					
7					
8					
9					

For each row you can specify a language, a user group, a sequence number series, a form name and a printer.

#### **Seq**

This column is used if you want to print two (or more) different documents from a single command. For example, you might want to print a Delivery Note and an Invoice immediately when an Invoice is approved. In this case, you would enter the Delivery Note with Seq. no. 1 on the first row of the grid, and the Invoice with Seq. no 2 on the second row.

#### **Lang**

Enter a Language code for the document. Each Customer and/or Invoice can be assigned a Language code, which will control the selection of a document. You can use 'Paste Special' (Ctrl-Enter or ⌘-Enter) to select from a list of Languages as set up in the System module. In this way, you can instruct Hansa to print, for example, an English Invoice for all Customers and a French Invoice for those customers who have been

assigned the Language code for French. The 'Paste Special' feature is described earlier in this chapter.

In some cases, you can also enter a Delivery Mode here, permitting different layouts to be used depending on the Delivery Mode. This feature can only be used where the record to be printed contains a Delivery Mode field (e.g. it can be used with Invoices but not with Activities or Mails).

<b>Us Gr</b>	You can assign a particular Form to one user group. When a member of the group prints the document, the system will automatically select the Form assigned to the group. Use 'Paste Special' to select from a list of Access Groups as set up in the System module.
<b>Ser No</b>	A particular Form can be assigned to a number series, so that Invoices with numbers from that series will be printed using the assigned Form.
<b>Form</b>	Enter the Form Code of the relevant Form in this field. This field is case sensitive: only upper case characters should be used. Use 'Paste Special' to select from a list of Forms as set up in the System module.
<b>Printer</b>	Enter a printer code to send the printout to extra printers defined in the System module (use 'Paste Special' to obtain a selection list).

4. Click [Save] to save the Invoice definitions. When printing Invoices from now on, the correct Form will be selected automatically according to the Language of the Customer, without further user intervention.

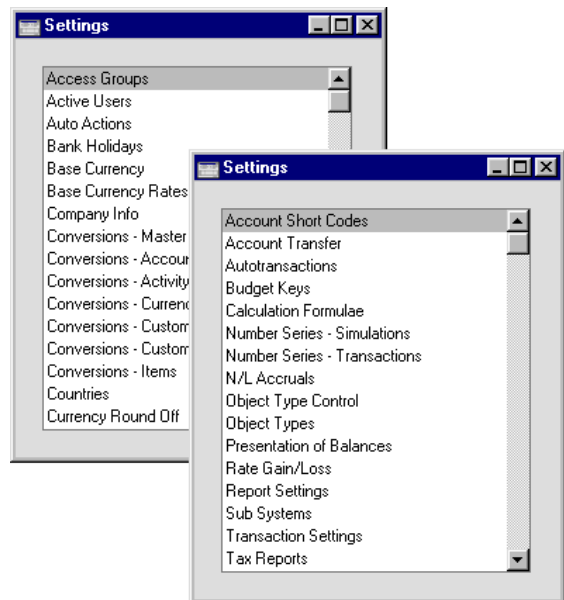
This process can be repeated for almost all documents as required.

## Settings

This command opens the 'Settings' list window where you will find an alphabetical list of the settings that are available. Settings are used to tailor certain aspects of the program's operation to your requirements, and to supply information to be used throughout the program.

The contents of the 'Settings' list window vary according to the module selected. The illustration below shows the different settings in the System (on the left) and Nominal Ledger modules.





Choose an entry in the list by double-clicking it, or by selecting it and pressing the Enter key. Settings are described in detail in the chapters covering the individual modules.

### Page Setup

This function is available when the active (top) window on the screen contains a list of reports or documents.

When a report or document is printed, one copy is usually produced, using a standard page size. If you need to print more than one copy, or to use a non-standard page size or magnification, highlight the desired report or document in the list and then select 'Page Setup' from the File menu to make these changes. Once this has been done, double-click the item in the list to carry on with the printing process.

The number of copies, page size and/or magnification can be set individually in this way for each document or report. These settings will remain in place until 'Page Setup' is chosen once again.

Windows users can also use this function to choose the printer on which the report or document is to be printed.

## Print

This function is available when the active (top) window on the screen contains—

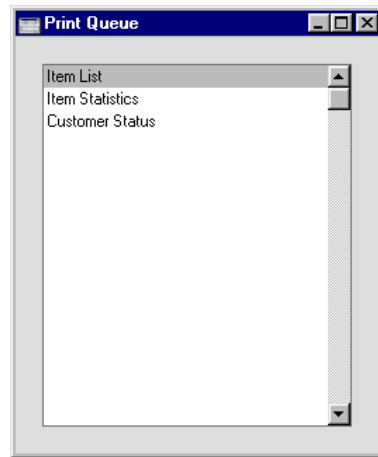
- something that can be printed directly (a screen report, a transaction in the transaction window) or
- the contents of the Print Queue.

When you select 'Print', the transaction or the report is printed directly to the selected printer, normally without the Print dialogue box being shown.

This menu item duplicates the functions of the Printer icon in the Button Bar of the active window.

## Print Queue

You can choose to put your documents or reports in a waiting list so that they can be printed later, perhaps to reduce the load on the network, or to ensure that the printer contains the right paper. In the example below three reports have been put in the queue for later printing.



To place a Report or Document in the Print Queue, select 'Reports' or 'Documents' on the File menu or click the appropriate button in the Master Control panel. Double-click the required option in the list. After entering the report criteria, select 'Print Queue' from the Media options at the bottom of the specification window before clicking [Run].

To print the items in the queue, bring up the Print Queue list by selecting 'Print Queue' from the File menu. Then select 'Print', also from the File

menu. All the items in the list will be printed in the order in which they are shown.

To remove an item from the list, mark it with the mouse and select 'Clear' from the Edit menu.

Quitting Hansa will cause the queue to be emptied.

### Quit

Quits Hansa. Remember to take a safety back-up of your work before you quit!

Macintosh OS X users can find the 'Quit' command on the Hansa OS X menu.

## Edit Menu

Edit	Record	Regi
Undo		⌘Z
Cut		⌘X
Copy		⌘C
Paste		⌘V
Clear		
Select All		⌘A
Select Row		⌘H

Edit	Record	Registers
Undo		Ctrl+Z
Cut		Ctrl+X
Copy		Ctrl+C
Paste		Ctrl+V
Clear		
Select All		
Select Row		

The commands in this menu are usually used when you are working with the contents of individual fields. If you wish to copy or delete entire records, you should instead use the commands in the Record menu, or the [New] or [Duplicate] buttons in the Button Bar. If the active window contains nothing editable, the commands will be dimmed. For each command in the Edit menu there is a keyboard shortcut, e.g. Ctrl-Z (Windows and Linux) or ⌘-Z (Macintosh) for 'Undo'. These shortcuts are shown in the illustrations above: the Macintosh version is on the left, the Windows version on the right.

### Undo

Select 'Undo' to undo your last action.

There are a few actions in Hansa that cannot be undone, e.g. deleting a record with the 'Delete' command on the Record menu. Anything removed using the 'Clear' command in the Edit menu also cannot be undone.

### Cut

'Cut' removes the data you have selected (highlighted) and puts a copy in the Clipboard. The Clipboard is a special part of the computer's memory, used to store a single piece of data temporarily. This data can then be inserted

(Pasted) into another place, once or several times, until you 'Cut' or 'Copy' something else. That will replace the old contents in the Clipboard.

In certain fields, e.g. the Account Number fields in a Transaction that has already been saved, you may not remove the data, and thus not use 'Cut'. If you want to make a copy of the field's contents, use the 'Copy' command instead.

### **Copy**

Use 'Copy' to copy text or numbers from one field to another without removing the data from the original field. The copy is put in the Clipboard. Then you can 'Paste' the copy in as many other locations as required. The copy remains in the Clipboard until you 'Cut' or 'Copy' something else.

Note that 'Copy' (and 'Cut') can only be used to copy text from a single field at a time. If you want to copy a whole record in a file, use the 'Duplicate' command in the Record menu (or the [Duplicate] button in the Button Bar).

### **Paste**

With this command you can insert text or a value that has been cut or copied to the Clipboard. The clipping is inserted at the insertion mark. If you select several characters in the destination field, 'Paste' will replace the selected text with the contents of the Clipboard.

### **Clear**

'Clear' removes the characters you have selected (highlighted) without copying them to the Clipboard.

The 'Clear' command removes text or values within a single field. If you wish to remove an entire record, use the 'Delete' command on the Record menu.

### **Select All**

Use this command to select the whole contents of a field. You can use it when you are editing a field and want to replace the whole contents with new data.

### **Select Row**

This command is used in screens which contain rows of information, divided into separate columns (or 'fields'), for example the Invoice and Transaction screens. It allows you to select a whole row. When you choose 'Select Row', the row in which the cursor is placed is selected. Clicking the number identifier of the row (on the left) has the same effect.

Record Menu

Record	Registers	Modules
Next	⌘ +	
Previous	⌘ -	
OK	⌘	
Cancel	⌘ B	
New	⌘ N	
Duplicate	⌘ Y	
Delete	⌘ D	
Invalidate		
Attachments	⌘ A	
Send to Desktop		
History		

Record	Registers	Modules	Operati
Next			
Previous			
OK		Shift+ENTER	
Cancel			
New		Ctrl+N	
Duplicate		Ctrl+K	
Delete			
Invalidate			
Attachments			
Send to Desktop			
History			

The Record menu contains the necessary commands to open, enter, change and delete the records in the different registers.

Almost all these commands can also be executed using the buttons in the Button Bar. In addition, there are keyboard shortcuts available for most of them. Commands that cannot be used at a certain point are dimmed in the menu.



*The Record menu commands cannot be undone with ‘Undo’.*

Next

- When you work in a **record window**, showing an individual record in a register, ‘Next’ will take you forward to the next record in that register.

*It will also save all changes you have made in the record you have just left.*

In this situation, the ‘Next’ command has the same effect as clicking the [Next Record] button in the Button Bar.

- When you work in a **browse window**, ‘Next’ will move forward to the next group (page) of records.
- When you work with a **Report**, ‘Next’ will scroll to the next page of the report.

## **Previous**

The command works in the same way as 'Next', but moves backwards instead of forwards. As with 'Next', when working in a record window, 'Previous' saves all changes you have made in the record you are leaving.

In record windows, the 'Previous' command has the same effect as clicking the [Previous Record] button in the Button Bar.

## **OK**

This command is equivalent to pressing the [Save] and [Run] buttons in the Button Bar (depending on context). When used in a record window, it closes the record on screen and saves all changes. When used in a browse window, it opens the selected (highlighted) record for editing. When used in a specification window, it prints the report or document or activates the Maintenance function.

## **Cancel**

Closes the record on screen without saving any changes. It is equivalent to the [Cancel] button in the Button Bar.

Windows of all types can also be closed using the close box or Ctrl-F4 (Windows and Linux) or ⌘-W (Macintosh). When using these methods, you will be asked if you wish to save changes.

## **New**

Use this command when you need to create a new record. It can only be used after you have opened a register using the one of the buttons in the bottom row of the Master Control panel or a function on the Registers menu.

This function opens a blank window into which you can enter the new record. On clicking [Save], the record will be saved into the register concerned. On clicking [New] again, the record will be saved and a new blank window opened, enabling you to enter another new record in the same register. On clicking [Cancel], the record will be closed but not saved.

## **Duplicate**

This function creates a new record by duplicating an existing one. The duplicate is opened in a window marked 'New'. In many cases, dates in the new record will be changed to show the current date.

You can duplicate a record either from a record window, showing the record to be duplicated, or from the browse window, in which you have highlighted the record to be duplicated by clicking with the mouse.

**Delete**

Use this command to delete, i.e. remove, an existing record. The record must be of a type that can be removed - records such as Invoices and Nominal Ledger Transactions cannot be removed once completed. You must open a record in the record window to be able to delete it. The only exception to this rule is that Mails must be deleted from the browse window.

When a record is deleted, the next record in the register is displayed.



***Remember that you cannot undo the deletion of a record.***

**Invalidate**

You can use this function when an Invoice or Purchase Invoice is open in a record window, when it is necessary to remove an Invoice from the Sales Ledger or a Purchase Invoice from the Purchase Ledger. Any associated Nominal Ledger Transaction will be removed from the Nominal Ledger as well. As illustrated overleaf, an invalidated Invoice is easily distinguished because all fields have red lines drawn through them. You can invalidate Activities, Expenses and Personnel Payments in the same way.

In the case of Sales Invoices, the function is designed for use in situations where Invoice Numbers are pre-determined (perhaps through being printed on Invoice stationery) and where it is not desirable to raise a Credit Note. It is not recommended for use where the cancelling of an Invoice has implications for the stock system. In these circumstances, you should issue a Credit Note, and receive the goods back into stock using the Goods Receipt or Returned Goods registers. These issues are fully described in the 'Sales Ledger' chapter in Volume 2a of these manuals.

**Invoice: Inspect**

Operations

No. 1104 Name Helsinki Trading Co  
Customer 012

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 0/4/2002 Our Ref. Salesman JNW  
Pay. Terms 30 Attn.  
Due Date 0/5/2002 Object  
Trans. Date 0/4/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10105	3 Cassette Deck	151.00		453.27
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency FIM Freight 0.00 VAT 79.32 Sub-Total 453.27  
☒ OK Ext. Tax 0.00 Base 197.40 TOTAL 532.59

In the case of Activities, once an Activity has been marked as Done and saved, the To Do and Private boxes, the Start and End Dates and Times and the Calendar options cannot be changed. If you realise that a Done Activity contains a mistake, open it and select 'Invalidate' from the Record menu. Red lines will be drawn through all the fields, and the Activity will be removed from the Calendar, Task Manager and all reports. Then click the [Duplicate] button in the Button Bar to create a new Activity without the mistake. Activities, the Calendar and the Task Manager are described in Volume 6 of these manuals.



***The invalidation of an Invoice or Activity cannot be reversed.***



## Attachments

This menu command allows you to connect files, notes or other records to any record in Hansa. These connected objects are known as “Attachments”. Please refer to the section later in this chapter entitled ‘Attachments and Personal Desktop’ for full details.

A record must be open in a record window and must have been saved at least once before you can attach objects to it.

## Send to Desktop

Use this function if you would like the current record (the one currently open in a record window) to appear in your Personal Desktop (on the right-hand side of your Master Control panel). This will allow you to open the record at any time without having to change module and without having to find it in a browse window. Please refer to the section later in this chapter entitled ‘Attachments and Personal Desktop’ for full details.

## History

This function allows you to view the change history of a particular record.

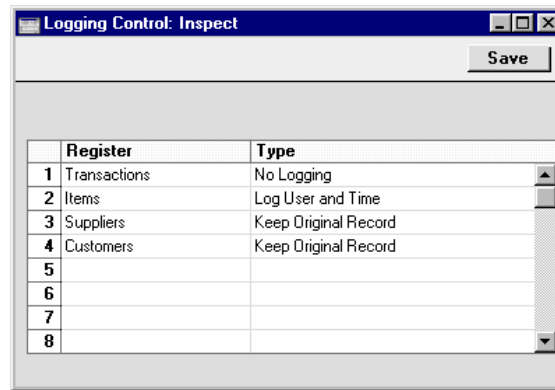
To use this function, you must first instruct Hansa to store the change histories of records. To do this, follow these steps—

1. Select ‘Technics’ from the Modules menu. In multi-user systems, this can be done on the server machine or on a client. In both cases, no other user should be logged in. To gain access to the Modules menu, select ‘Quit, Remove Autoserver’ from the File menu and restart Hansa.

If ‘Technics’ is not available on the Modules menu, this will probably be because you have not granted yourself access to the Server module in the System Usage setting (single-user) or in the Access Groups setting (multi-user).

2. Choose ‘Settings’ from the File menu. In the ‘Settings’ list, double-click ‘Logging Control’.

3. The 'Logging Control: Inspect' window opens—



Use the grid to tell Hansa the registers for which you wish to keep a history of the changes made to each record. No history will be kept for registers not listed in the grid. Note that maintaining record histories will cause the size of the database to grow quickly.

4. In the Register column, use 'Paste Special' (described later in this chapter) to select the register for which a history is to be kept.
5. In the Type column, use 'Paste Special' to select an option, as follows—

**No Logging**              No change history will be kept.

**Log User and Time**

Whenever a record in the register is created or modified, the history will show the date and time this happened and the initials of the Person responsible.

**Keep Original Record**

Again, the history will show the date and time each record was created or modified and the initials of the Person responsible. In addition, every modification of each record will be recorded.

6. Click the [Save] button in the Button Bar to save the Logging Control setting.
7. Quit and restart Hansa.

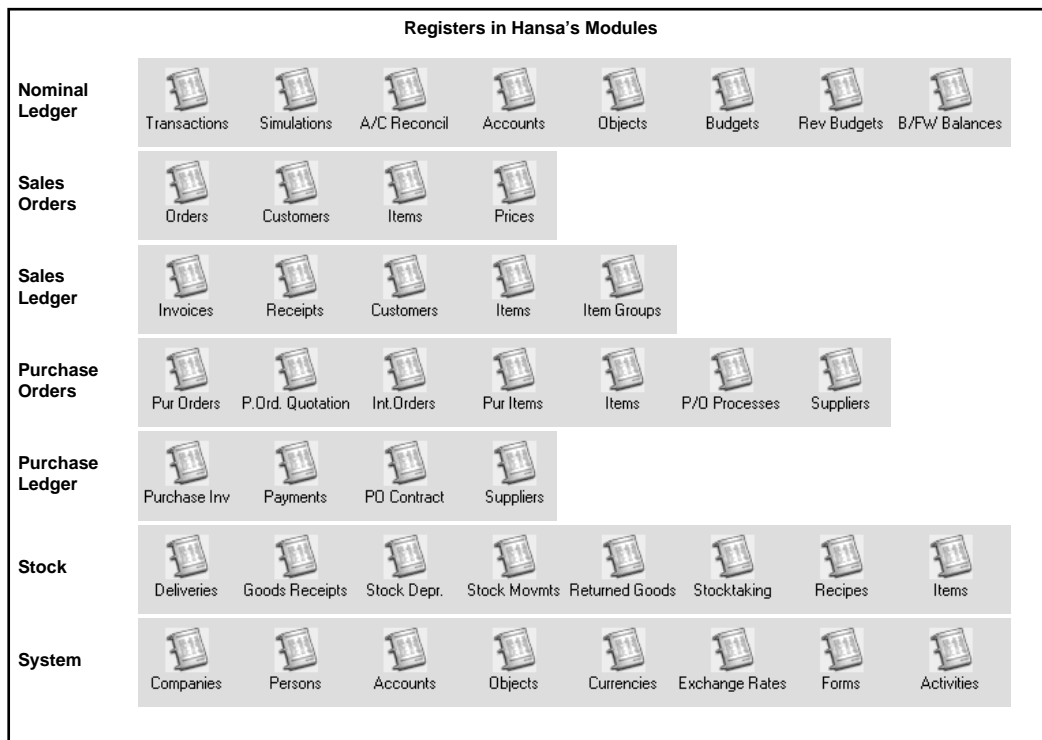
Once this has been done, to view the change history of a record, first open that record in a record window. Then, select 'History' from the Record menu. A list of the dates and times of modifications to the record appears: this can

be printed by clicking the Printer icon. If you are using the 'Keep Original Record' option, click a date in the report to open the version of the record as it was on that date, before the modification. For example, if a record was created on May 1st and modified on May 2nd, 3rd and 4th, click on May 3rd in the report to see the record as it was immediately before the May 3rd modification.

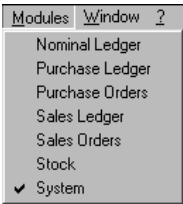
## The Registers

Hansa consists of a number of modules, each with a number of Registers or Files, in which your data is stored. Each module has a different set of registers, accessible through the Registers menu. The following illustration shows the registers available in each module. The exact contents and the use of each register is explained in the chapters of this manual covering the individual modules.

To work with a register (for example, if you need to enter a new Sales Order), first go into the appropriate module using the Modules menu and then click the relevant register button in the Master Control panel or select from the Registers menu. A browse window will open, listing all the existing records in the register (in this example, all Sales Orders). Then, click [New] in the Button Bar and a blank record window will appear in which you can enter a new record.

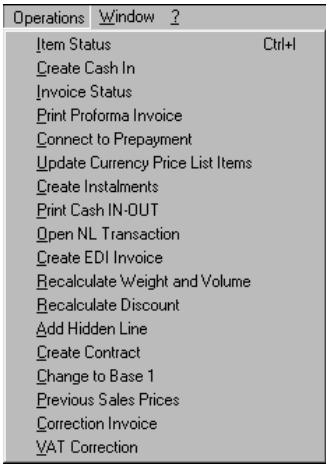


Modules Menu



The Modules menu and the Modules window are used to select the part of Hansa you wish to work with. To change the module you are working in, use the Modules menu or the keyboard shortcut Alt-M (Windows and Linux) or ⌘-0 (Macintosh). With the resulting list on the screen, you may select the module you want by entering its first letter on the keyboard, such as N for the Nominal Ledger, then press Enter.

Operations Menu



The Operations menu appears with certain screens only. Its contents will vary depending on the screen shown and are specific to that screen. Full details can be found in the chapters covering each module elsewhere in this manual.

## Window Menu

Window	Operations
Close	⌘W
Save Position	⇧⌘S
Restore Position	⇧⌘T
Next Window	⇧⌘N

Window	?
Cascade	
Arrange Icons	
Close all	
Minimize all	
Restore all	
Save Normal Position	
Restore Normal Position	

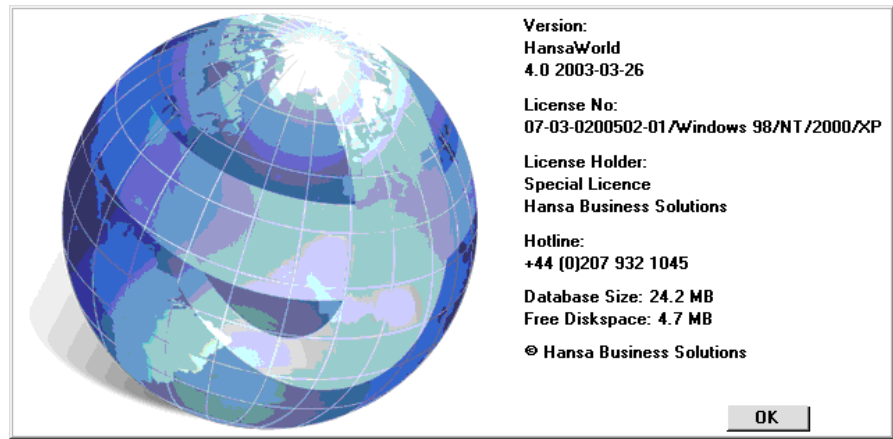
Use this menu to manage your windows, including closing them and arranging them on screen. ‘Save Normal Position’ (Windows and Linux)/‘Save Position’ (Macintosh) and ‘Restore Normal Position’ (Windows and Linux)/‘Restore Position’ (Macintosh) allow you to save a particular setting for an individual window. ‘Save Normal Position’ will save the position and size of the window and, in browse and ‘Paste Special’ windows, the sort order, while ‘Restore Normal Position’ will return the setting of the window to standard.

Although the ‘Close All’ function is not available to Macintosh users, clicking the close box of a window while holding down the Alt key will have the same effect.

In multi-user systems, each user can use the ‘Save Normal Position’/‘Save Position’ functions to save their own window positions, sizes and sort orders. This information is stored on the client machine, so it will not be included in the normal daily back-up file made from the server. To back up this information, use the ‘Client Text Backup’ option: please refer to the ‘System Module’ chapter later in this manual for full details.

## About Hansa

This command on the ? menu (Windows and Linux), the Apple menu (Macintosh OS 9) and the Hansa OS X menu (Macintosh OS X) shows the copyright information for Hansa. The version of the program and information about the owner of the program license are also shown here. You return to the program by clicking [OK].



If you need to contact your local Hansa representative with a technical query, you should first find out the precise version number from this window.

This window also shows the size of your Hansa database and the amount of disk space available on the hard disk on which it is stored. In multi-user systems, these figures refer to the server.

# Working with Records

## Current Record

When you wish to work with a particular record, you can open its record window using one of the following methods. All methods give the same result.

- Double-click the record in a browse window.
- Select the record in a Browse Window and press Enter.

With the record opened in a record window, you can edit all fields in the usual way. Some fields may be locked due to relations to other functions in the program. If this is the case, Hansa will tell you.

## New Record

You can create a new record from a browse window or a record window. To create a new record do one of the following—

- Click [New] on the Button Bar.
- Select 'New' from the Record menu.

A blank record is opened in a record window.

## Duplicate Record

You may copy a record from a browse window or a record window. Select the record you want to copy and -

- Click [Duplicate] in the Button Bar, or
- Select 'Duplicate' from the Record menu.

A new record is created. Relevant data from the original record is transferred, and you only need to enter some of the fields. In many cases, date fields will not be copied, but instead will be given new values.



## Delete Record

1. Open the record window for the record you want to delete.
2. Select 'Delete' in the Record menu.

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



***You cannot undo the deletion of a record.***

In most cases, it is not possible to delete a record directly from a browse window. The record must first be opened. The exception is a Mail, which can only be deleted from the browse window.

You can prevent a particular user or group of users from deleting records using Access Groups. For full details about Access Groups, please refer to the 'System Module' chapter later in this manual.

## Working with Companies

A Hansa database can contain more than one Company. This feature can be useful if your business is one where there are separate departments or subsidiary companies that keep separate accounts. These can be set up as separate accounting entities in Hansa. Each department or subsidiary is termed a 'Company'.

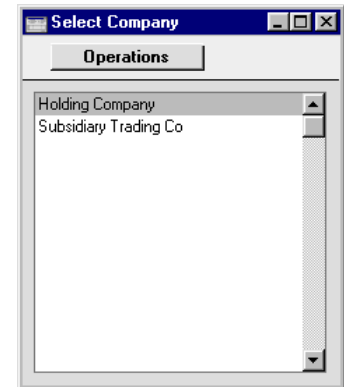
Note that you should only use this feature to differentiate between different departments if you intend to account for each of them separately. If you keep a single set of accounts covering your whole organisation, you only need have a single Company in your database.

Companies are stored in the Company register in the System module. New Companies can be added at any time; this process is described in the 'Adding New Companies' section in the previous chapter. If you have more than one Company in your Company register, it is recommended that you specify a Short Code for each one—

The screenshot shows a window titled 'H: Companies: Inspect'. It has a toolbar with 'Operations' and 'Save' buttons. Below the toolbar is a table with the following columns: Code, Name, Short, TCP/IP, and Port. The table contains two rows of data: Row 1 with Code '1', Name 'Holding Company', and Short 'H'; Row 2 with Code '2', Name 'Subsidiary Trading C', and Short 'S'. The table has a vertical scrollbar on the right and a small 'A' button next to it.

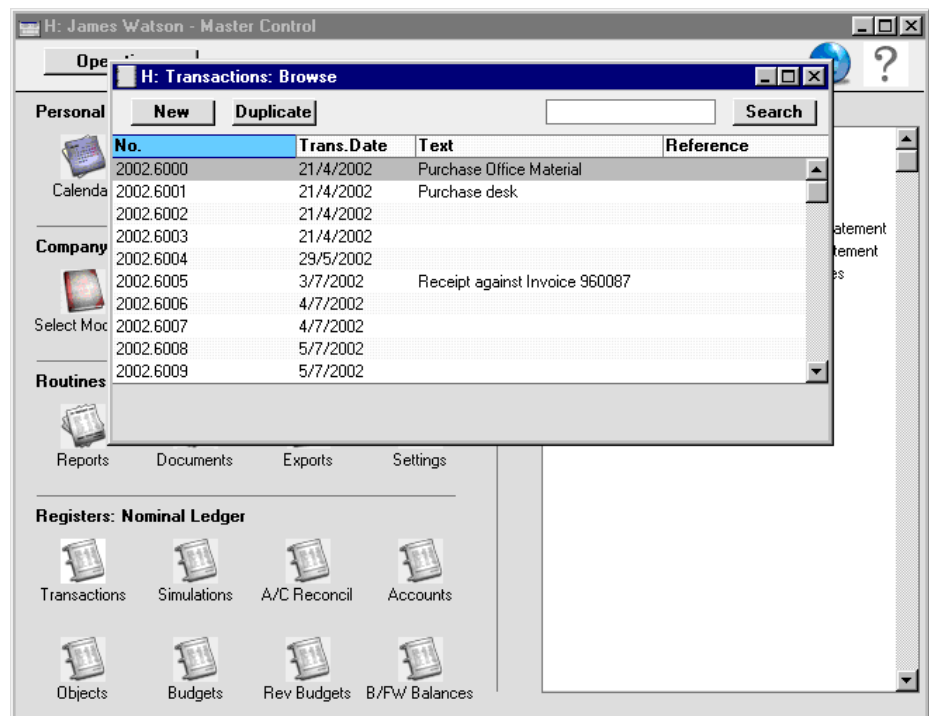
	Code	Name	Short	TCP/IP	Port
1	1	Holding Company	H		
2	2	Subsidiary Trading C	S		
3					
4					
5					
6					
7					
8					
9					

Each time you log in to Hansa, you will be asked to choose a Company to work with—

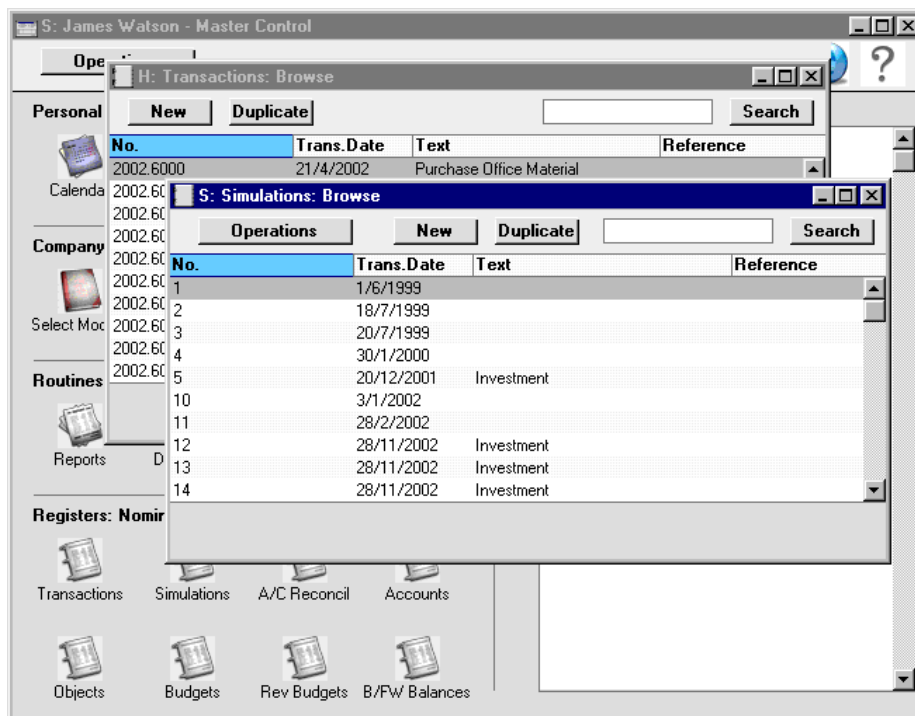


The names in this list are taken from the Name field in the Company register.

Once you have logged in, the Short Code of the Company (“H” in the example illustrated) will be included in the title of every window—



If you need to change Companies, there is no need to quit Hansa and restart. Instead, you can select 'Company' from the File menu and select the new Company. Once you have done this, the Short Code in the window title identifies the Company to which the information in each window belongs—



In this illustration, the 'Transactions: Browse' window lists Transactions belonging to Company H, while the 'Simulations: Browse' window lists Simulations belonging to Company S. Only one Master Control panel can be open at any time, so the Short Code in its title ("S" in the example) is always that of the current Company. This is the Company whose information will be shown in any new windows that you open, and the Company in which any new records that you create will be saved. If you want to return to work in Company H, use the 'Company' function on the File menu once again.

Usually, each Company will be completely separate: there will be no common information. If you want to copy information from one Company to another, you can do so using one of two methods—

1. by dragging and dropping. For example, to copy a Customer record from one Company to another, open the 'Customers: Browse' window in the first Company, change to the second Company using the 'Company' function on the File menu, and open the 'Customers: Browse' window in

that Company as well. Then click on the relevant Customer record and drag it from one browse window to the other. This method is suitable for copying individual records.

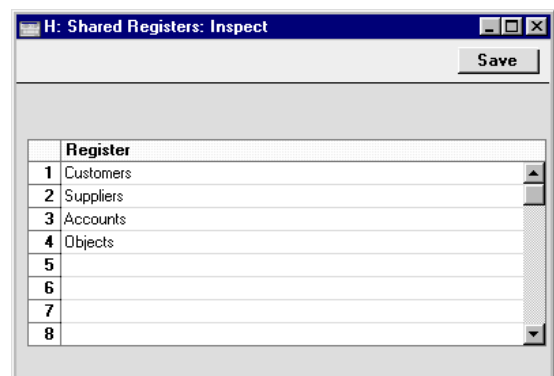
2. using the export and import functions in the System module. This method is suitable for transferring the entire contents of a register or setting from one Company to another.

## Shared Registers

You can choose to make the information in certain registers available to every Company in your database. Such registers are termed “Shared Registers”. For example, you may choose to make the Customer register a Shared Register so that you use the same Customer list in all your Companies. This will mean that all Customers will be available to all Companies. You will not be able to isolate a particular single Customer so that it can only be used by a particular single Company. Nor will you be able to make the same Customer list available to four of your Companies and have a completely separate Customer list in a fifth Company.

To set up a Shared Register, follow these steps—

1. Working in any Company, enter the Technics module by selecting ‘Technics’ from the Modules menu. To be able to do this, you should have logged in as a Person that has access to the Technics module: this is described in the section describing the Access Groups setting in the ‘System Module’ chapter later in this Volume.
2. Open the ‘Settings’ list by clicking the [Settings] button in the Master Control panel or by selecting ‘Settings’ from the File menu.
3. Double-click ‘Shared Registers’ in the list. The following window opens—



4. List the registers that you want to be shared. Use the 'Paste Special' feature (Ctrl-Enter/⌘-Enter) to ensure each register is spelt correctly (an incorrect spelling will mean that the register will not be shared). Click the [Save] button to save and close the window, or click the close box if you don't want to save changes.

In the example illustrated above, the information in the Customer, Supplier, Account and Object registers will be made available to all Companies in the database. When a new Customer is entered in Company H, for example, it will immediately be made available for use in Company S.

If any of these registers in any Company contained any records before they were shared, these records will no longer be available. For example, you will no longer be able to use any Customers already in Company S. If you want to carry on using these Customers, you should export them before sharing the register and then import them after sharing the register. To export them, use the 'Base Registers' Export function in the System module. To import them, use the 'Automatic' or 'Automatic, manual file search' Import functions, also in the System module. If you have Customers in several Companies and want to carry on using them all, you should export them from each Company in turn, creating several export files. On import, if a Customer Number has been used more than once, it will end up being used for the Customer in the last file imported. For example, Customer Number 001 refers to Customer Name A in Company 1 and to Customer Name AA in Company 2. Having shared the Customer register and assuming you import the Customers from Company 1 followed by those from Company 2, Customer Number 001 will now refer to Customer Name AA.

Sharing the Account register only means that the static information in the Account register (e.g. Account Number and Name, Account Type and so on) will be shared. It does not mean that there will be a single balance for each Account made up from the Transactions in all Companies. Separate account balances will be maintained for each Account in each Company. If you want there to be a single balance for each Account made up from the Transactions in all Companies, use the Consolidation module (see Volume 4 of these manuals).

It is possible to remove a register from the Shared Registers setting, but this is not recommended. Depending on the register in question, you may cause your database to be corrupted. If you do follow this course of action, you will no longer be able to use any records entered since you first shared the register, but you will regain access to any records that were previously in each Company.

# Attachments and Personal Desktop

## Attachments

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

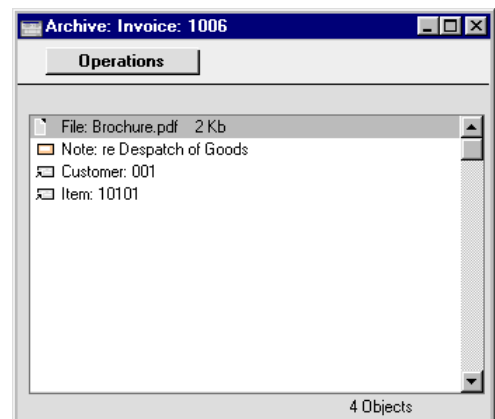
All record windows contain an [Attachments] button—



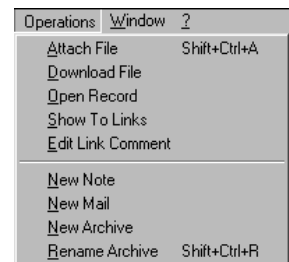
If a record has an Attachment, the button has a different icon—



Click this button to work with Attachments (or select ‘Attachments’ from the Record menu). A list of objects currently attached to the record is opened—



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



In the case of records whose unique identifying codes are not generated automatically (e.g. the Item Number of Items), you must save the record at least once before you can add any Attachments.

### Attaching Files to Records

To attach a file to a record, open the record in question and click the [Attachments] button. Select 'Attach File' from the Operations menu. An 'Open File' dialogue box will open, allowing you to locate the file to be attached. Find the file and click [Open]. The file will be attached to the record. Its filename will appear in the list of Attachments with the prefix "File:". You can attach as many files as you like to a single record.

The 'Attach File' function attaches a file to a record by copying the file into a folder called "Attach" that is in the same folder as your Hansa application. In multi-user systems, the "Attach" folder should be on the server. This means that you will still be able to download and read the attached file, even after the original has been deleted. If you want to attach a large file to a record, make sure (using the disk space indicator in the 'About Hansa' window) that the hard disk containing your Hansa application has sufficient space. As the file is uploaded to the server, a progress indicator appears so that you can monitor its progress.



***The "Attach" folder must be present in the folder containing your Hansa application if you want to attach files to records. Do not rename any of the files in the "Attach" folder.***

### Reading Files

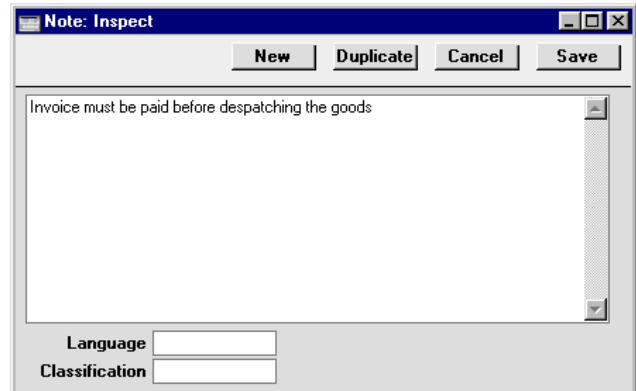
A file that has been attached to a record can be read in one of two ways. Whichever method is used, a 'Save File' dialogue box is opened, asking you where the file is to be saved.

1. By double-clicking on the file in the list of Attachments. When the file has been saved to your hard disk, your default browser will be opened so that the file can be opened using the appropriate helper application (not Macintosh).
2. By clicking on the file in the list of Attachments and selecting 'Download File' from the Operations menu. The file is saved to your hard disk, but no attempt is made to open it using a helper application.



### Attaching Notes or Comments to Records

You can attach notes or comments to records. To do this, open the record in question and click the [Attachments] button. Select 'New Note' from the Operations menu. A window will open, where you can type in your comment.



Click [Save] to save. The note will appear in the list of Attachments with the prefix "Note:". If you want to identify the note with a name, refer to the section below entitled 'Changing the Names of Attachments'. You can attach as many notes as you like to a single record.

### Reading and Changing Notes

A note or comment that has been attached to a record can be read in one of two ways—

1. By clicking on the note in the list of Attachments and selecting 'OK' from the Record menu; and
2. By double-clicking on the note in the list of Attachments.

Whichever method is used, the note is opened in its own window where it can be read or edited.

### Printing Notes

A note or comment that has been attached to a record can be printed when the record is printed. For example, a note that has been attached to an Invoice can be printed on the Invoice document. If more than one note has been attached to a record, only the first note will be printed.

If you want notes and comments to be printed in this way, you should include the "Note" field in each of your Form designs. Form design is fully described in the 'System Module' chapter later in this manual.

## Changing the Names of Attachments

When a file is attached to a record, its file name will be shown in the list of attachments. When a note is attached to a record, it is not immediately given its own name in the list.

If you want to rename a file or note, highlight it in the list of Attachments and select 'Edit Link Comment' from the Operations menu. A window opens where you can type in a new name.

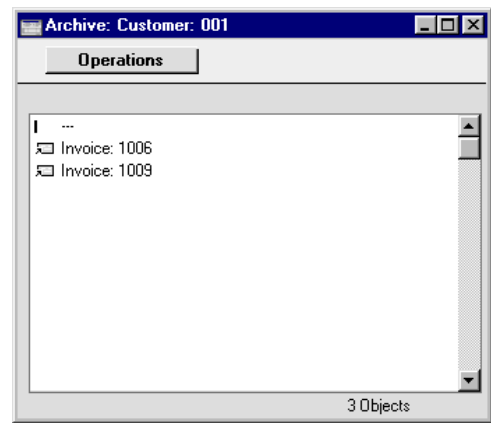


Click [Save] to save and close the window, or [Cancel] if you don't want to save changes. You may have to close and re-open the list of Attachments for the change to take effect.

## Attaching Records to Other Records

You can attach records to other records by dragging and dropping from the browse window of one register onto the [Attachments] button of another. For example, to attach a Customer record to an Invoice, open the Invoice in a record window and then open the 'Customers: Browse' window. Find the correct Customer in the list, click on the Customer Number and drag it to the [Attachments] button of the Invoice. The Customer record will then appear in the Invoice's list of attachments. Alternatively, if the Customer record is already open, you can drag its [Attachments] button onto that of the Invoice.

Later, when viewing the Customer record in the example above, you might wish to see which other records it has been attached to. Open the list of Attachments and select 'Show To Links' from the Operations menu. The records the Customer has been attached to will be listed below a dotted line.



### Viewing Attached Records

A record that has been attached to another record can be read in one of three ways—

1. By clicking on the record in the list of Attachments and selecting 'Open Record' from the Operations menu;
2. By clicking on the record in the list of Attachments and selecting 'OK' from the Record menu (or pressing the Enter key); and
3. By double-clicking on the record in the list of Attachments.

Whichever method is used, the linked record is opened in its own window where it can be read or edited in the usual manner.

### Removing Attachments

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

### Attaching Records to Mails

Records can be attached to Mails in one of two ways—

1. Where the Mail already exists, the record can be dragged from its browse window to the [Attachments] button of the Mail, as described in the 'Attaching Records to Other Records' section above.
2. Where the Mail does not exist, open the record and click its [Attachments] button. Select 'New Mail' from the Operations menu. A new Mail is opened. Complete the Mail in the usual way and save. The new Mail will be attached to the record automatically, and the recipient

of the Mail will be able to open the record using the 'Show To Links' Operations menu function.

Remember that Mails themselves are records. Therefore Mails can be attached to other Mails or to other records. Every feature described in this section applies to Mails as much as to other records.

Mails are fully described in Volume 6 of these manuals.

### **Copying Attachments from one Record to Another**

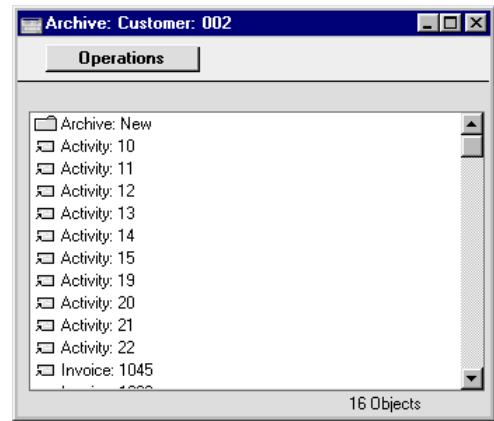
You can copy an Attachment of any kind from one record to another as follows—

1. Open the record with the Attachment (the 'source' record) and click its [Attachments] button.
2. Open the record that is to receive the Attachment (the 'destination' record).
3. Drag the Attachment from the list of Attachments to the [Attachments] button of the 'destination' record (or to its list of Attachments).
4. Hold down the Shift key while dragging if you do not want to remove the Attachment from the 'source' record.

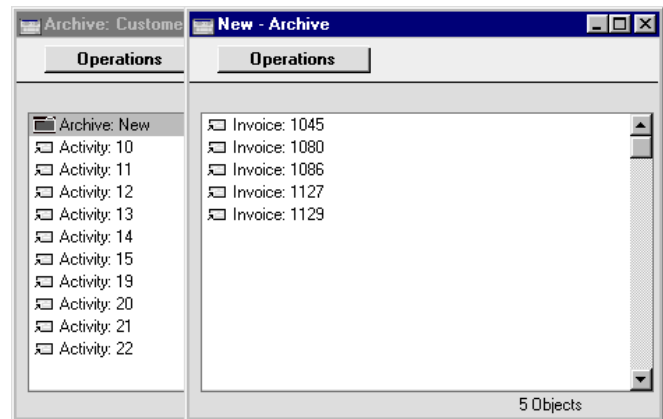
### **Organising Attachments: Archives**

When a record has many Attachments, you can organise them into Archives. An Archive is a folder that can contain Attachments of all kinds, including other Archives.

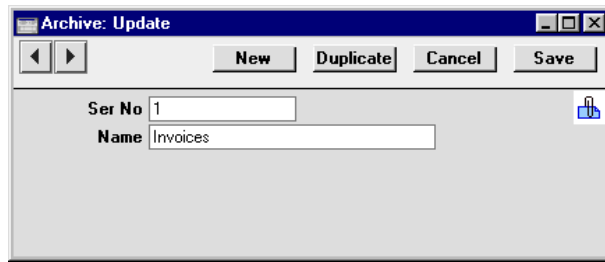
1. Open the list of Attachments.
2. Select 'New Archive' from the Operations menu. A new Archive will appear at the top of the list of Attachments, named "Archive: New".



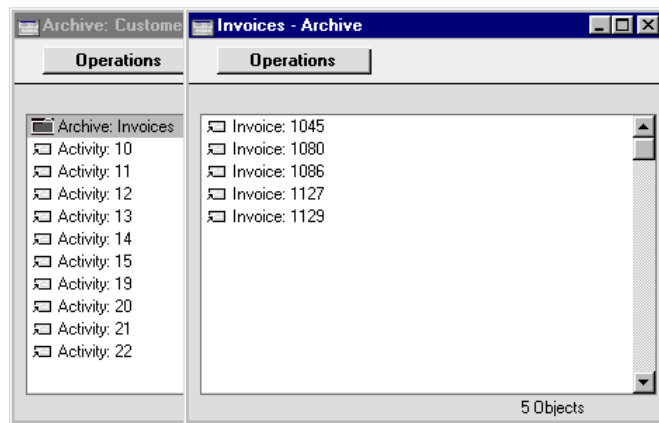
3. Move the Attachments into the Archive by dragging and dropping onto "Archive: New".
4. If you want to work with an Attachment that is in an Archive, double-click the Archive. A new window is opened, listing the Attachments that are in the Archive. This window has the same properties, features and functions as the main list of Attachments, so you can work with it in the manner described in the preceding sections.



5. If you want to rename the Archive, first open it as described in step 4 above and then select 'Rename Archive' from the Operations menu.



Enter the new Name of the Archive and click [Save]. The new name will replace the text “New,” both in the title bar of the Archive and in the main list of Attachments—



6. You can remove an Attachment from an Archive in one of two ways. If you want the Attachment to remain attached to the record, drag it to the main list of Attachments or to another Archive. To remove the Attachment altogether, click on it and select 'Clear' from the Edit menu.
7. To remove an Archive, click on it in the main list of Attachments and select 'Clear' from the Edit menu. You can only remove empty Archives. To empty an Archive, you must remove its contents item by item as described in step 6 above.

## Personal Desktop

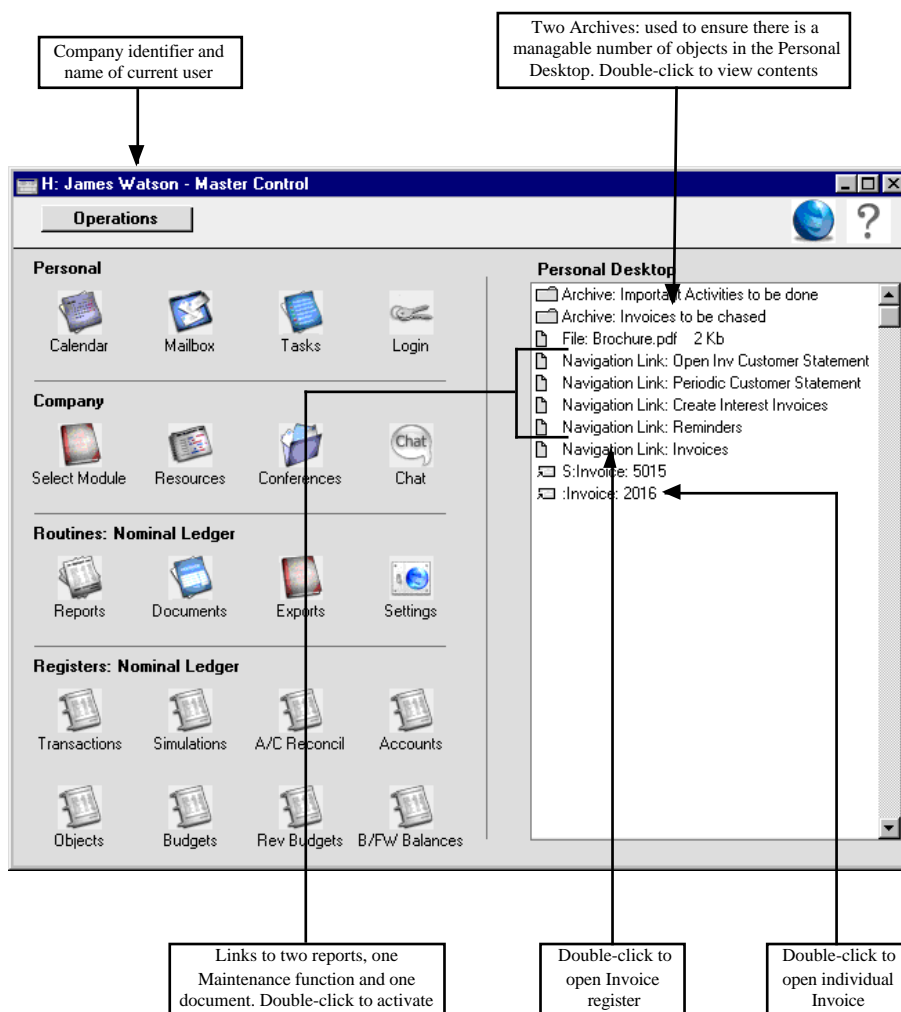
As well as being able to connect files, notes or records to any record in Hansa (as described above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the “Personal Desktop”. You can also list important reports,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

If you want to use the Personal Desktop, you must first set up a Mailbox for yourself. This process is described in the ‘Mail’ chapter in Volume 6 of these manuals. In a multi-user system, each user that will be using the Personal Desktop should have their own Mailbox.



***You must have a Mailbox if you want to use the Personal Desktop.***

Once you have a Mailbox, your name will be shown in the title bar of the Master Control panel, and the contents of your Personal Desktop will be listed in the area on the right—



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



## Records in your Personal Desktop

You can place records in your Personal Desktop using the following methods—

1. By dragging the record from its browse window and dropping it on the Personal Desktop. For example, to place a Customer record in the Personal Desktop, open the 'Customers: Browse' window and find the correct Customer in the list. Click on the Customer Number and drag it to the Personal Desktop.
2. By opening the record and dragging its [Attachments] button onto the Personal Desktop.
3. By opening the record and selecting 'Send to Desktop' from the Record menu. The record should have been saved at least once before you use this function (i.e. the title of the window should be 'Inspect' or 'Update', not 'New').

Records are shown in the Personal Desktop with the name of the register followed by the record identifier. In the illustration above, the final item ("Invoice: 2016") is an example (2016 is the Invoice Number).

The illustration also shows that the Personal Desktop can contain records from different Companies. In the illustration, the current Company is Company H (shown in the title bar of the Master Control panel, next to the name of the current user). "H" is short for Holding Company in the example database. The penultimate item in the Personal Desktop in the illustration ("S: Invoice: 5015") is an Invoice that belongs to Company S (a Subsidiary Company). Any record that does not belong to the current Company will be shown in the Personal Desktop with its Company Short Code before the name of the register. So, in this example, if the current user were to quit Hansa and restart, selecting Company S, then Invoice 2016 would appear in the Personal Desktop as "H: Invoice: 2016" and Invoice 5015 would appear simply as "Invoice: 5015".

A record in the Personal Desktop can be opened in one of three ways—

1. By clicking on the record in the Personal Desktop and selecting 'Open Record' from the Operations menu;
2. By clicking on the record in the Personal Desktop and selecting 'OK' from the Record menu (or pressing the Enter key); and
3. By double-clicking on the record in the Personal Desktop.

Whichever method is used, the record is opened in its own window where it can be read or edited in the usual manner. If you choose to open a record that

is not in the current Company, you will be asked to log in to the relevant Company before the record is opened.

### **Settings, Reports, Documents and Maintenance functions in your Personal Desktop**

To place a setting, report, document or Maintenance function in your Personal Desktop, simply open the appropriate list window and then drag an item from the list to the Personal Desktop. This method can also be used for import and export functions.

For example, to place the Open Inv Customer Statement in your Personal Desktop (as shown in the example illustration above), first use the Modules menu to enter the Sales Ledger and then select 'Reports' from the File menu (or click [Reports] in the Master Control panel). Click on 'Open Inv Customer Statement' in the list and drag this text to your Personal Desktop.

To work with a setting, report, document or Maintenance function, use one of these methods—

1. Click on the item in the Personal Desktop and select 'Open Record' from the Operations menu;
2. Click on the item in the Personal Desktop and select 'OK' from the Record menu (or press the Enter key); and
3. Double-click on the item in the Personal Desktop.

### **Registers in your Personal Desktop**

To place a register in your Personal Desktop, simply drag it from the Master Control panel to the Personal Desktop. For example, to place the Invoice register in your Personal Desktop (as shown in the example illustration above), first use the Modules menu to enter the Sales Ledger. Click on the [Invoices] button in the Master Control panel and drag it to your Personal Desktop.

To work with a register, use one of these methods—

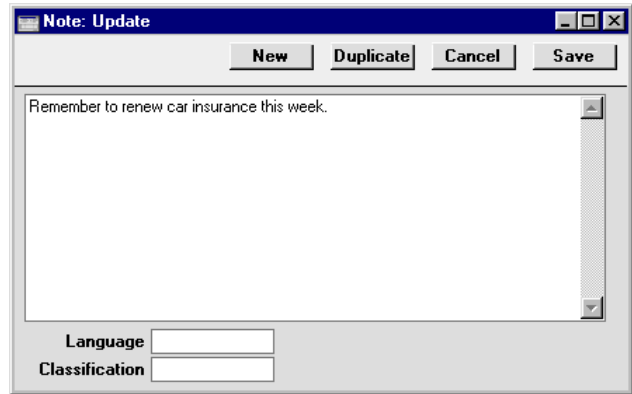
1. Click on the item in the Personal Desktop and select 'Open Record' from the Operations menu;
2. Click on the item in the Personal Desktop and select 'OK' from the Record menu (or press the Enter key); and
3. Double-click on the item in the Personal Desktop.

Whichever method is used, the normal browse window for the register in question will be opened. If, as in the example illustrated above, the database

contains more than one Company, the browse window will list the records in the register in the current Company.

### Notes and Comments in your Personal Desktop

You can place notes or comments in your Personal Desktop. To do this, bring the Master Control panel to the front and select 'New Note' from the Operations menu. A window will open, where you can type in your comment.



Click [Save] to save. The note will appear in your Personal Desktop with the prefix "Note:". If you want to identify the note with a name, refer to the section below entitled 'Changing the Names of Items in your Personal Desktop'. You can place as many notes as you like in your Personal Desktop.

A note or comment that has been placed in the Personal Desktop can be read in one of two ways—

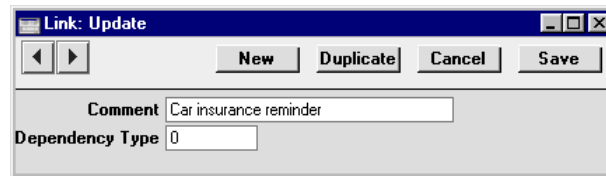
1. By clicking on the note in the Personal Desktop and selecting 'OK' from the Record menu; and
2. By double-clicking on the note in the Personal Desktop.

Whichever method is used, the note is opened in its own window where it can be read or edited.

## Changing the Names of Items in your Personal Desktop

When a file is placed in your Personal Desktop, its file name will be shown in the list of attachments. When a note is placed in your Personal Desktop, it is not immediately given its own name in the list.

If you want to rename a file or note, highlight it in your Personal Desktop and select 'Edit Link Comment' from the Operations menu. A window opens where you can type in a new name.



Click [Save] to save and close the window, or [Cancel] if you don't want to save changes.

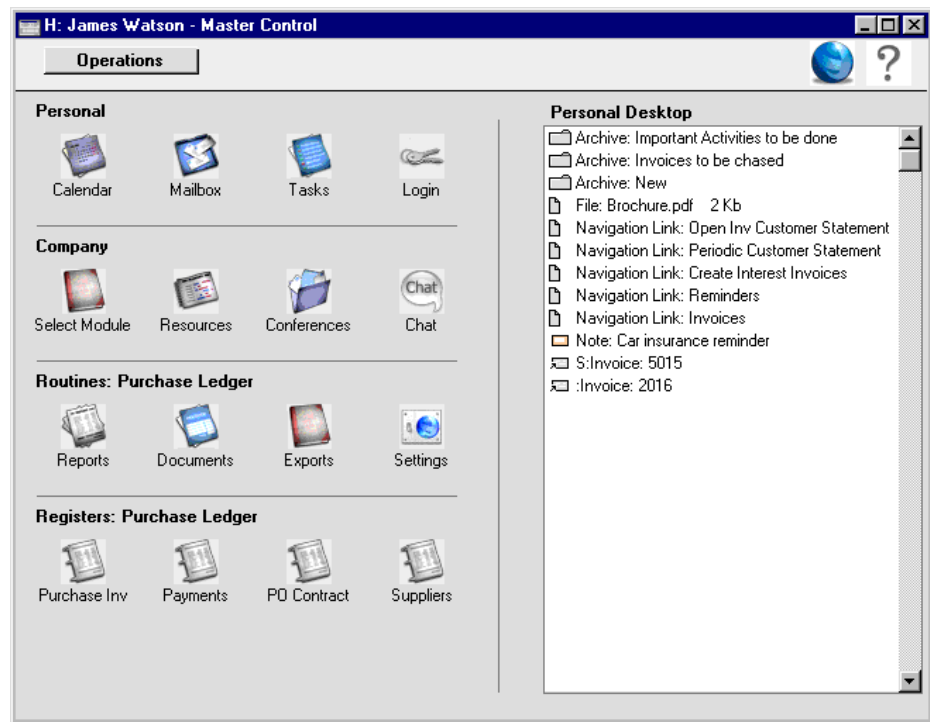
## Removing Items from your Personal Desktop

To remove an item of any kind from your Personal Desktop, highlight it and select 'Clear' from the Edit menu.

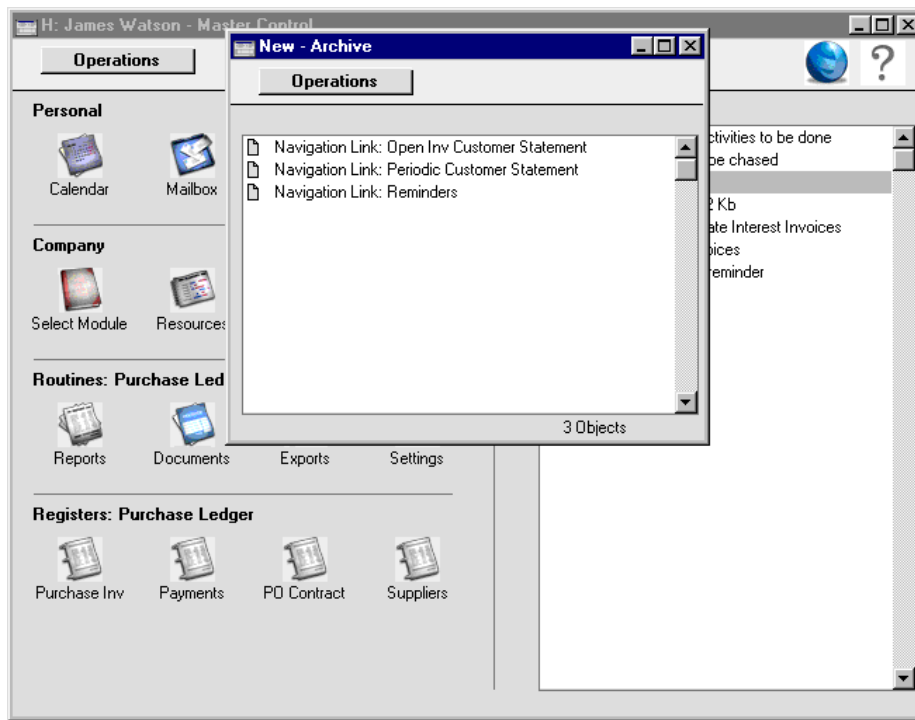
## Organising Items from your Personal Desktop: Archives

When you have many items in your Personal Desktop, you can organise them into Archives. An Archive is a folder that can contain Attachments of all kinds, including other Archives.

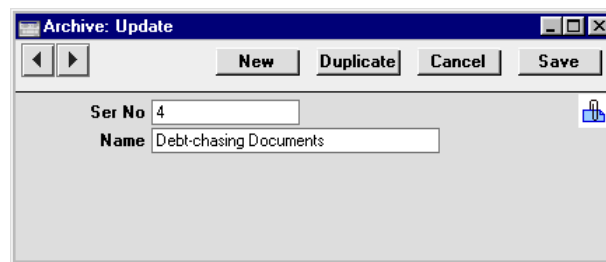
1. Bring the Master Control Panel to the front by clicking on it, by using the Ctrl-M/⌘-M keyboard shortcut or by selecting 'Master Control' from the File menu.
2. Select 'New Archive' from the Operations menu. A new Archive will appear at towards the top of the Personal Desktop, named "Archive: New".



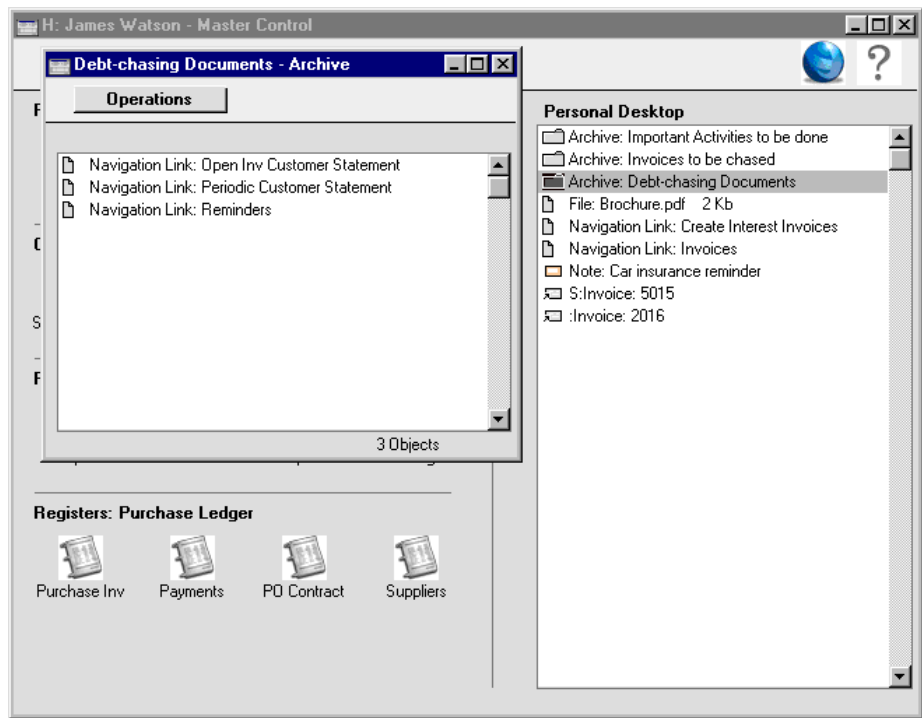
3. Move the relevant items into the Archive by dragging and dropping onto "Archive: New".
4. If you want to work with an item that is in an Archive, double-click the Archive. A new window is opened, listing the items that are in the Archive. This window has the same properties, features and functions as a list of Attachments, so you can work with it in the manner described in the 'Attachments' section above.



5. If you want to rename the Archive, first open it as described in step 4 above and then select 'Rename Archive' from the Operations menu.



Enter the new Name of the Archive and click [Save]. The new name will replace the text “New,” both in the title bar of the Archive and in the Personal Desktop—



6. You can remove an item from an Archive in one of two ways. First, you can drag it to the Personal Desktop or to another Archive. Otherwise, to remove the item altogether, click on it and select 'Clear' from the Edit menu.
7. To remove an Archive, click on it in the Personal Desktop and select 'Clear' from the Edit menu. You can only remove empty Archives. To empty an Archive, you must remove its contents item by item as described in step 6 above.

# Keyboard Shortcuts

Menu	Function	Windows/Linux	Macintosh
File Menu	Company	Ctrl-O	⌘-O
	Master Control	Ctrl-M	⌘-M
	Exports	Ctrl-E	⌘-E
	Imports	Ctrl-Shift-I	⌘-Shift-I
	Reports	Ctrl-R	⌘-R
	Documents	Ctrl-D	⌘-D
	Settings	Ctrl-S	⌘-S
	Print (Printer Icon)	Ctrl-P	⌘-P
	Print Queue		⌘-T
	Quit	Ctrl-Q	⌘-Q
Edit Menu	Undo	Ctrl-Z	⌘-Z
	Cut	Ctrl-X	⌘-X
	Copy	Ctrl-C	⌘-C
	Paste	Ctrl-V	⌘-V
	Select All		⌘-A
	Select Row		⌘-H
Record Menu	Next ([▶] button)	PgDn	⌘-+
	Prev ([◀] button)	PgUp	⌘--
	OK ([Save], [Run] buttons)	Shift-Enter	Shift-Enter
	Cancel ([Cancel] button)		⌘-B
	New ([New] button)	Ctrl-N	⌘-N
	Duplicate ([Duplicate] button)	Ctrl-K	⌘-Y
	Delete		⌘-Shift-D
	Attachments		⌘-Shift-A
Registers Menu		Ctrl-1 to 8	⌘-1 to 8
Window Menu	Save Normal Position		⌘-Shift-S
	Restore Normal Position		⌘-Shift-T
Browse Window	Sort Column	Ctrl-Shift- -highlighted letter	⌘-Alt-
Record Window	OK check box on/off	Ctrl-Shift-O	⌘-Alt-O
	Paste Special	Ctrl-Return	⌘-Return
Other	Modify Linked Record	F2	⌘-Shift-V
	Close Window	Ctrl-F4	⌘-W
	Close All Windows	Use Window menu	Alt-Close Box
	Change Window	Ctrl-Tab	⌘-Shift-N



***Hansa Financials***  
***HansaWorld***

***Accounting***  
***Principles***

## Chapter 3: Accounting Principles

Managing your own business is often a rewarding undertaking, but with it come a number of obligations. One is the requirement to keep your accounts up to a certain standard. The legal requirements differ with the type of business and the country of operation, but regardless of these there can be great advantages in having your books in order. In this chapter some of the basic concepts used in accounting, and their integration into Hansa, are described.

### Internal and External Documents

There are two basic types of documents produced by an accounting system: external and internal documents. External documents, such as invoices, payment vouchers, VAT reports and tax returns, are produced because someone outside the business needs them. These are termed 'Documents' in Hansa. Internal documents are used inside your company to make decisions about different things. Examples are price information, sales statistics, credit limits, payment forecasts etc. These are termed 'Reports' in Hansa.

Accounting material should be handled with care. You need the information it provides to control and to develop your business, and you are also required by law to keep it up to date and archived in a certain way.

Both the reports handed in to authorities, banks etc. and those you make for your own use are based on a basic series of transactions. The records of these basic transactions (sales invoices, cash ledger vouchers, purchase invoices, bank statements, personnel records and loans) are found among the documents of any business.

## Transaction Records

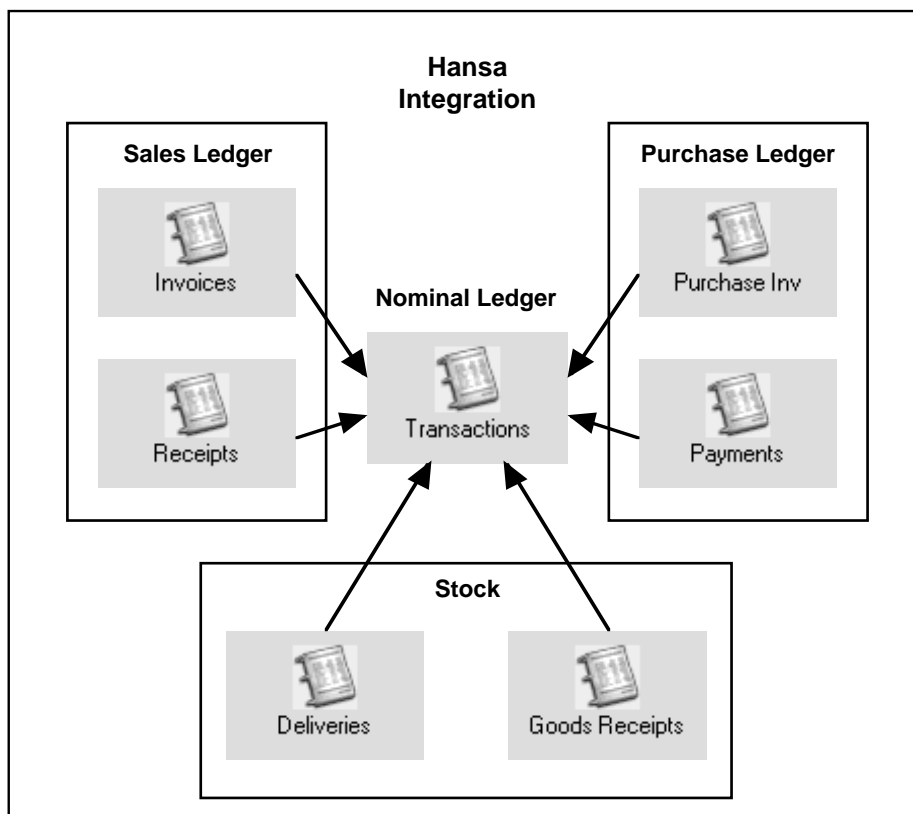
A transaction record is the proof of a transaction, e.g. a receipt for something you have bought, or a bank statement showing that an invoice has been paid by one of your customers. Every event in the business that involves its finances should be supported by a transaction record.

All financial events should be recorded in date order as they occur. When each event is recorded in the accounts, a transaction is created. The transaction classifies the event according to certain accounting rules, allowing the production of reports and the later recollection of the event. Transactions are recorded in a daily journal and each is distinguished by a unique sequence number. Their supporting documents (the hard copies of the transactions) are kept in a file, marked with the same sequence numbers (and with the date on which the transaction occurred). The transaction should also contain a code, or account, classifying its nature. This is where your Chart of Accounts comes in as a tool for the systematic recording of financial events.

### Transactions in Hansa

Hansa features a high level of integration between the different modules and the Nominal Ledger, where all transactions are recorded.

Whenever a transaction is processed in Hansa's Sales or Purchase Ledger, an equivalent Nominal Ledger Transaction is normally created automatically. For example, when an Invoice is approved and sent to a Customer, a Nominal Ledger Transaction is created automatically to post amounts to the Sales, Debtor and VAT Accounts. Simultaneously, the Sales Ledger and all reports are updated. Similarly, when a payment is received, the Sales Ledger is updated, and a Nominal Ledger Transaction updates the Debtor Account and the Bank or Cash Account as appropriate. In general terms, a record that causes a Nominal Ledger Transaction to be created (e.g. an Invoice or Stock Movement) is usually referred to as a "sub system record" or "sub system transaction" in Hansa and in these manuals.



Through a large number of settings and parameters, the user can set up the accounting environment so that the correct Sales Accounts, cost centres, Cost Accounts etc. are updated when necessary. The level of automation available is extensive, but Hansa also allows full manual control over the accounting environment. By default, when Hansa is installed, full integration is made available, but this can be partially or wholly switched off as required.



Below are described some of the more common sub system transactions.

### Sales Invoices

Invoices are demands for payment sent to Customers. They are created ('raised') in the Sales Ledger, which is also used to keep a record of how much is owed to your business by whom. The raising of an Invoice causes a Nominal Ledger Transaction to be created which debits the Debtor Account (which keeps a tally of how much your company is owed), credits a Sales Account (it is normal practice to maintain more than one Sales Account to keep a record of the sales of different types of product) and, in most cases,

credits a VAT Account. Once Invoices have been raised in the Sales Ledger, the creation of the Nominal Ledger Transaction is handled automatically in Hansa. Below is shown a typical such Transaction.

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 2004 Trans.Date 20/3/2003 Reference

Text 001 Against All Odds Trading Co, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	750		S/L Control	29.38		
2	199		Sundry Income		25.00	1
3	830		VAT Outputs Payable		4.38	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00      Total 29.38 29.38  
 Difference Base 2 0.00      Total 46.63 46.63

Hansa has a number of methods whereby the Accounts used in this Transaction can be chosen to reflect the accounting needs of different situations. The Debtor Account can be set according to the Customer or Customer Category, different Sales Accounts can be used for the various Item Groups or individual Items, and the VAT Account can be controlled through the VAT Code. In addition, Hansa can post to the Stock and Cost Accounts. The number of options is great, and they are described in detail in this section.

Each individual Invoice, when approved, determines how the consequent Nominal Ledger Transaction is to be structured. The Accounts used are chosen as follows—

#### *Sales Account*

The Sales Accounts in the Nominal Ledger are used to record the levels of sales of different types of Items. To determine which Account is to be used, clicking flip B when entering Invoices reveals that a Sales Account can be

specified for each row (in the column marked 'A/C'). Different Invoice rows can have different Sales Accounts.

When adding rows to an Invoice, Hansa places a default Sales Account in the A/C field. This default can be overwritten by the user. It is chosen as follows—

1. When an Item Code is entered, if there is a Price List shown on the 'Delivery' card of the Invoice and there is a record in the Price register for that Item/Price List combination, Hansa takes the Sales Account from there. If this Sales Account is blank, or there is no appropriate record in the Price register—
2. Hansa uses the Sales Account for the relevant Item (taken from the Item register). If this is blank—
3. Hansa uses the Sales Account from the Item Group specified for the Item. If this is blank, or if no Item Group has been specified for the Item, or if no Item Code has been entered to the Invoice row—
4. Hansa uses the Sales Account entered in the Account Usage S/L setting for the zone to which the Customer belongs. There are three zones (Domestic, EU and Export), and each can have a different Sales Account.

If the selected Account is missing from the Chart of Accounts, Hansa will display the error message: "Sales Account missing, check Account Usage S/L".

#### *VAT Account*

When entering Invoices, a VAT Code can be specified for each row. This code refers to a specific VAT Code record, which controls which VAT Account will be used by the subsequent Nominal Ledger Transaction (and also the rate at which VAT will be charged). VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

When entering Invoice rows, the VAT Code field (marked 'V-Cd', visible on flip B) may not be left blank. Hansa places a default in the field, chosen as follows—

1. The VAT Code is taken from the Customer register. Usually, you should only specify a VAT Code for an individual Customer if for some reason your usual VAT accounting method does not apply to them. If this is blank—
2. When an Item Code is entered, Hansa uses the VAT Code entered for the relevant Item in the Item register. If this is blank—

3. Hansa uses the VAT Code from the Item Group specified for the Item. If this is blank, or if no Item Group has been specified for the Item, or if no Item Code has been entered to the Invoice row—
4. Hansa uses the VAT Code entered in the Account Usage S/L setting for the zone to which the Customer belongs.

If the selected VAT Code is missing from the VAT Codes setting, Hansa will display the error message: “Code not registered”.

#### *Debtor Control Account*

When generating a Nominal Ledger Transaction from an Invoice, the Debtor Account used is not determined from the Invoice itself (unlike the Sales and VAT Accounts described above). Instead, it is determined as follows—

1. A Debtor Account can be specified for the Customer Category to which the Customer belongs. If this is blank, or if no Customer Category has been specified—
2. Hansa uses the Debtor (or, if the Invoice is a cash Invoice, the Cash) Account entered in the Account Usage S/L setting.
3. If the Customer is marked as an “On Account” Customer and the Invoice has been allocated to an “On Account” Receipt, the On Account A/C entered in the Customer Category or the Account Usage S/L setting (in order of priority) will be used.

If the Account reference used refers to a non-existent Account, Hansa will display the error message: “Debtor Account missing, check Account Usage S/L”.

#### *Stock Account and Cost Account*

When goods are sold from stock, Hansa can generate Nominal Ledger postings for the cost of goods, and for the stock outtake (‘Cost Accounting’). This can be determined to occur when Invoices are approved or when Delivery Notes are approved.

For cost accounting transactions to take place, the Items concerned must be stocked Items. If cost accounting transactions are set to be created when Invoices are approved, this will mean that, in addition to posting to the Sales, VAT and Debtor Accounts, Nominal Ledger Transactions generated from Invoices will debit the specified Cost Account and credit the specified Stock Account. Further settings controlling the operation of cost accounting are discussed in the ‘Stock Module’ chapter in Volume 3 of this manual.

The Cost of Goods Account debited by such transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option is off, the Cost Account for the Item is used. This option is to be found in the Cost Accounting setting in the Stock module. If it is in use, the Cost Account specified on the 'A/C' card of the Item Group to which the Item belongs is used.
2. In all other circumstances (e.g. the Cost Account for the Item or Item Group is blank), the Stock Cost Account specified on card 5 of the Account Usage S/L setting is used.

The Stock Account credited by such transactions is determined as follows—

1. The Stock Account specified for the stock Location is used. If this is blank, or if no stock Location is specified—
2. If the Use Item Groups for Cost Accounts option is on, the Stock Account specified on the 'A/C' card of the Item Group record is used.
3. In all other circumstances, the Stock Account specified on card 5 of the Account Usage S/L setting is used.

Various models are available by which the value of the cost accounting transaction can be calculated (for example, cost price, FIFO price, weighted average cost price). A different cost model can be used for each Item Group, or a single default cost model can be used. Full details can be found in the section describing the Cost Model setting in the 'Sales Ledger' chapter in Volume 2.

If any of the Account Numbers refers to a non-existent Account, Hansa, in attempting to generate the Nominal Ledger Transaction, will display the error message: "Transaction could not be generated. Check settings".

#### *Round-off Account*

If Hansa's option for rounding the Invoice amount to the nearest monetary unit (Euro, Pound etc.) is used, a Round-off Account must be entered in the Account Usage S/L setting. To switch this option on, use the Round Off and Currency Round Off settings in the System module.



#### **Receipts**

When a Customer makes a payment against an Invoice, the transaction is known as a Receipt. In the Nominal Ledger, the raising of a Receipt credits the Debtor Account and debits the Bank or Cash Account. As with Invoices, Receipts are usually entered in the Sales Ledger, where they are allocated against the appropriate Invoice(s), and the consequences in the Nominal



Ledger are handled automatically. Normally, a Receipt will generate a Nominal Ledger Transaction like this—

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 2033 Trans.Date 19/4/2003 Reference

Text Cheque

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	700		Cheque	29.38		
2	750		2004 Against All Odds Trading Co		29.38	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1  0.00 Total  29.38  29.38  
 Difference Base 2  0.00 Total  46.63  46.63

In generating Nominal Ledger Transactions from Receipts, the Accounts used are selected as follows.

#### *Debtor Control Account*

The Debtor Control Account for the Invoice being paid will be transferred to the Receipt. For details of how this is calculated, please refer to the 'Debtor Control Account' section under 'Sales Invoices' above.

If the Receipt is not allocated against a specific Invoice (i.e. it is an 'On Account' Receipt), the On Account A/C entered in the Customer Category or the Account Usage S/L setting (in order of priority) will be credited.

#### *Bank or Cash Account*

The Cash or Bank Account posting will be determined from the Payment Modes setting, available in the Sales and Purchase Ledgers. This is used to store different payment methods, such as cheque, cash, credit card. Each payment method can be attached to a different Account, perhaps reflecting the usage of different bank accounts for each type of payment.

If a payment is received in a foreign currency, the Rate Loss, Rate Gain and Rate Round Off Accounts will be used. Cash discounts will be booked to the relevant Cash Discount Accounts, and write-offs from the Sales Ledger will use the Write Offs Account. All these accounts are specified in the Account Usage S/L setting.



If any of the Account Numbers refers to a non-existent Account, Hansa, in attempting to generate the Nominal Ledger Transaction, will display the error message: "Transaction could not be generated. Check settings".

### **Purchase Invoices**

A Purchase Invoice is a demand for your company to make a payment. It will usually be recorded in the Purchase Ledger, which is used to monitor these invoices and to record payments against them. The Purchase Ledger allows you to find out how much money you owe to your creditors, and you can use it to make a forecast of future payments.

Most transactions in the Purchase Ledger mirror similar transactions in the Sales Ledger. Therefore, as with a Sales Invoice, a Nominal Ledger Transaction created from a Purchase Invoice will normally affect three Accounts: the Creditor Account will be credited, a Purchase Account will be debited and, in most cases, the VAT Account will also be debited. Defaults for the Accounts affected are taken from the Account Usage P/L setting, and they are selected according to the priority rules described below.

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 4043 Trans.Date 1/4/2003 Reference

Text 503 UK Trading Company Ltd, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	220		Purchase Type 3	38.30		1
2	831		VAT Inputs Receivable	6.70		
3	800		P/L Control		45.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 45.00 45.00

Difference Base 2 0.00 Total 71.42 71.42

### Purchase Account

The Purchase Accounts in the Nominal Ledger are used to record the levels of purchases of different types of Items. To determine which Account is to be used, when entering Purchase Invoices, a Purchase Account should be typed in to each row (in the column marked 'A/C'). Different rows can have different Purchase Accounts.

When adding rows to a Purchase Invoice, Hansa can in some instances offer a default Purchase Account in the A/C field, taken from the Cost Account specified on the 'Accounts' card of the Supplier record. You might specify such a default for Suppliers of services (such as electricity or telephone services), whose Purchase Invoices are always posted to the same Account.

When Purchase Invoices are created from Purchase Orders, the Purchase Account for each row will depend on the set of Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting in the Purchase Ledger. These options operate in the following manner—

### Consolidate Items to Supplier Cost Account

The ordered Items are grouped together on a single row on the Invoice indicating that they are to be posted to the

same Cost Account (taken from the Cost Account on the 'Accounts' card of the Supplier record). If the Items on the Purchase Order have different VAT Codes, there will be a separate row on the Invoice for each VAT Code.

#### **Consolidate by Items and Project**

The Purchase Invoice will feature a separate row for each received Item/Project combination on the Purchase Order. The Cost Accounts will be the Purchase Control Account for the Item Groups to which the Items belong (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use) or that on card 5 of the Account Usage S/L setting.

#### **Transfer Each Row Separately**

Each ordered Item will have its own row on the Invoice. The Cost Accounts will be the Cost Account on flip B of the Purchase Order, the Purchase Control Account for the Item Groups to which the Items belong (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use) or that on card 5 of the Account Usage S/L setting.

#### **VAT Account**

When entering Purchase Invoices, a VAT Code must be specified for each row. This code refers to a specific VAT Code record, which controls which VAT Account will be used by the subsequent Nominal Ledger Transaction (and also the rate at which VAT will be charged). VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

When entering Purchase Invoice rows, the VAT Code field (marked 'V-Cd') may not be left blank. The default is placed in this field as follows—

1. Hansa uses the VAT Code specified in the Supplier register. If this is blank—
2. Hansa uses the VAT Code specified for the Account. If this is blank—
3. The VAT Code specified in the Account Usage P/L setting is used.

Although VAT Codes can be specified for both Suppliers and Accounts (as described in points 1 and 2 above), it is important you do not mix these methods of setting default VAT Accounts.

If the selected VAT Code is missing from the VAT Codes setting, Hansa will display the error message: "Code not registered".

### *Creditor Control Account*

When generating a Nominal Ledger Transaction from a Purchase Invoice, the Creditor Account is determined as follows—

1. Hansa uses the Purchase Ledger Control Account specified in the Supplier record. If this is blank—
2. A Creditor Account can be specified for the Supplier Category to which the Supplier belongs. If this is blank, or if no Supplier Category has been specified—
3. Hansa will use the default Creditor (or, if the Invoice is a cash Invoice, the Cash) Account entered in the Account Usage P/L setting.
4. If the Supplier is marked as an “On Account” Supplier and the Invoice has been allocated to an “On Account” Payment, the On Account A/C for the Supplier, the Supplier Category or that entered on card 2 of the Account Usage P/L setting (in order of priority) will be used.
5. If the Prel. Book check box on the Purchase Invoice is switched on, a preliminary creditors account will be used, taken from the Account Usage P/L setting. When the Purchase Invoice is finally approved, this preliminary transaction will be replaced with a final transaction, using the correct Creditor Account determined as above.



Note: the Creditor Account selected following steps 1-3 above is displayed on the ‘Other’ card of the Purchase Invoice, where it can be replaced with an *ad hoc* Account if necessary.

If any of the selected Accounts is missing from the Chart of Accounts, Hansa will display the error message: “Creditor Account missing. Check Account Usage P/L” or, if step 5 above applies, “Preliminary Account not found, check Account Usage P/L”.

## Payments

A Payment is the Purchase Ledger equivalent of a Receipt: it is the transaction which occurs when you pay a supplier's Purchase Invoice. In the Nominal Ledger, the raising of a Payment debits the Creditor Account and credits the Bank or Cash Account. Payments are usually entered in the Purchase Ledger, where they are allocated against the appropriate Invoice(s), and the consequences in the Nominal Ledger are handled automatically. Normally, a Payment will generate a Nominal Ledger Transaction like this—

**Transaction: Inspect**

Operations   **New Duplicate Cancel Save**

No. 5068 Trans.Date 30/5/2003 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		4043 503 UK Trading Company Ltd	45.00		
2	700		Cheque		45.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 
 Total

Difference Base 2 
 Total

In generating Nominal Ledger Transactions from Payments, the Accounts used are selected as follows.

### *Creditor Control Account*

The Creditor Control Account for the Purchase Invoice being paid will be transferred to the Payment. For details of how this is calculated, please refer to the 'Creditor Control Account' section under 'Purchase Invoices' above.

If the Payment is not made against a specific Purchase Invoice (i.e. it is an 'On Account' Payment), the On Account A/C entered in the Supplier Category or the Account Usage P/L setting (in order of priority) will be debited.

### ***Bank or Cash Account***

The Bank or Cash Account posting will be determined from the Payment Modes setting, available in both the Sales and Purchase Ledgers. This is used to store different payment methods, such as cheque, cash, credit card. Each payment method can be attached to a different Account, perhaps reflecting the use of different bank accounts.

If a payment is received in a foreign currency, the Rate Loss, Rate Gain and Rate Round Off Accounts will be used. Cash discounts will be booked to the relevant Cash Discount Accounts. All these accounts are specified in the Account Usage P/L setting.

If any of the Account Numbers refers to a non-existent Account, Hansa, in attempting to generate the Nominal Ledger Transaction, will display the error message: "Transaction could not be generated. Check settings".

### **Expenses**

The Expenses module functions as a creditors/debtors ledger for employees. Advances and settlements are recorded for each individual, and Hansa generates transactions for each event. To use the Expenses ledger, each Person must be assigned an account in the Nominal Ledger. Normally, one Account will be used for all employees, the individuals being separated with the help of Objects (see below). Its Account Number is entered on the 'Bonus' card of each Person record. Expenses are booked in exactly the same manner as in the Purchase Ledger, and advances or settlements are recorded in a similar manner to Payments.

### **Credits and Loans**

Most companies have one or more loans, and you must keep records of the management of the loans, i.e. interest payments, instalments etc.



### **Stock**

In every business where stocks are kept, there are by necessity differences between recorded stocks, physical stocks and stock values, for the simple reasons that things break or disappear or that mistakes are made in shipping, recording etc. In Hansa, stock values are kept both in the Stock module and as Account balances in the Nominal Ledger. To have absolute agreement between FIFO stock levels and Nominal Ledger Stock Account balances is very difficult, and every business must decide for itself how important it is to minimise differences. There is a price to be paid for precision. The smaller the tolerance for errors, the greater the control apparatus will be, and the greater the cost. There is a trade-off of control costs against precision that every company must decide for itself.

The Stock module contains separate registers for Goods Received, Deliveries, Stock Movements (internal stock transfers between Locations) and Stock Depreciations. Whenever you enter and approve a new record in any of these registers, the physical stock levels of the Items involved and the stock valuation in the Nominal Ledger are both updated automatically. In the second case, each stock record causes a Nominal Ledger Transaction to be generated, thus updating the stock valuation in the Nominal Ledger. Stock levels and valuations can also be updated automatically from Invoices.

Hansa's Stock module basically uses the FIFO ('First In First Out') principle for stock calculations. Illustrated below is an example Goods Receipt, recording the arrival of three units of Item 10118 into stock at a price of 4.00 each—

**Goods Receipt: Inspect**

Operations   New Duplicate Cancel Save

No. 6035 Trans. Date 11/8/2003  
 Sup. No. 503 Name UK Trading Company Ltd  
 Pur. Order No. Location

Comment Items Currency Extra Costs

Comment  
 Objects PO Contract ☐ Price Incl VAT



	Item	Qty	Description	Unit Price	Cost Price	Sum
1	10118	3	Personal Stereo	4	4	12
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Qty 3.00 Freight 0 Customs 0 Cost Price 12  
☒ OK Sub Total 12 VAT 0 Total 12



This is the Nominal Ledger Transaction generated by the Goods Receipt, which updates the stock valuation in the Nominal Ledger with the value of the goods received into stock—

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 6035 Trans. Date 11/8/2003 Reference

Text 503 UK Trading Company Ltd, GBP



	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	12.00		
2	805		P/L Suspense a/c		12.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1  Total    
 Difference Base 2  Total

When goods are received, the Stock Account is debited with the cost of goods, and a Creditor Suspense Account (usually given the term “Purchase Control Account” in these manuals) is credited until the Purchase Invoice arrives. The Stock Account used is that specified in the Locations setting in the Stock module or, if that is blank, the Stock Account specified on card 5 of the Account Usage S/L setting.

Depending on local accounting conventions, purchase costs, VAT, freight and customs costs can be added to the stock value in the Goods Receipt record, or left out until the Purchase Invoice arrives. If they are added at the time of receipt into stock, their values will be added to the Stock Account, and credited against the Freight and Customs Cost Accounts specified on card 5 of the Account Usage S/L setting—

**Transaction: Inspect**

Operations   **New Duplicate Cancel Save**

No. 6027 Trans.Date 1/4/2003 Reference

Text 504 Estonian Export, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	110.00		
2	805		P/L Suspense a/c		100.00	
3	290		Cost of Carriage & Packing		5.00	
4	298		Customs Costs		5.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 
 Total

Difference Base 2 
 Total

The FIFO value of each Item is the value entered in the relevant Goods Receipt, and you can decide which valuation method (e.g. FIFO, Cost Price, Weighted Average) you want to use. After receiving two more shipments of Item 10118 into stock, the Stock List report illustrated below provides a stock valuation using the individual FIFO values from the relevant Goods Receipts—

Stock List					
Operations			Search		
Stock List Radio Import/Export Ltd			Hansa, Print date: 30/8/2003 15:06 Items 10118 All Groups Exchange Rates at Goods Receipt Method: FIFO		
Item No	Name		Balance	P-Price	Unit Value
10118	Goods Receipt				
	Personal Stereo				
	PURCH.6037	17/8/2003	8.00	5.15	41.20
	PURCH.6036	13/8/2003	15.00	5.15	77.25
	PURCH.6035	11/8/2003	3.00	4	12.00
			26	5.0173	130.45
			26		130.45



When goods are sold, stock balances are reduced and the Stock Account is credited. Normally Hansa will use the FIFO value for crediting stock and for debiting a Cost of Goods Account.

In the following example, we will sell and ship all 26 units of Item 10118. In the Delivery record that records this shipment, the total FIFO value of these 26 units is placed automatically in the Row FIFO field on flip C—

Delivery: Inspect																																																																																																															
Operations			New Duplicate Cancel Save																																																																																																												
Del. No.	960108	Del. Mode		Class																																																																																																											
Order No.	1000011	Objects		Address																																																																																																											
Del. Date	20/8/2003	Location		Sorting																																																																																																											
Cust. No.	001	Name	Against All Odds Trading Co																																																																																																												
<input type="checkbox"/> Tel. Message		<input type="checkbox"/> Customer's Address																																																																																																													
<div>Items Address Packaging Freight</div> <table border="1"> <thead> <tr> <th></th> <th>Item</th> <th>Description</th> <th>Recipe</th> <th>Row FIFO</th> <th>Base Price</th> <th>Coeff</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10118</td> <td>Personal Stereo</td> <td></td> <td>130.45</td> <td>20.00</td> <td></td> </tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>								Item	Description	Recipe	Row FIFO	Base Price	Coeff	1	10118	Personal Stereo		130.45	20.00		2							3							4							5							6							7							8							9							10							11							12							13							14						
	Item	Description	Recipe	Row FIFO	Base Price	Coeff																																																																																																									
1	10118	Personal Stereo		130.45	20.00																																																																																																										
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<input checked="" type="checkbox"/> OK    Del. Qty 26.00    Comment																																																																																																															

This total FIFO value will be the figure credited to the Stock Account and debited to the Cost of Goods Account in the Nominal Ledger Transaction created when the Delivery is approved—

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 960107 Trans.Date 3/7/2003 Reference

Text 001 Against All Odds Trading Co

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	240		Stock Cost Account	130.45		
2	740		Stock Valuation		130.45	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 
 Total

Difference Base 2 
 Total

The Item History report in the Stock module shows that this total FIFO value is calculated using the average FIFO value per unit of the Items sold—

Item History						
Operations						
Item History Radio Import/Export Ltd			Hansa, Print date: 30/8/2003 15:19 Period 1/8/2003 : 30/8/2003 Items 10118 Invoices, Deliveries, Purchases, Stock Transactions, Productions Stock Depreciation , Work Sheet, Return Goods , Invoices, Stock Transactions With Amounts Don't show Quantity 2			
Date	Type	No	Location	Qty	P-Price	Sum
10118		Personal Stereo				
	Fwd Balance			0		10
11/8/2003	G.Rec.	6035		3	4	12
13/8/2003	G.Rec.	6036		15	5.15	77.25
17/8/2003	G.Rec.	6037		8	5.15	41.2
20/8/2003	Deld	960108/1000011		-26	5.01731	-130.45
				0		10
				0		
						10.00



In this case, because we sold our entire stock, there is no difference between the stock value and the Stock Account value.

In the following example, we have received into stock twenty units of Item 10119 using two separate Goods Receipt records. The first Goods Receipt shows that ten units were purchased at a price of 8.00 per unit, and the second shows that ten were purchased at a price of 9.00 per unit—

Stock List					
Operations					
Stock List Radio Import/Export Ltd			Hansa, Print date: 30/8/2003 15:33 Items 10119 All Groups Exchange Rates at Goods Receipt Method: FIFO		
Item No	Name		Balance	P-Price	Unit Value
	Goods Receipt				
10119	Moving Magnet Cartridge				
	PURCH:6040	17/8/2003	10.00	9	90.00
	PURCH:6039	16/8/2003	10.00	8	80.00
			20	8.5	170.00
			20		170

We will deliver 12 units of Item 10119. In the Delivery record, their total FIFO value is shown on flip C to be 98.00 (i.e. 8.1667 per unit)—

**Delivery: Inspect**

Operations   New Duplicate Cancel Save

Del. No. 960109 Del. Mode Class  
 Order No. 1000012 Objects Address  
 Del. Date 18/8/2003 Location Sorting  
 Cust. No. 001 Name Against All Odds Trading Co  
☐ Tel. Message ☐ Customer's Address



**Items** Address Packaging Freight

	Item	Description	Recipe	Row FIFO	Base Price	Coeff	
1	10119	Moving Magnet Cartridge		98	25.00		A
2							B
3							C
4							D
5							E
6							F
7							
8							
9							
10							
11							
12							
13							
14							

☒ OK Del. Qty 12.00 Comment

Again, this total FIFO value will be the figure credited to the Stock Account and debited to the Cost of Goods Account in the Nominal Ledger Transaction created when the Delivery is approved—

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 960109 Trans.Date 18/8/2003 Reference

Text 001 Against All Odds Trading Co

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	240		Stock Cost Account	98.00		A
2	740		Stock Valuation		98.00	B
3						C
4						D
5						E
6						F
7						G
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1  0.00 Total  98.00  98.00

Difference Base 2  0.00 Total  155.56  155.56

The price per unit in the Delivery and consequent Nominal Ledger Transaction in this example is calculated on a strict FIFO basis. This dictates that the units shipped were all ten of those purchased at the earlier price (8.00 per unit) and two of those purchased at the later price (9.00), as follows—

$$\frac{(10 \times 8) + (2 \times 9)}{12} = 8.1667$$

This is shown when the Item History report is recalculated after the Delivery has been made—

Item History						
Operations			Search			
Item History			Hansa, Print date: 30/8/2003 15:40			
Radio Import/Export Ltd			Period 1/8/2003 : 30/8/2003			
			Items 10119			
			Invoices, Deliveries, Purchases, Stock Transactions, Productions			
			Stock Depreciation, Work Sheet, Return Goods, Invoices, Stock Transactions			
			With Amounts			
			Don't show Quantity 2			
Date	Type	No	Location	Qty	P-Price	Sum
10119	Moving Magnet Cartridge					
	Fwd Balance			0		0
16/8/2003	G.Rec.	6039		10	8	80
17/8/2003	G.Rec.	6040		10	9	90
18/8/2003	Deld	960109/1000012		-12	8.16667	-98
				8		72
				8		
						72.00



The Stock List now values the remaining eight units at 9.00 each, the purchase price per unit in the second Goods Receipt record—

Stock List					
Operations			Search		
Stock List			Hansa, Print date: 30/8/2003 22:11		
Radio Import/Export Ltd			Items 10119		
			All Groups		
			Exchange Rates at Goods Receipt		
			Method: FIFO		
Item No	Name		Balance	P-Price	Unit Value
10119	Goods Receipt				
	Moving Magnet Cartridge				
	PURCH:6040	17/8/2003	8.00	9	72.00
			8	9	72
			8		72

In Hansa, Deliveries are always created from Orders. Included in each Order record (in the bottom left-hand corner) is a Gross Profit figure. This is calculated using the standard Cost Prices of the Items on the Order, not their FIFO values. In this example, the standard Cost Price per unit of Item 10119 is 10.00—



**Order: Inspect**

Operations   New Duplicate Cancel Save

No. 1000012 Name Against All Odds Trading Co  
 Customer 001 ☐ Closed ☐ Reserved

Date Items Currency Del Terms Inv. Addr Del. Addr


Date 3/7/2003 Planned Del. Despatch Time 00:00:00  
 Pay. Terms 30 Salesman JNW  
 Our Ref. Attn. Joseph Conrad  
 Object Cust. Ord. No.

Item	Qty	Description	Unit Price	%	Sum
1	10119	12 Moving Magnet Cartridge	25.00		300.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Total GP 180.00 Freight VAT 52.50 Sub-Total 300.00  
 Currency GBP GP % 60.0 Base 352.50 TOTAL 352.50

This Cost Price is also used in the GP, Orders report in the Sales Orders module—

**Gross Profit, Order**

Operations  Search

Gross Profit, Order Hansa, Print date: 30/8/2003 15:42  
 Radio Import/Export Ltd Period 1/1/2003 : 31/12/2003  
 Detailed Orders 1000012  
 All Customers  
 All Salesmen

No	Date	Sum	Profit	GP%
1000012 JNW	3/7/2003 30			
001	Against All Odds Trading Co			
10119	12 Moving Magnet Cartridge	300.00	180.00	+60%
		300.00	180.00	+60%
Total		300.00	180.00	+60%

You can have the standard Cost Price of each Item updated to be the last actual purchase price (the one used in the most recent Goods Receipt record). This can be done using two methods—

1. The Stock module contains an 'Update Item Cost Price' Maintenance function. This is not an automatic function: it is your decision whether and when to use it. Each time you run this function, it will transfer the last purchase price to the Cost Price field of each Item record.
2. If you would like the Cost Price of an Item to be updated automatically with the latest purchase price each time a Goods Receipt is entered and approved, use one of the Update Cost Price At Purchase options in each Item record ('Costs' card).

In the example above, the Gross Profit of the Order would have been reduced by 12 if the Cost Price of Item 10119 had been updated using either method before the Order record was created.

## Chart of Accounts

Accounts are the Nominal Ledger headings by which you classify all financial transactions: each Nominal Ledger Transaction described above posts to two or more Accounts. In fact each Nominal Ledger Transaction can be defined by which Accounts these are. The organisation of these Accounts is known as a 'Chart of Accounts': a systematic list of how assets, liabilities, income and expenses are to be classified and thus the basis for your accounting reports. The logic used in the classification determines the usefulness of your reports, and the drawing up of a satisfactory Chart of Accounts requires careful consideration.

In designing a Chart of Accounts, it is usual practice to group Accounts together according to type. For example, all Sales Accounts should have similar codes, different Bank Accounts should have similar codes and so on. This will ensure that they appear together in reports. Room should be left so that new Accounts, the need for which is currently unforeseen, can be inserted in the right place. If your business develops into new products, for example, you should be able to create Sales Accounts for those new products with similar codes to the existing Sales Accounts.

In traditional accounting systems, the Chart is divided into account classes, following a decimal classification. Two or three classes are reserved for Balance Sheet Accounts, one class is normally reserved for internal accounting and year-end operations, and the remaining five or six classes are used for revenue and cost classification.

Typical Charts of Accounts, including that supplied as a template with Hansa, follow the model illustrated below. The Accounts are usually divided into two groups, named after the report in which they appear.

<b>Profit &amp; Loss</b>	This report shows the trading profit or loss of your business, usually at the end of a month or year.
<b>Balance Sheet</b>	This report shows the assets, liabilities and capital of your business at the moment of printing.

Hansa			
Sample Structure of Chart of Accounts			
	Description	Account Number Range	Account Type
<b><u>Profit &amp; Loss (P &amp; L)</u></b>	Sales	100-199	Income
	Cost of Sales	200-299	Expense
	Gross Profit = Sales - Cost of Sales		
	Overheads	300-599	Expense
	Net Profit = Gross Profit - Overheads		
<b><u>Balance Sheet</u></b>	Fixed Assets	600-699	Asset
	Current Assets	700-799	Asset
	Current Liabilities	800-899	Liability
	Net Current Assets = Current Assets - Current Liabilities		
	Long Term Liabilities	900-949	Liability
	Total Net Assets = Fixed Assets + Net Current Assets - Long Term Liabilities		
	Equity	950-999	Equity
	Profit/Loss Year To Date	Net Profit from P & L	Income
Total Net Assets = Equity + Profit/Loss Year To Date			



***Your Chart of Accounts should be drawn up in consultation with your accountant or financial adviser.***

## Objects

In traditional cost accounting, the classification of expenditure and the allocation of different expenses to departments, products, regions etc. is a well known problem area. In essence, there is a need to present management

reports in several different views or dimensions. Normally, there are three basic dimensions used in the accounting of any business—

- The **KIND** of income or expense - material, labour, transport, telephone etc.
- The **COST CENTRE**, i.e. the department or organisational unit that carries the responsibility for incurring the expense or realising the revenue.
- The **COST BEARER**, normally the output, product or service produced.

In some businesses, there is a requirement to add further dimensions that are not subdivisions of the above, such as geographical areas.

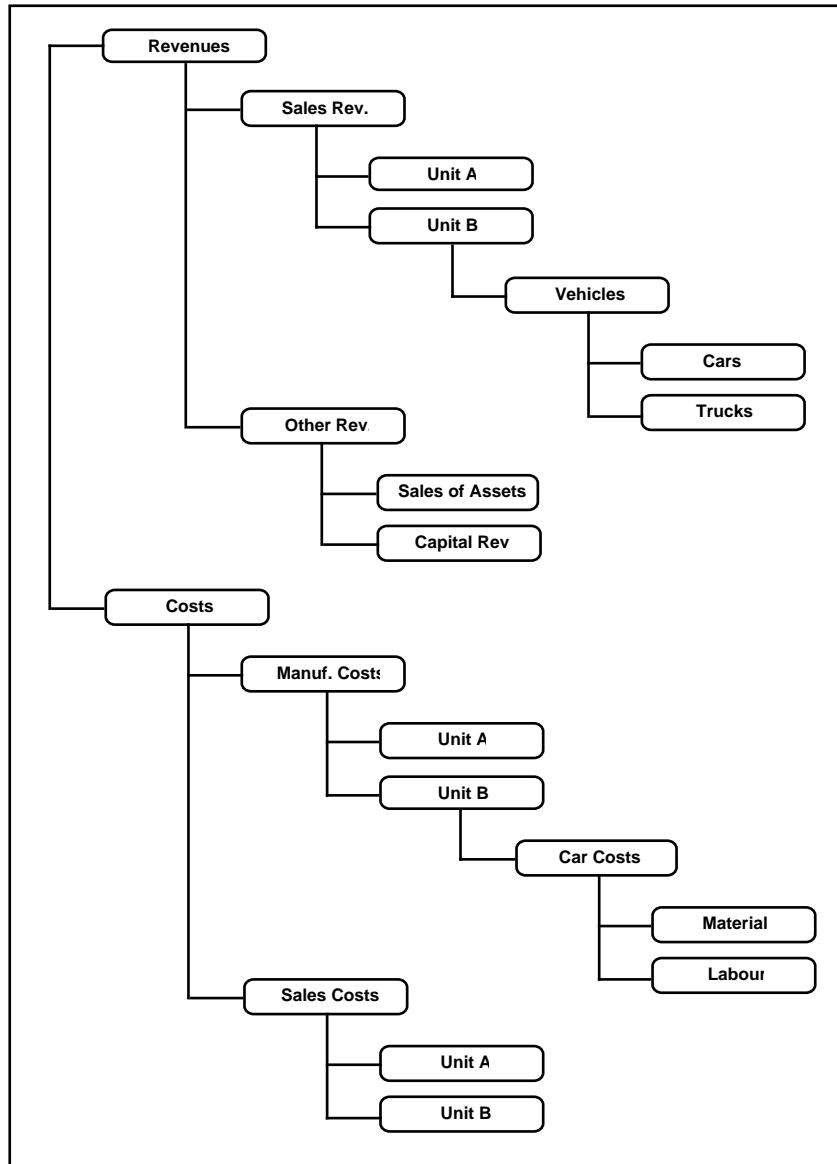
Conceptually, the accounting situation can be described as a three-dimensional table—

		Cost Centres				
		Unit A	Unit B	Unit C	Unit D	Total
Products	Cars	<b>Revenue</b> Sales 100 less Discounts 10 <b>Costs</b> Labour 40 GP 50 Sales & Distribution 10 Marketing 5 <b>GP2</b> 45	<b>Revenue</b> Sales 120 less Discounts 12 <b>Costs</b> Labour 40 GP 68 Sales & Distribution 10 Marketing 5 <b>GP2</b> 61	<b>Revenue</b> Sales 110 less Discounts 11 <b>Costs</b> Labour 40 GP 59 Sales & Distribution 10 Marketing 5 <b>GP2</b> 49		
	Trucks	<b>Revenue</b> Sales 120 less Discounts 12 <b>Costs</b> Labour 40 GP 68 Sales & Distribution 10 Marketing 5 <b>GP2</b> 61	<b>Revenue</b> Sales 120 less Discounts 12 <b>Costs</b> Labour 40 GP 68 Sales & Distribution 10 Marketing 5 <b>GP2</b> 61			
	Buses	<b>Revenue</b> Sales 120 less Discounts 12 <b>Costs</b> Labour 40 GP 68 Sales & Distribution 10 Marketing 5 <b>GP2</b> 61	<b>Revenue</b> Sales 120 less Discounts 12 <b>Costs</b> Labour 40 GP 68 Sales & Distribution 10 Marketing 5 <b>GP2</b> 61			
	Other					
	Total					
		<b>Revenue</b> Sales 100 less Discounts 10 Net Sales 90 <b>Costs</b> Material -12 Labour -13 <b>GP</b> 65 Sales & Distribution -18 Marketing -8 <b>GP2</b> 49				

In traditional accounting systems, the classification is done with the help of the Chart of Accounts. The Chart is divided into account classes, following a decimal classification. Two or three classes are reserved for Balance Sheet

Accounts, one class is normally reserved for internal accounting and year-end operations, and the remaining five or six classes are used for revenue and cost classification.

A Chart of Accounts is a list of Accounts. By definition it is one-dimensional. Through various means, the Accounts are divided into sub-classes down one or more levels, and the result is a hierarchical tree structure of classifications.



A result of the hierarchical tree structure classification is inevitably that cost type, profit centre and cost bearer classifications are scattered all over the Chart of Accounts. This makes the description of reports complicated and cumbersome, since data will have to be picked up individually from many different Accounts, in order to produce different types of “Functional” result reports.

To simplify the structure many accounting systems subdivide the “account string” into different parts, each indicating cost type, department, project, product etc. This is only a half-way solution. The only logically viable solution to truly multi-dimensional accounting is to use an “Object” classification in each accounting transaction. With this method, the Chart of Accounts contains account specifications for the *kind* of revenue, expenditure, asset, liability or equity. Each accounting transaction consists of an Account Number, an amount, a date, and one or more Object classifications. In the example above, a wages payment for trucks in Unit C would contain the following information—

Number	970001
Date	010198
Account	5102 Wages
Text	“Any written description”
Amount	Debit 15420.25
Objects	Unit C, Trucks

With this classification, it will be simple to show all transactions entered for a separate product, unit and cost type, or to show a profit and loss statement for a particular section of the business.

In the following section we will show how Hansa deals with this task.

### Objects in Hansa

Hansa supports the use of Objects, to allow your accounts to be classified and reported in several different categories or dimensions. Up to 30 Objects can be assigned to a row in a transaction: the Object field can contain up to 60 characters. When entering Objects, each Object Code is separated by a comma. It is recommended that Object Codes with at least two characters are used, placing a more usual limit of 20 Objects on each transaction row.

You can assign default Objects to Customers, Items, Suppliers, individual Invoices and Nominal Ledger entries. When an Object is assigned to a Customer, for example, Hansa will automatically assign that Object to all Nominal Ledger Transactions generated by Invoices made out to that

Customer. This gives you excellent possibilities to report for example sales per Object. In general, Objects are tools to improve the internal cost accounting capabilities in your business. You can use Objects in Autotransactions to create automatic cost distributions to products or profit centres for certain cost types.

Objects may be used as selection criteria in many reports. For example, if you have several profit centres in your business, and use Objects to separate income and expenditure for each of these, you may produce separate profit and loss statements for each profit centre. You can also print a Nominal Ledger report that is restricted to a particular Object. The report will then only show the transactions for each Account that have been classified with the selected Object.

All objects in Hansa can span several years. This is a consequence of Hansa's continuous database, where the end of year is simply a user-defined reporting interval. The Object balances are thus automatically transferred from one fiscal year to the next. This gives you the ability to keep track of the budget and results of an Object (e.g. a building project) for several years.

An Object can also be closed, to prevent further postings to it. Working in the Object register (in the Nominal Ledger or the System module), switch on the Closed check box to close it. If you want to open the Object again later, you simply click in the box again to remove the check.



It is a good idea to experiment with the Objects, Object Types and the various reports.



### Examples

The following Nominal Ledger Transaction shows the result of a Sales Invoice, where the Customer belongs to the “Unit A” Object and the Items belong to the “Cars” and “Trucks” Objects respectively. Each Item and Customer have thus been assigned an Object reflecting their position in the table illustrated at the beginning of this section.

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 2039 Trans.Date 3/7/2003 Reference

Text 001 Against All Odds Trading Co, GBP

Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1 750	UNITA	S/L Control	146.88		
2 199	TRUCKS,UNITA	Sundry Income		50.00	1
3 199	CARS,UNITA	Sundry Income		75.00	1
4 830		VAT Outputs Payable		21.88	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Difference Base 1 0.00      Total 146.88 146.88  
 Difference Base 2 0.00      Total 233.14 233.14

The two Profit & Loss reports illustrated overleaf show the Income Statement for two of the journal postings: those with the Object combinations “Unit A & Cars” and “Unit A & Trucks”, respectively. Some cost transactions have been added to make the example more complete.

Profit & Loss				Profit & Loss			
Operations				Operations		Search	
Profit & Loss		Hansa, Print date: 3/7/2003		Profit & Loss		Hansa, Print date: 3/7/2003 18:08	
Radio Import/Export Ltd		Period 1/1/2003 : 31/12/2003		Radio Import/Export Ltd		Period 1/1/2003 : 31/12/2003	
Last Reg Date 3/7/2003		Exact Notation in %		Last Reg Date 3/7/2003		All used accounts	
		Preliminary transactions included					
		Period	Accumulated			Period	Accumulated
Sales				Sales			
199	Sundry Income	75.00		199	Sundry Income	50.00	50.00
Total Sales		75.00		Total Sales		50.00	50.00
Cost of Sales				Cost of Sales			
210	Purchase Type 2	42.00		299	Sundry Costs	30.00	30.00
Total Cost of Sales		42.00		Total Cost of Sales		30.00	30.00
Gross Profit		33.00		Gross Profit		20.00	20.00
Net Profit		33.00		Net Profit		20.00	20.00

With a careful use of Object and Account definitions, Hansa allows you to allocate revenues and expenses in a logical way, in order to reveal the profitability pattern in the business. Most of the assigning of Objects is done automatically. Objects assigned to Customers, Suppliers and Items are automatically transferred to the Nominal Ledger Transactions.

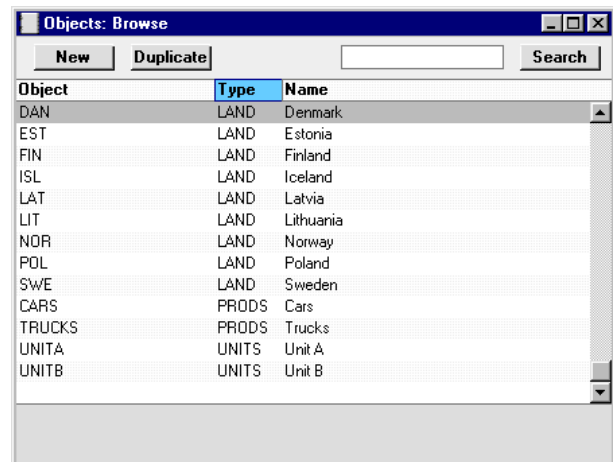
### Object Types

Objects that belong to the same type, e.g. departments or products, can be grouped together as Object Types. Several reports in Hansa can be produced for an Object Type.

In our example we have created the Object Types “PRODS” and “UNITS” (using the Object Types setting in the Nominal Ledger).

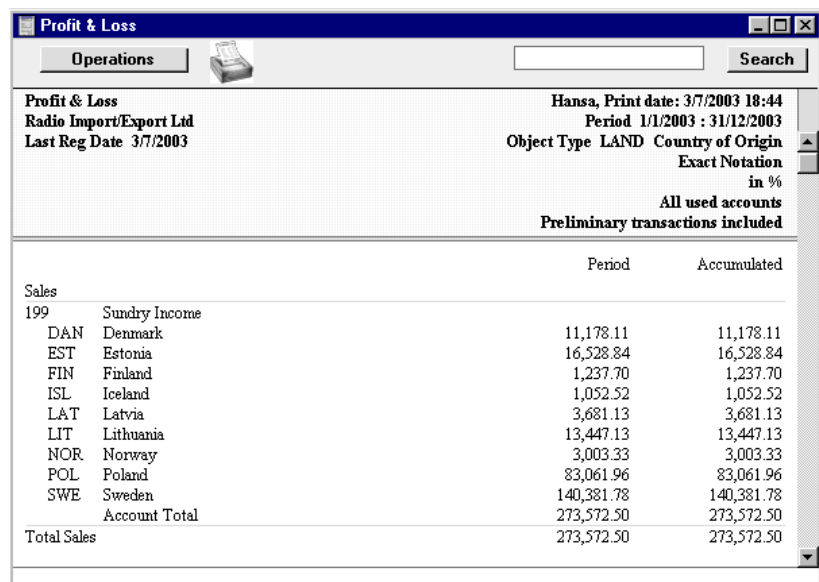
Object Types: Browse	
New	Duplicate
Search	
Code	Comment
LAND	Country of Origin
PRODS	Product Types
UNITS	Business Units

The following Objects are defined for the three Object Types—



Object	Type	Name
DAN	LAND	Denmark
EST	LAND	Estonia
FIN	LAND	Finland
ISL	LAND	Iceland
LAT	LAND	Latvia
LIT	LAND	Lithuania
NOR	LAND	Norway
POL	LAND	Poland
SWE	LAND	Sweden
CARS	PRODS	Cars
TRUCKS	PRODS	Trucks
UNITA	UNITS	Unit A
UNITB	UNITS	Unit B

All invoiced sales are recorded with an Object of the “LAND” Object Type (representing their country of origin). Here, we produce a Profit and Loss report for the “LAND” Object Type—

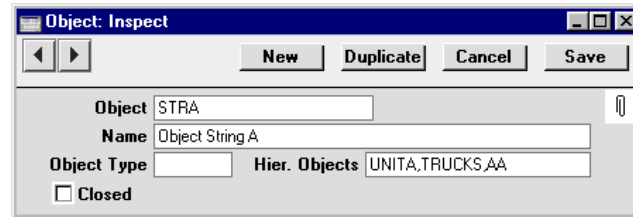


Sales		Period	Accumulated
199	Sundry Income		
DAN	Denmark	11,178.11	11,178.11
EST	Estonia	16,528.84	16,528.84
FIN	Finland	1,237.70	1,237.70
ISL	Iceland	1,052.52	1,052.52
LAT	Latvia	3,681.13	3,681.13
LIT	Lithuania	13,447.13	13,447.13
NOR	Norway	3,003.33	3,003.33
POL	Poland	83,061.96	83,061.96
SWE	Sweden	140,381.78	140,381.78
	Account Total	273,572.50	273,572.50
Total Sales		273,572.50	273,572.50

Similarly, ordering a report for an individual Account (the Nominal Ledger Report) and for one Object Type will list only Transactions for that Object Type. The Balance Sheet for the “LAND” Object Type will summarise the accounts receivable per country.

## Hierarchical Objects

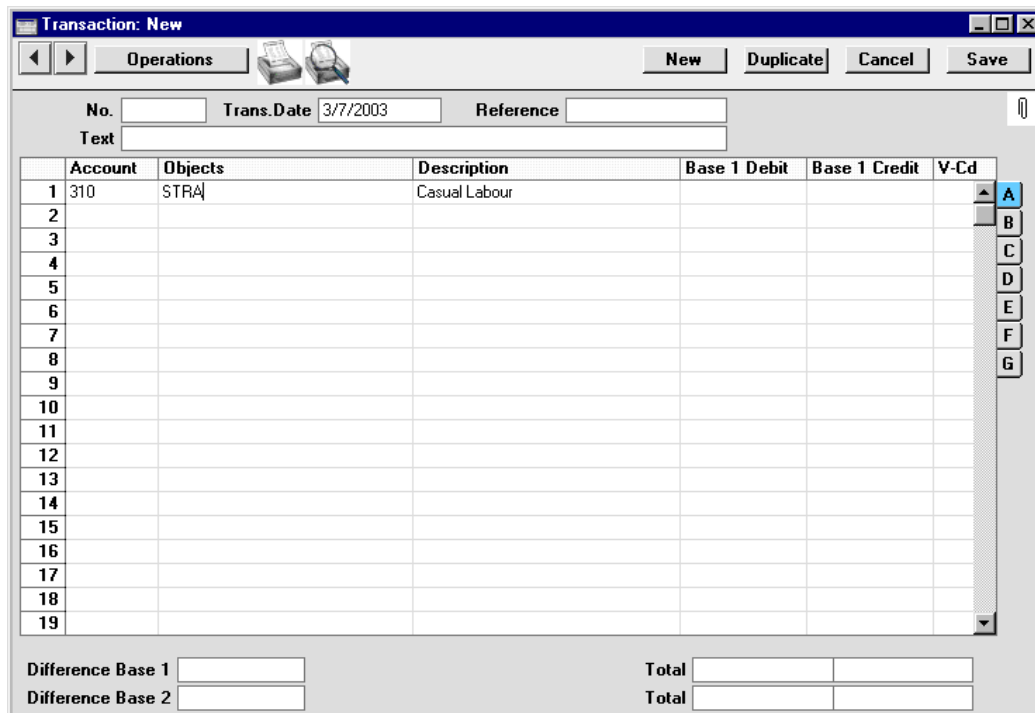
In order to simplify the assigning of Objects, hierarchical Objects can be used. It is possible to define a new Object that consists of a string or sequence of Objects as in the following example—



The 'Object: Inspect' dialog box contains the following fields and controls:

- Buttons: New, Duplicate, Cancel, Save
- Object: STRA
- Name: Object String A
- Object Type: (empty field)
- Hier. Objects: UNITA,TRUCKS,AA
- ☐ Closed

When you enter a Nominal Ledger Transaction using the “STRA” Object, it will be replaced by the string of Objects in the Hier. Objects field. In the example below, the “STRA” Object has just been entered.



The 'Transaction: New' dialog box contains the following fields and controls:

- Buttons: New, Duplicate, Cancel, Save
- No.: (empty field)
- Trans.Date: 3/7/2003
- Reference: (empty field)
- Text: (empty field)
- Operations: (button)
- Table with columns: Account, Objects, Description, Base 1 Debit, Base 1 Credit, V-Cd
- Table rows: 1 to 19
- Table data: Row 1: Account 310, Objects STRA, Description Casual Labour
- Buttons: A, B, C, D, E, F, G
- Summary fields: Difference Base 1, Difference Base 2, Total, Total

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	310	STRA	Casual Labour			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

As soon as you press the Tab key, the string of Objects from the definition will replace the Object typed—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	310	AA,STRA,TRUCKS,UNITA	Casual Labour			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1   
 Difference Base 2   
 Total    
 Total



This expansion of the hierarchical Object does not take place on screen when assigning Objects to a particular Invoice, Customer or Item, but it does take place when a Nominal Ledger Transaction is generated using that Invoice, Customer or Item. Therefore, whenever you look at the Invoice, you will see “STRA” in the example above, but when you look at the consequent Nominal Ledger Transaction you will see the full Object string. Note that the hierarchical “STRA” Object is listed in the Object string, a useful feature that allows you to work with several levels in your analysis.

Hierarchical Objects can be nested. i.e. one hierarchical definition can contain another—

Object:   
 Name:   
 Object Type:  Hier. Objects:   
☐ Closed

When the “STRB” Object is used, it will expand to the combined contents of “STRA” and “STRB”—

Transaction: New

Operations   New Duplicate Cancel Save

No.  Trans.Date 3/7/2003 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	310	AA,CARS,STRA,STRB,TRUCKS,UI▶	Casual Labour			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1  Total   
 Difference Base 2  Total

## Who needs to know about your business

There are several parties who have an interest in your accounts: you, other owners, creditors and banks, employees and not least the tax authorities. Your auditor's job is to certify your accounts on behalf of all the interested parties. He or she will check your books to certify that they give a "true and fair" representation of the state of affairs.

Sometimes it feels as if all this apparatus of reports and accounts is just too much trouble. Used in the right way, however, a good accounting system improves the control of the business. There are, indeed, more examples of companies that have failed because of bad accounting than of too good...

### Practical use of accounting information

Accounting information is useful in many situations. You can use it as a foundation for your budgeting, when you want to find out if a certain deal is profitable or not or to monitor the performance of a department, a market segment etc.

### Getting capital

From time to time you need to persuade banks or other financiers that your business is solid and profitable, e.g. when you need to borrow money for an investment. A good accounting system allows you to find the information they require quickly, and to make a credible presentation.

### Tax returns

Your accounts provide all the information needed to produce the different types of tax returns.

### VAT declaration

All VAT registered companies must produce a number of periodical reports, of which the VAT return is the most important. If you are above the threshold amount for trade within EU, there are some other reports that need to be made.

The VAT return comes from your accounts. It follows a prescribed format, and your accounts should reflect the VAT requirements, to make it easy to produce the report.



## The End of a Financial Year

At the end of the financial year, the books are closed and a new year is started. The final accounts are produced, the auditors will produce their report, and management will produce their report to the owners' annual meeting. After approval, in the case of limited companies, the annual report is filed with the registrar of companies.



To end a financial year and start a new one in Hansa, follow these steps—

1. If you are registered for VAT, the first step should be to print a VAT Report for the final quarter of the year (and separately for earlier quarters if this has not already been done).

VAT Report		
Operations		Search
<b>VAT Report</b> <b>Radio Import/Export Ltd</b> <b>Last Reg Date 11/11/2002</b>		<b>Hansa, Print date: 31/12/2002 18:54</b> <b>Period 1/10/2002 : 31/12/2002</b> <b>Preliminary transactions included</b>
OUT	Output Tax	3,137.00
ACQ	VAT on EC Acquisitions	0.88
NET	Net Output Tax	3,137.88
INP	Input Tax	1,760.31
PAY	Net VAT due to/from C&E	1,377.57
.	NET SALES	
SAL0	Net Sales (Zero Rate)	0.00
SAL1	Net Sales (Std Rate)	17,928.94
SAL2	Net Sales (Export)	0.00
SAL3	Net Sales (EU - Zero)	0.00
SAL4	Net Sales (EU - Std)	0.00
SALE	Net Sales (Exempt)	0.00
SALT	Total Net Sales	17,928.94
.	NET PURCHASES	
PURS	Net Purch (Std)	10,053.96
PURZ	Net Purch (Zero)	0.00
PURU	Net Purch (EU Acqn)	0.00
PURI	Net Purch (Oth/Impt)	0.00
PURE	Net Purch (Exempt)	0.00
PURM	Net Purch (Std - Net Purch)	0.00

2. For each quarter, you should then enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (835 in the Chart of Accounts supplied with Hansa). This Transaction would debit the VAT Outputs Payable Account (830) and credit the VAT Inputs Receivable Account (831), with a balancing posting to the VAT Payments Account. This Transaction must be entered within the quarter to which it belongs, preferably as the last Transaction of the period.

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 32 Trans.Date 31/12/2002 Reference

Text VAT 4th Quarter 2000

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	830		VAT Outputs Payable	3137.88		
2	831		VAT Inputs Receivable		1760.31	
3	835		Net VAT due to/from C&E		1377.57	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 3137.88 3137.88

Difference Base 2 0.00 Total 4980.76 4980.76

The amount payable/receivable can then be transferred to your bank account with a further Transaction when payment is made/received.

- Print out the following Nominal Ledger reports, using the whole year as the report period in each case. These will provide both a hard copy record of the year's business and the basis for the end-of-year work which will now be carried out by your auditors.

**Nominal Ledger** The Nominal Ledger report is an important part of the final accounts of a business. It is a list of every Transaction, classified by Account and listed in the order in which they were entered.

#### Transaction Journal

The Transaction Journal is a list of every Transaction, in Transaction Number order.

**Profit & Loss** The Profit and Loss report summarises the income and expenditure (and therefore the operating profit or loss) of the business during the fiscal year. The result shown on the Profit & Loss report should agree with ('balance') the result on the Balance Sheet.

**Balance Sheet** The Balance Sheet shows the financial status - at a particular point in time - of the company showing Assets, Liabilities and Equity capital.

### System Documentation

The System Documentation report describes the accounting system being used. This includes descriptions of the Chart of Accounts, accounting rules etc. This allows an outsider to understand how you have arrived at the final accounts.

4. Ensure your Chart of Accounts (i.e. Account register) includes an Account for Profit & Loss Year To Date. It should be defined as shown in the illustration—

The screenshot shows the 'Account: Inspect' dialog box with the following fields and options:

- Account:** 9998
- Name:** Profit/Loss YTD
- Misc** (selected tab) and **Texts** tabs.
- Auto. Trans.:** (empty field)
- VAT Code:** (empty field)
- Currency:** (empty field)
- SRU Code:** (empty field)
- Consolidation Acc:** (empty field)
- Accrual:** (empty field)
- Account Type:**
  - ☐ Asset
  - ☐ Liability
  - ☐ Equity
  - ☒ Income
  - ☐ Expense
- Normal Amount:**
  - ☒ Debit
  - ☒ Credit
  - ☐ Closed
  - ☐ Group Account
  - ☐ Reduce Minorities

5. The Account defined in step 4 above should not appear in the Definitions for your Profit & Loss or Trial Balance reports, but should be part of the profit calculation in the Balance Sheet. In the sample Chart of Accounts supplied with Hansa, this is line 100 of the Balance Sheet Definition. To check this, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

The following window opens—

No.	Text
10	Fixed Assets
20	Current Assets
25	Cash in Hand & at Bank
30	Stocks
35	Debtors
40	Total Current Assets
50	Current Liabilities
55	Creditors < 1 year
60	Net Current Assets
70	Long Term Liabilities
80	Total NET Assets
90	Equity
100	
105	Profit/Loss this YTD
110	Total Equity & Reserves

Double-click on line 100, and ensure it is defined as shown—

**Definition of Balance Sheet: Inspect**

No. 100

Text

Extra Code

Accounts 100:538999

9998

Type ☒ Accounts ☐ Sum ☐ Text ☐ Page break

Account Type ☐ Asset ☐ Liability ☐ Equity ☒ Income ☐ Expense

Side ☒ Normal ☐ Debit ☐ Credit



Active/Passive ☒ Normal ☐ Only Debit ☐ Only Credit

Language	Text
1	
2	
3	
4	
5	
6	

Finally, take care that the Account is not included in the Equity calculation (line 90 in the sample Balance Sheet Definition).

6. Once your auditors have concluded their work and any consequent Transactions have been entered, refer to step 3 above and print out the reports again, as final records of the year just ended. These will be the basis for the end-of-year accounts presented to the owners or directors. The Net Profit in the Profit & Loss Report should be the same as the Profit/Loss this YTD shown in the Balance Sheet. Make a note of this figure.
7. You should now bring this profit/loss figure forward to the next year. Do this by entering a new record to the Transaction register dated the last day of the year just ended. If a profit has been made, this Transaction should credit the Profit & Loss Brought Forward Account and debit the Year to Date Account created in step 4 above with the value noted in step 6. If a loss has been made, the debits and credits should be reversed.

**Transaction: Inspect**

Operations   **New Duplicate Cancel Save**

No. 33 Trans.Date 31/12/2002 Reference

Text Posting of Profit for 2000

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	960		Profit/Loss B/Fwd		313508.21	
2	9998		Profit/Loss YTD	313508.21		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

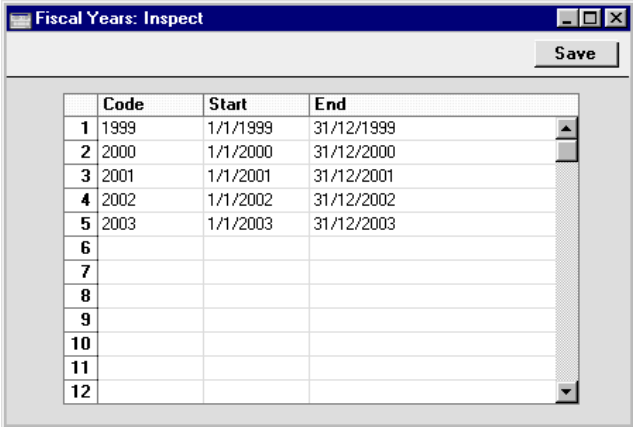
**Difference Base 1** 
**Total**

**Difference Base 2** 
**Total**

8. Save the Transaction and print the Balance Sheet and Trial Balance to screen. You should now find that the YTD Profit figure on the Balance Sheet is zero, and the Balance Sheet should balance. Finally, check that your Trial Balance report for the last year still balances.

Some work should now be done to ensure you are ready for the new year. Follow these steps—

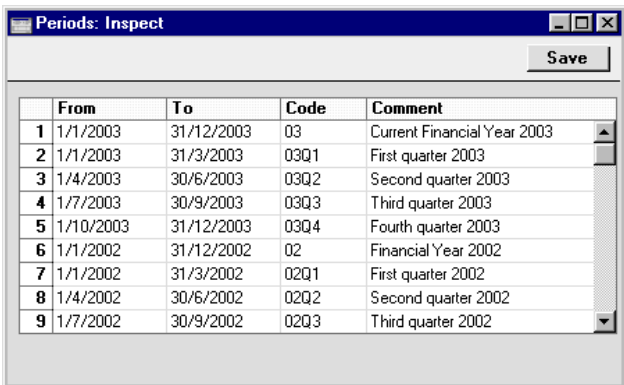
9. Using the Fiscal Years setting in the System module, register the new financial year on the first blank line. Do not insert the new year at the top of the list because Fiscal Years have to be listed in chronological order. Do not remove past Fiscal Years. Click [Save] to save.



The screenshot shows a window titled "Fiscal Years: Inspect" with a "Save" button. It contains a table with the following data:

	Code	Start	End
1	1999	1/1/1999	31/12/1999
2	2000	1/1/2000	31/12/2000
3	2001	1/1/2001	31/12/2001
4	2002	1/1/2002	31/12/2002
5	2003	1/1/2003	31/12/2003
6			
7			
8			
9			
10			
11			
12			

10. You should now define the periods that you will commonly use when producing reports. This is done using the Reporting Periods setting, again in the System module. In this case, the new periods should be inserted at the top of the list because the first period in the list is offered as a default whenever you produce a report. To insert a new period at the top of the list, click on row number 1 and press the Return key. Enter the Reporting Periods that you need and click [Save] to save.



The screenshot shows a window titled "Periods: Inspect" with a "Save" button. It contains a table with the following data:

	From	To	Code	Comment
1	1/1/2003	31/12/2003	03	Current Financial Year 2003
2	1/1/2003	31/3/2003	03Q1	First quarter 2003
3	1/4/2003	30/6/2003	03Q2	Second quarter 2003
4	1/7/2003	30/9/2003	03Q3	Third quarter 2003
5	1/10/2003	31/12/2003	03Q4	Fourth quarter 2003
6	1/1/2002	31/12/2002	02	Financial Year 2002
7	1/1/2002	31/3/2002	02Q1	First quarter 2002
8	1/4/2002	30/6/2002	02Q2	Second quarter 2002
9	1/7/2002	30/9/2002	02Q3	Third quarter 2002

11. If you are using Number Series that are date dependent, you should update them to take account of the new year. This is particularly important for Number Series that will be used when generating records remotely (e.g. Deliveries and Invoices from Sales Orders). There are many Number Series settings in various modules in Hansa: be sure to change every one that you have used.

No.	From		To		Comment	N/L
	From	To	From	To		
1	5000	5999	1/1/2002	31/12/2002		GenTrans
2	6000	6999	1/1/2003	31/12/2003		GenTrans
3						
4						
5						
6						
7						
8						
9						
10						
11						

Don't forget to make sure that any defaults set in the Number Series Defaults setting in the System module and in records in the Person register ('Ser Nos' card) refer to Number Series in the new year.

Number Series Defaults: Inspect	
Orders	Receipts
Deliveries	Transactions
Invoices	Credit Notes
Purchase Invoices	Purch. Credit Notes
Goods Receipts	Payments
Interest Invoices	Quotations
Group Res.	Contract Invoices
	Standard Res.
	POS Invoices

Further details of each of these steps can be seen in the sections describing the respective functions in the 'System Module' and 'Nominal Ledger' chapters elsewhere in these manuals.





***Hansa Financials***  
***HansaWorld***  
***Starting Work***

## Chapter 4: Starting Work with Hansa

### Entering Data and Opening Balances

If you have been following this manual in sequence, you should by now have created a new database into which you have entered information about your company, the current Fiscal Year, a set of VAT Codes and a Chart of Accounts. If this is not the case, please turn back to the 'Starting Hansa' section of the 'Introduction and Installation' chapter before proceeding.

#### Settings

As you start using each module for the first time, it is a good idea to check the different settings in that module. Some settings have default values that you should be aware of and may wish to change, and some represent a special functionality that you might be able to use.



***Remember, most settings are imported automatically when a new database is created. If you alter the Chart of Accounts, you will probably have to change any settings that use Account Codes as well.***

#### Persons and Mailboxes

One of your first tasks in creating a new database should be to enter details of each member of your staff in Hansa. You will do this using the Person register in the System module. One reason for doing this is to protect your data: the Person register allows you to assign a password to each user. It's a good idea to do this even in a single-user system: protecting your database with a password might prove to be a wise precaution if your computer is stolen. In multi-user systems, you can also use the Person register together with the Access Groups setting (also in the System module) to restrict the access to Hansa each member of staff has to the modules and function that are relevant to their job.

It is not necessary to restrict this process to members of staff that will be using Hansa. For example, someone that will not use Hansa should still be recorded in the Person register if you want their work to be included in your time recording reports.

Before entering Persons, you may wish to define Access Groups: these are described in the 'System Module' chapter elsewhere in this Volume.

To enter details of your personnel to the Person register, follow these steps—

1. Select the System module from the Modules menu. If this module is not available on the Modules menu, please refer to the 'Modules' section of the 'Introduction and Installation' chapter.
2. Open the Person register by clicking the [Person] button in the Master Control panel. If you are using a new database, a blank browse window will appear. Otherwise, it will list all Persons previously entered.
3. Click the [New] button in the Button Bar at the top of the browse window.

Use the 'Person: New' window shown below to enter information about a member of staff. For full details about each field on the screen, please refer to the 'System Module' chapter later in this manual.

The 'Person: New' window is a standard Windows-style application window with a title bar, maximize, minimize, and close buttons. Below the title bar is a button bar containing 'New', 'Duplicate', 'Cancel', and 'Save'. The main area is divided into several sections:

- Signature and Name:** A 'Signature' field with a text input and a 'Name' field with a text input. There are checkboxes for 'Closed' and 'Allow FTP Access'.
- Access Tab:** A tabbed interface with 'Access' selected. It contains:
  - Access Group:** A text input field.
  - Sales Group:** A text input field.
  - Language:** A text input field.
  - Only Voice Login:** A checkbox.
  - Limited Access:** A section with three radio buttons: 'No Limitation' (selected), 'Group Only', and 'User Only'.
- Job Information:**
  - Job Group:** A text input field.
  - Cost per Hour:** A text input field.
  - Job Descr.:** A text input field.
  - Price per Hour:** A text input field.
  - Short Codes only:** A checkbox.
- Short Codes Table:** A table with 3 columns: 'Short Code', 'Project', and 'Comment'. It has 9 rows, numbered 1 to 9 in the first column.
 

	Short Code	Project	Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			

When entering a Person's initials in the Signature field, not that where there is more than one Company in the database, records in the Person

register are specific to the Company in which they were entered. However, when you come to create them as described below, their Mailboxes will be open to all Companies in the database. This allows mail to be sent between Persons in different Companies. One implication of this is that all Persons across all Companies should have different Signatures (initials). If there are two or more Persons in different Companies with the same Signature, they will not be able to have their own Mailbox.

4. Click the tabs (named 'Access', 'Job', 'Ser Nos', etc) to enter more information about the member of staff.
5. Click the [Save] button in the top right-hand corner of the window. The record is saved in the Person register.
6. The window title changes to 'Person: Inspect', giving you a chance to check you have not made any mistakes in entering the record.
7. Close the record by clicking the close box or using the Ctrl-F4 (Windows and Linux) or ⌘-W (Macintosh) keyboard shortcut.
8. If you have a number of personnel to enter, click [New] instead of [Save] at step (5) above (or use the Ctrl-N/⌘-N keyboard shortcut). The Person record is saved and closed, and a blank window is opened, allowing you to enter another record straight away.
9. When you close the last Person record at step 7 above, you will be returned to the 'Persons: Browse' window, which now lists the members of staff that you have just registered. Click on each one in turn and allocate a password by selecting 'Change Password' from the Operations menu.

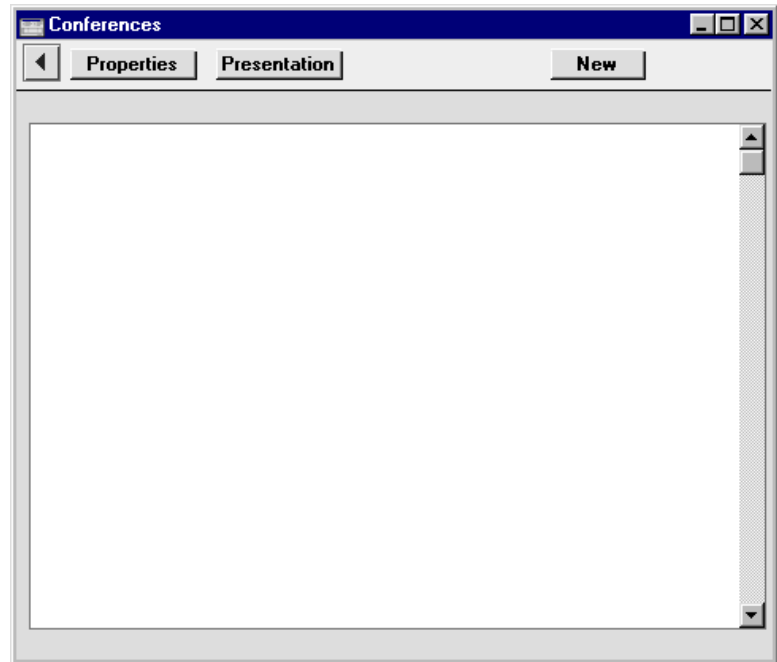
You should now create a Mailbox for each Person. Mailboxes allow members of staff to send and receive mail, and to use the Personal Desktop.

In contrast to the Person register, you should only create Mailboxes for members of staff that will be using Hansa. This is because the Hansa user licence is issued on the basis of the number of Named Users (i.e. the number of Mailboxes).

Before creating Mailboxes, you should first make sure that you have recorded the correct number of Mailboxes in the System Usage setting in the System module. This is described in the 'Introduction and Installation' chapter elsewhere in this Volume.

To create a Mailbox, follow these steps—

1. Select the Technics module from the Modules menu. If this module is not available on the Modules menu, please refer to the ‘Modules’ section of the ‘Introduction and Installation’ chapter.
2. Click the [Settings] button in the Master Control panel (or select ‘Settings’ from the File menu). In the resulting list, double-click ‘Mailboxes’. If you are using a new database, a blank ‘Conferences’ window will appear. Otherwise, it will show the Mailboxes that already exist—



3. Click the [New] button in the Button Bar at the top of the window.

Use the ‘Mailbox/Conference: New’ window shown overleaf to create a Mailbox. For full details about each field on the screen, please refer to the ‘Mail’ chapter in Volume 6 of these manuals.

Conference Access Group	
1	
2	
3	
4	
5	

User Level

☒ No User  
☐ Level 1  
☐ Level 2  
☐ Level 3

4. Click the [Save] button in the top right-hand corner of the window. The record is saved in the Mailboxes setting, the window is closed, and you are returned to the 'Conferences' window. This now shows the Mailbox that you have just created.
5. Repeat steps 3 and 4 to create all the Mailboxes that you need.

### Entering the First Customer

Hansa keeps all information about Customers in a Customer register, with one record for each Customer.

Before entering Customers, you should first make sure all relevant Payment Terms (used to calculate Due Dates and settlement discounts in Invoices) have been entered in the Payment Terms setting. This is described in the 'Sales Ledger' chapter in Volume 2a of these manuals. You may also wish to define Customer Categories (used to group together Customers of a similar type): these are described in the 'Customers' chapter elsewhere in this Volume.

To enter your first Customer, follow these steps—

1. Select the Sales Ledger or Sales Orders module from the Modules menu. The same Customer register is available in both modules. If neither module is available on the Modules menu, please refer to the 'Modules' section of the 'Introduction and Installation' chapter.
2. Open the Customer register by clicking the [Customers] button in the Master Control panel. If you are using a new database, a blank browse

window will appear. Otherwise, it will list all Customers previously entered.

3. Click the [New] button in the Button Bar at the top of the browse window.

Use the 'Customer: New' window shown below to enter information about the Customer. For full details about each field on the screen, please refer to the 'Customers' chapter later in this manual.

**Customer: New**

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

No. 1 Short Category

Name

Department

Contact Delivery Terms Pricing Company Web User Defined

**Invoice Address**

Sort Key

Creation Date 1/4/2003

Telephone

Email

Primary Contact

Classification

Objects

Last Changed

Fax

Web Site

Mobile

4. Click the tabs (named 'Contact', 'Delivery', 'Terms', etc) to enter more information about the Customer.
5. Click the [Save] button in the top right-hand corner of the window. The Customer is saved in the Customer register.
6. The window title changes to 'Customer: Inspect', giving you a chance to check you have not made any mistakes in entering the record.
7. Close the record by clicking the close box or using the Ctrl-F4 (Windows and Linux) or ⌘-W (Macintosh) keyboard shortcut.

8. If you have a number of Customers to enter, click [New] instead of [Save] at step (5) above (or use the Ctrl-N/⌘-N keyboard shortcut). The Customer is saved and closed, and a blank window is opened, allowing you to enter another Customer straight away.

It is a good idea to repeat the above process for a few Customers in order to familiarise yourself both with the data entry process and with the Customer entry screen. However, if you are changing to Hansa from another computer program, it is likely that you will want to import your Customers from a text file created by your old system. If you wish to do this, please follow the import instructions described in the section 'Setting up a Basic Accounts System' in the 'Introduction and Installation' chapter to import your text file. This procedure, although described there as being used to import a Chart of Accounts, is in fact an all-encompassing import function which will bring in whatever is in the selected text file and save it in the appropriate place in Hansa. For details of the composition of the text file (field order, etc), please refer to your Hansa representative.

### **Entering the First Supplier**

Hansa keeps all information about Suppliers in a Supplier register, with one record for each Supplier.

Before entering Suppliers, you should first make sure all relevant Payment Terms (used to calculate Due Dates and settlement discounts in Invoices) have been entered in the Payment Terms setting. This is described in the 'Sales Ledger' chapter in Volume 2a of these manuals. You may also wish to define Supplier Categories (used to group together Suppliers of a similar type): these are described in the 'Purchase Ledger' chapter also in Volume 2a of these manuals.

Select the Purchase Ledger or Purchase Orders module from the Modules menu. The same Supplier register is available in both modules. If neither module is available on the Modules menu, please refer to the 'Modules' section of the 'Introduction and Installation' chapter. Open the Supplier register by clicking the [Suppliers] button in the Master Control panel. If you are using a new database, a blank browse window will appear. Otherwise, it will list all Suppliers previously entered. Then, follow the same basic process described above, under 'Entering the First Customer'.

For full details about each field in the 'Supplier: New' window, please refer to the 'Purchase Ledger' chapter in Volume 2a of these manuals.

If you wish to import Suppliers from your old accounts system, please follow the import instructions described in the section 'Setting up a Basic Accounts System' of Chapter 1, 'Introduction and Installation', to import a text file



created by that system. For details of the composition of this text file, please refer to your Hansa representative.

### **Entering the First Item**

Hansa keeps all information about Items and prices in an Item register, with one record for each Item. The Item register contains basic data about all products and services sold by your business.

Before entering Items, you may wish to define Item Groups (used to group together Items of a similar type): these are described in the 'Items and Pricing' chapter elsewhere in this Volume.

To enter your first Item, select the Sales Ledger or Sales Orders module from the Modules menu. Using the Item register, follow the same basic process described above, under 'Entering the First Customer'.

For full details about each field in the 'Item: New' window, please refer to the 'Items and Pricing' chapter later in this manual.

If you wish to import Items from your old accounts system, please follow the import instructions described in the section 'Setting up a Basic Accounts System' of the 'Introduction and Installation' chapter to import a text file created by that system. For details of the composition of this text file, please refer to your Hansa representative.

### **Entering Opening Balances**

Unless you are starting a new business and intend to use Hansa to administer your accounts from the first day, you will need to enter some opening balances. If you are starting to use Hansa at the beginning of the fiscal year, these opening balances will take the form of the closing balances for each Account for the end of the previous year. If you are starting to use Hansa in the middle of the fiscal year, there will be two components to opening balance figures: the closing balances for each Account for the end of the previous year and Account balances for the current year to date.

To carry out this task, you should equip yourself with as much information as you can in the form of transaction data and reports produced by the old system, in order to make this task as easy as possible.

We recommend that you change during a current financial year. You should enter Account balances for the previous year and then enter individually all current year transactions registered so far. This will a) make you familiar with Hansa, and b) automatically give you a check of the old transactions.

You should already have specified the current and, if appropriate, previous financial years using the Fiscal Years setting and entered the Chart of Accounts and VAT Codes you wish to use. Normally you will be able to use

the Charts of Accounts included in the program. If this is not suitable, you can import your own chart from a text file or enter it manually. For more instructions about this process, please refer to the section entitled 'Setting up a Basic Accounts System' in the 'Introduction and Installation' chapter.

If appropriate, you should also enter the Currencies used in your business and Exchange Rates. Full details about this process can be found in the 'Multi-Currency' chapter in Volume 2b of these manuals.

Once you have entered your Fiscal Year, Chart of Accounts, VAT Codes and Currencies it's a good idea to enter all the opening balances at once. Ideally, this process should be completed before you start to enter new Transactions but it is possible to change the opening balances at any time during the financial year.

When entering opening balances, the level of detail is up to you. Factors influencing this decision may be the number of Transactions, the time available to enter these Transactions, whether they can be imported (otherwise, they will have to be entered manually) and the level of detail required in your reports. It might be that you enter or import all Transactions individually (in the form of Invoices, Receipts, Purchase Invoices, Payments and Nominal Ledger Transactions) or it might be that you enter a single opening balance for each Account. Full details covering the necessary data entry processes follow in the next sections.

Once you have entered your opening balances in their chosen form, print the reports you usually use and compare them with the reports from your old system. These reports should include the Trial Balance, Profit & Loss and Balance Sheet from the Nominal Ledger, and Debtors and Creditors reports from the Sales and Purchase Ledgers respectively.

### **Opening Balances in the Nominal Ledger**

In the Nominal Ledger, the task of entering opening balances has two stages. First, it is recommended that you enter balances for each Account as they stood at the end of the previous fiscal year. This is done using the Balances Brought Forward register. This information should be available on the Trial Balance report obtained from your old system. Then, if appropriate, Transactions for the current year to date should be entered, using the Transaction register.

Once all Balances and Transactions have been entered, print out a Trial Balance and compare it with that obtained from your old system. Any discrepancies should be investigated immediately: any delay will make this more difficult.

The following section assumes that a Chart of Accounts and a set of VAT Codes have already been defined. To enter Account balances as they stood at the end of the previous financial year to the Nominal Ledger, follow these steps—

1. Select the Nominal Ledger module from the Modules menu.
2. Click the [B/FW Balances] button in the Master Control panel or select 'BW Balances' from the Registers menu.
3. Click [New] on the Button Bar.
4. Enter the information as shown in the following illustration. Full details of the fields are to be found in the chapter covering the Nominal Ledger in Volume 2b of this manual. It is recommended that you choose a Transaction Date that is at the end of the previous fiscal year and that is, in any case, prior to the date when you will be starting work with Hansa.

**Brought Forward Balances: Inspect**

Buttons: New Duplicate Cancel Save

No. 1 Trans.Date 31/3/2003 ☐ Simulation

Description Opening Balances

Objects

	A/C	Name	Base 1 Debit	Base 1 Credit
1	700	Bank Current Account	5000.00	
2	950	Share Capital Issued		5000.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Base 1 Difference 0.00 Base 2 Difference 0.00

Total 5000.00 5000.00

Total 7936.51 7936.51

Use the Base 1 Debit and Credit fields for values in your home Currency. If you are using the Dual-Base currency conversion system you should already have defined which Currencies are to be used as Base Currencies 1 and 2. This system will be useful for companies that have offices in

two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old national Currency for comparison purposes. If your country is a member of the European Monetary Union, the Euro should be defined as Base Currency 1. To record values in a second Currency, use the Base 2 Debit and Credit fields on flip B. To record values in a foreign Currency, use the fields on flip C. All values should be entered manually: no Currency conversion will take place because users will have many different methods of converting opening balance figures.

5. The Brought Forward Balances screen does not have an OK check box, so Account Balances are updated as soon as the record is saved. Therefore, before clicking [Save], make sure that no mistakes have been made. One check is that the Debit and Credit totals are the same. If a mistake is discovered at a later date, you will be able to correct the record without difficulty.
6. Finish with [New] (or use the Ctrl-N/⌘-N keyboard shortcut) if you wish to enter more Balances.
7. If you are using Objects, you should enter a separate record to the Brought Forward Balances register for each Object and one for the total. For example, if you have a Cash Account with a balance of 100.00 that is divided between two departments so that 49.00 belongs to Department 1 and 51.00 to Department 2, enter three Brought Forward Balance records as follows—  
  
1st record, Cash Account, no Objects, total figure (100.00)  
2nd record, Cash Account, Object for Dept 1, figure for Dept 1 (49.00)  
3rd record, Cash Account, Object for Dept 2, figure for Dept 2 (51.00)
8. Finish with [Save] when you have entered the last Balance, and close the window by clicking the close box.

If you are starting to use Hansa in the middle of a financial year, you should now enter the Transactions for the current year so far. These should be entered from the original documentation, not copied from Transaction Journal reports produced from your old system. This will ensure that you do not enter any Transactions that relate to the Sales or Purchase Ledger. These will be entered later. Follow these steps—

1. Using the Modules menu, ensure you are in the Nominal Ledger.
2. Click the [Transactions] button in the Master Control panel or select 'Transactions' from the Registers menu.
3. Click [New] on the Button Bar.
4. Enter the information as shown in the following illustration. Full details of the fields are to be found in the chapter covering the Nominal Ledger in Volume 2b of this manual. Ensure you use the same Transaction Date that was used when entering the Transaction to your previous system.

**Transaction: New**

Operations   **New** **Duplicate** **Cancel** **Save**

No. 8000 Trans.Date 1/4/2003 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	430		Stationery Costs	12.50		1
2	440		Gen Office Exps	6.00		1
3	440		Gen Office Exps	3.20		1
4	831		VAT Inputs Receivable	5.22		
5	700		Bank Current Account		26.92	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1  0.00 **Total**  26.92  26.92

Difference Base 2  0.00 **Total**  42.73  42.73

The Base 1 Debit and Credit fields should be used for values in your home Currency. Please refer to the 'Multi-Currency' chapter in Volume

2b of these manuals for details about using foreign Currencies in Nominal Ledger Transactions.

5. The Transaction screen does not have an OK check box, so Account Balances are updated as soon as the Transaction is saved. Therefore, before clicking [Save], make sure that no mistakes have been made. One check is that the Debit and Credit totals are the same.
6. Finish with [New] (or use the Ctrl-N/⌘-N keyboard shortcut) if you wish to enter more Transactions.

You can use another feature when you need to enter several Transactions quickly in one sitting and don't want to interrupt your typing by reaching for the mouse. Enter the debits in a Transaction first and then, with the cursor in the Base 1 Credit field in the final credit row, press the Return or Enter key twice. The first pressing causes Hansa to enter the correct credit amount to balance the entry for you. The second saves, closes and commits the Transaction to the Nominal Ledger and opens a new, empty, Transaction.

7. Finish with [Save] when you have entered the last Transaction, and close the window by clicking the close box.

### **Opening Balances in the Sales Ledger**

It is worth repeating that there can be two components to opening balance figures in the Sales Ledger: the final Customer balances from the previous fiscal year and, if you will be starting to use Hansa in the middle of a fiscal year, Customer balances for the current year to date.

In considering Customer balances from the previous year, it is only necessary to take account of those which are open (i.e. unpaid). These can be entered in one of two ways—

- as a single outstanding balance for each Customer; or
- as separate outstanding Invoices per Customer.

In considering Customer balances for the current year to date, the following options are available—

- the minimum is to enter a balance for each Customer as a single figure (in fact, you will need to enter an Invoice total and a Receipt total, representing totals for the current fiscal year to date, enabling you to reconcile your bank account and to keep your Aged Debtor report accurate);

- the opposite extreme is to enter all Invoices raised so far in the current fiscal year, and all Receipts;
- a compromise route to reduce the amount of work required is to enter monthly Invoice and Receipt balances for each Customer;
- a final option, available if you are changing to Hansa from an older computerised system, is to import the current year's Invoices and Receipts from a text file. Please refer to your local Hansa representative if you would like to consider this option.

In deciding which procedure to use, one factor to consider is credit control. If you need to produce statements that show details of previous Invoices, it will not be enough to simply enter a total balance for each Customer. Instead, you will need to enter individual Invoices and Receipts. If, however, you do not issue statements or it is acceptable for a single opening balance figure to appear on your statements, entering a single opening balance figure per Customer will be sufficient. If you do not issue Invoices or you do not give credit, it may not be necessary to enter any opening balances at all in the Sales Ledger.

If you need to enter opening balances in the Sales Ledger, you should first ensure that all Customers have been entered using the process described in the section entitled 'Entering the First Customer' above. If you are entering individual Invoices, you should also ensure that all Items have been entered. You may be able to import this information from text files. Finally, if you are entering Receipts in any form (i.e. individual Receipts, or monthly or year-to-date Receipts) make sure all relevant Payment Modes have been entered, so that the Receipt amounts can be posted to the correct Bank or Cash Account. Payment Modes are described below.

### *Nominal Ledger Settings*

Sales Ledger opening balances are entered in the form of Invoices and Receipts. However, in the case of balances brought forward from the previous fiscal year, they are Invoices and Receipts that should not be posted to the Nominal Ledger if you have already entered previous-year Nominal Ledger opening balances to the Balances Brought Forward register as described in the previous section. The Nominal Ledger opening balances include balances for the Accounts affected by Invoices and thus to post to those Accounts from opening balance Invoices is to post the same amounts twice. Therefore, before Sales Ledger opening balances can be entered, a setting in the Nominal Ledger needs to be considered to ensure that they will not be posted.

Using the Modules menu, ensure that you are in the Nominal Ledger. Click [Settings] in the Master Control panel or select 'Settings' from the File menu. In the subsequent list, double-click 'Sub Systems'. The following window appears—

Transactions from Sub Systems: Inspect	
Save	
<div>1 2 3</div>	
<input checked="" type="checkbox"/> Invoices	From Date 1/4/2003
<input checked="" type="checkbox"/> Receipts	From Date 1/4/2003
<input checked="" type="checkbox"/> Purchase Invoices	From Date 1/4/2003
<input checked="" type="checkbox"/> Payments	From Date 1/4/2003
<input checked="" type="checkbox"/> Expenses	From Date 1/4/2003
<input checked="" type="checkbox"/> Personnel Payments	From Date 1/4/2003
<input checked="" type="checkbox"/> Goods Receipts	From Date 1/4/2003
<input checked="" type="checkbox"/> Deliveries	From Date 1/4/2003
<input checked="" type="checkbox"/> Stock Movements	From Date
<input checked="" type="checkbox"/> Stock Depreciations	From Date
<input checked="" type="checkbox"/> Productions	From Date
<input checked="" type="checkbox"/> Returned Goods	From Date

Specify by clicking the check boxes which transactions ('Sub Systems') are to cause the automatic creation of Nominal Ledger Transactions. In the illustration, for example, each Invoice with a Transaction Date later than 1/4/2003 will cause a Nominal Ledger Transaction to be created. If the Transaction Date is earlier than 1/4/2003, a Nominal Ledger Transaction will not be created.

It is recommended that for each Sub System you enter the first day of your fiscal year. When entering previous-year opening balances, a Transaction Date prior to that date should be used. This will ensure that Nominal Ledger Transactions are created when expected and that they are not created for opening balances. If it takes longer than expected to enter opening balances, you can continue doing so (using early Transaction Dates) and start to issue new Invoices without needing to worry about the consequences in the Nominal Ledger.

If you are starting to use Hansa in the middle of a financial year, you should already have entered the Nominal Ledger Transactions for the current year so far, as described in the 'Opening Balances in the Nominal Ledger' section above. If, as was recommended, these were entered from the original documentation, not copied from Transaction Journal reports produced from your old system, you will not have any current year Transactions that relate to the Sales or Purchase Ledger. These will now be created automatically



from the Invoices and Receipts (and Purchase Invoices and Payments) that you are about to enter, providing that their Transaction Dates are later than the Sub System Date (the first day of your fiscal year). If you did enter current year Transactions relating to the Sales or Purchase Ledger as part of the previous exercise, you will not want them created again when you enter Invoices and Receipts. In this case, make the Sub System Date later (a few days before the date you start using Hansa to originate transactions). This means you will be able to enter Invoices for the current year to date and to issue new Invoices simultaneously without needing to worry about the consequences in the Nominal Ledger.

If you are not certain whether you have entered current year Transactions relating to the Sales or Purchase Ledger, produce a Trial Balance report for the current year and check the balances for your Sales, Purchase, Debtor and Creditor Accounts. If these are zero, you have not entered these Transactions. If they are the same as those on the Trial Balance produced from your old system, you have entered these Transactions already. Please refer to the last section of this chapter, 'Printing Reports', for instructions about printing a Trial Balance report.

Once the Sub Systems setting is to your satisfaction, save and close the window by clicking [Save] in the Button Bar.



***Note that if you have entered previous-year opening balances in the Nominal Ledger, you should not post any Sales, Purchase or Stock opening balances to your Nominal Ledger. To do so will duplicate the work you have already done and will immediately render your accounts inaccurate.***

### Sales Ledger Settings

Before entering the first opening balance, there is a single setting in the Sales Ledger that needs to be considered if you will be entering Receipts for the fiscal year to date.

Use the Modules menu to enter the Sales Ledger and select 'Settings' from the File menu. In the subsequent list window, double-click on 'Payment Modes'.

	Code	Account	Comment	Bank A/C No	Sort Code	Bank Name
1	Q	700	Cheque	11223344		
2	C	720	Cash	11223345		
3	D	700	DD/BGC	11223346		
4	S	890	Suspense			
5	X	850	Credit Card	11223347		
6						
7						
8						
9						

Payment Modes represent the different methods by which your Invoices will be paid by your Customers and by which you will pay your Suppliers. Typical examples are cash, cheque, direct debit and credit card. If necessary, Hansa allows each Payment Mode to debit a different Account and to be paid into a different bank account.

If you have used the accounts template supplied with Hansa, you will find that the basic Payment Modes have already been entered. If you have modified the Chart of Accounts supplied, or you have created your own, ensure that the Account Code shown in the second column now refers to the correct Account (remember, you can use 'Paste Special' if necessary).

To create a new Payment Mode, simply click in the first blank row and enter a unique Code. Then enter the other details as appropriate, referring to the 'Sales Ledger' chapter in Volume 2a of this manual if necessary. Click flips B-D to complete the entry. Click [Save] when you have finished. Then, close the 'Settings' list using the close box.

### Opening Balances

The process described below applies to the entering of opening balances both from the previous fiscal year and for the current year to date.

You are now ready to enter the first Invoice. If you are entering a single opening balance figure per Customer, either for the previous fiscal year or for

the current year to date, you will need to do this by entering it in an Invoice. If so, omit step 7 in the following procedure. Do this—

1. If you are not already in the Sales Ledger module, move into it using the Modules menu.
2. Click the [Invoices] button in the Master Control panel to open the Invoice register.
3. Click [New] in the Button Bar.

**Invoice: New**

Operations New Duplicate Cancel Save

No. 1 Name Customer

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 1/4/2003 Our Ref. Salesman  
 Pay. Terms Attn.  
 Due Date Object  
 Trans. Date 1/4/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT Sub-Total  
☐ OK Ext. Tax Base TOTAL

4. In the 'Invoice: New' window three fields are already filled in: the Invoice Number (except in multi-user systems) and the Invoice and Transaction Dates (which show the current date taken from the system clock). Depending on the Base Currency setting in the System module, the Currency field may also contain a default (your home Currency). If you are entering a single opening balance figure for each Customer, you might like to use a separate numbering sequence for opening balances (use the Number Series - Invoices setting in the Sales Ledger to set up numbering sequences). If you are entering individual Invoices, you will need to use the Invoice Number and Date of the original Invoice. In multi-user systems, an Invoice Number will be allocated when the

Invoice is saved: when entering individual Invoices for the current year to date, it is recommended that these Invoices be entered in number order from a single client computer to ensure each Invoice retains the number with which it was originally issued.

5. Place the insertion point in the Customer field and select 'Paste Special' from the Edit menu or use the shortcut (Ctrl-Return - Windows/Linux or ⌘-Return - Macintosh). The 'Paste Customer' window appears, showing a list of the Customers recorded in the Customer register. Select a Customer by clicking on its row and press the Return key twice. The first pressing causes the Customer Number to be transferred to the field in the Invoice, and the second will move information about the Customer (Name, Address etc.) to the Invoice.
6. Use the Return key to move the insertion point to the Date field. In the case of Customer balances from the end of the previous fiscal year, ensure that this is set to a date that is earlier than the cut-off date you specified in the Sub Systems setting.
7. If you are entering individual Invoices, move the insertion point to the Item field and press Ctrl-Return or ⌘-Return again. Select the correct Item from the list and press Return twice. The insertion point is moved to the Qty field. Enter the number of items ordered, and press Return. Check that the Unit Price is correct and repeat for each item on the Invoice.
8. If you are entering single opening balances, move the insertion point to the Qty field and enter a quantity of 1. Press Return and enter the text "Opening Balance" in the Description field. Enter an amount (excluding VAT) in the Unit Price field.
9. Until you are familiar with the Invoice screen, it is a good idea to check that every field is correct. Clicking the named tabs marked 'Currency', 'Delivery', 'Identifiers', etc causes different information about the Invoice to be shown, while the tabs marked A-E display further information about the Invoice items. Pay particular attention to the Sales Account and VAT Code fields on flip B. These defaults are taken from the Item record or, if not specified there, from the Account Usage S/L setting. It will be the latter in the case of single opening balances as then you are not referring to the Item register.
10. At the bottom of the Invoice the total is shown, together with the VAT amount and the total payable amount.
11. Click [Save] to save the Invoice.

The window title changes to 'Invoice: Inspect'. You can now correct any mistakes before you click the OK check box in the bottom left-hand corner. With the OK box checked, clicking the [Save] button once again approves the Invoice and commits it to your Sales Ledger. After this you may not change the individual fields.

12. Finish with [New] if you wish to enter another Invoice. Or, if you are entering all Invoices for the current fiscal year, click [Duplicate]. This will create a new Invoice which will be a copy of the one just saved. This will save you having to enter Customer details, etc, again if they are the same.
13. Finish with [Save] when you have entered the last Invoice, and close the window by clicking the close box.

### *Entering Receipts*

As with entering Invoices, you can get much help with entering your Receipts from Hansa's built-in short-cuts. Perhaps the most useful tool is the 'Paste Special' command. 'Paste Special' can be used whenever you enter data in a field that refers to a register or setting in Hansa.

There is no need to enter any Receipts from the previous fiscal year, because only outstanding Invoices from that year have been entered. These steps should only be followed for Receipts from the current year to date, and thus are only applicable if you are starting to use Hansa in the middle of a fiscal year.

1. Open the 'Receipts: Browse' window by clicking the [Receipts] button in the Sales Ledger.
2. Click [New] or use the keyboard shortcut Ctrl-N (Windows and Linux) or ⌘-N (Macintosh).
3. The 'Receipt: New' window is shown. You can use a single window to enter all your Receipts from the earlier part of the year, even if they are in different Currencies and Payment Modes.

**Receipt: New**

Operations New Duplicate Cancel Save

Ser. No. 1 Trans. Date 1/4/2003 Reference  
 Pay. Mode Q Comment Cheque

	Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

☐ OK
 ☐ Cust. Info on Trans.
 Currency Deposited

4. Enter the data in the top of the window. Select a Payment Mode using 'Paste Special' to open the list of Payment Modes you created earlier. Make sure the Transaction Date is correct.
5. For each Receipt, enter the Invoice Number in the first column (or use 'Paste Special' to choose from the unpaid Invoices) and press the Return key.
6. If you have an Invoice that is part-paid, alter the Received Value field to show the amount paid.
7. If any receipt uses a different Payment Mode to that specified in the top of the window, move to flip C to enter a Payment Mode to be used for that row only. Again, use 'Paste Special' to ensure the correct one is selected.
8. When all receipts are entered you should check what you have entered. If you find any errors you can change them as needed. When you are satisfied, click the OK check box in the lower left-hand corner.
9. When you click [New] or [Save], the Receipt is approved and after this may not be deleted or changed.

### Opening Balances in the Purchase Ledger

When entering opening balances in the Purchase Ledger, the same basic decisions and procedures described in the Sales Ledger section above should be followed, using the Purchase Invoice and Payment registers in the Purchase Ledger. Before entering opening balances, use the Sub Systems setting in the Nominal Ledger to make sure that your previous year Purchase Ledger opening balances will not be posted to the Nominal Ledger, as described in the Sales Ledger section above.

### Opening Balances in the Stock Module

When entering opening balances in the Stock module, the precise procedure to be followed will be determined by the nature of your business and the Items that are sold. Again, as in the Sales Ledger, the accuracy of the opening balances increases with the level of detail entered, but the time required by the task increases as well.

You should decide whether to—

- enter each example of each Item in stock at the moment of implementing Hansa. You may prefer this option if the cost price of each Item is often subject to fluctuation, and you must use it for Items that carry serial numbers;
- enter a single line for each Item together with a quantity and an average purchase price; or
- use a combination of the two methods.

Before entering opening balances in the Stock module, you should first ensure that all Items have been entered using the process described in the ‘Entering the First Item’ section above. Ensure that, for each Item whose stock levels are to be maintained, the Stocked Item option on the ‘Pricing’ card is selected. Depending on your old system, you may be able to import Item data from text files.

You should also use the Sub Systems setting in the Nominal Ledger to make sure that your Stock Control opening balances will not be posted to the Nominal Ledger, as described in the Sales Ledger section above.

When entering opening balances in the Stock module, the same basic procedures described in the Sales Ledger section above should be followed, using the Goods Receipt register.

### **Importing Opening Balances**

If you are changing to Hansa from another computer program, it is likely that you will want to import opening balances for all three ledgers from text files created by your old system. If you wish to do this, please follow the import instructions described in the section 'Setting up a Basic Accounts System' in the 'Introduction and Installation' chapter to import your text file. This procedure, although described there as one used to import a Chart of Accounts, is in fact an all-encompassing import function which will bring in whatever is in the selected text file and save it in the appropriate place in Hansa. For details of the composition of the text files, please refer to your Hansa representative. Ensure that they contain opening balances as they were at the beginning of the fiscal year and all subsequent transactions as described in the previous sections.

### **Printing Reports**

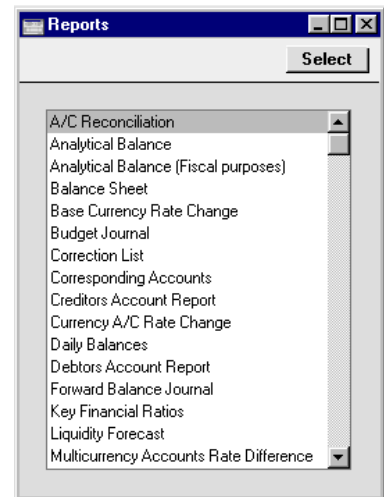
Hansa can produce many different reports. A detailed description of these will be found in the chapters describing each module. You should, however, always print a Transaction Journal for the Transactions entered during one work session. The same goes for the Invoice Journal in the Sales Ledger.

Having completed the process of entering your opening balances, you should now print a Trial Balance and compare it with a Trial Balance produced from your old system.

To print a Trial Balance, follow these steps—

1. Ensure you are in the Nominal Ledger module using the Modules menu and click the [Reports] button in the Master Control panel.
2. The window illustrated below is opened.





3. Scroll to the bottom of the list and choose 'Trial Balance' by double-clicking. The 'Specify Trial Balance' window appears.

4. In the 'Specify Trial Balance' window, enter the range of transactions you wish to print. To report on your opening balances, you should enter a period from the beginning of the current fiscal year to the current date. The start and end dates of this period should be separated by a colon (:), as shown in the illustration. All other fields can be left blank, ensuring that all Accounts, Currencies etc will be included in the report.

5. Use the Media options at the bottom of the window to choose a print destination (for example, 'Printer' or 'Screen'), and click the [Run] button to produce the report.
6. If you printed to screen and now wish to print on a printer, simply click the Printer icon in the Button Bar of the report window.

***Hansa Financials***  
***HansaWorld***  
***Customers***

## Chapter 5: Customers

Information about your Customers is stored in the Customer register, which is available from the Sales Orders and Sales Ledger modules, and from the Contract, Quotations, CRM and Service Orders modules if installed.

Customers of a similar type can be grouped together using Customer Categories. All Customers of the same Category can be given the same default Price List, Discount Matrix and Debtor Account, saving you the work of having to specify these for all Customers individually. Defining and assigning Customer Categories also makes modification easier: if it is necessary to assign a different Discount Matrix, for example, only one change need be made (to the Customer Category), rather than many (to each of the Customers).

If information is specified both for a Customer Category and for a Customer that belongs to that Category, that entered for the Customer will take precedence.

This chapter first describes the defining of Customer Categories. This is followed by a detailed description of the Customer register and of Customer-related reports.

## Settings

### Customer Categories

Customer Categories are defined using the setting in the Sales Ledger. Use the Modules menu to enter the Sales Ledger and then select 'Settings' from the File menu or click [Settings] in the Master Control panel. Double-click 'Customer Categories' in the resulting list. Then click [New] to open a new record, or double-click an existing record to modify it.

Code	ONACC
Description	On Account Customers
Price List	
Discount Matrix	
Debtors Account	750
Bad Debtors Account	
On Account A/C	801
Down Payment Percentage	
Web Order Class	
Main Classification	

**Code** Specify a unique code, by which the Customer Category may be identified from the Customer screen and elsewhere in Hansa.

**Description** Enter text describing the Customer Category here.

**Price List** **Paste Special** Price List register, Pricing module

**Used as default in** Customers, Quotations, Orders, Invoices

The Price List entered here determines the prices used in Orders and Invoices for all Customers belonging to this Category. Price Lists are described in the next chapter, 'Items and Pricing'.

**Discount Matrix** **Paste Special** Discount Matrix register, Pricing module

**Used as default in** Customers, Quotations, Orders, Invoices

A Discount Matrix code entered here determines the discount structure for all Customers in this Category. Discount Matrices are described in the next chapter, 'Items and Pricing'.

<b>Debtors Account</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
------------------------	----------------------	--

Specify here the Debtor Account that you wish to be debited by the Nominal Ledger Transactions created when Invoices are raised for Customers of this Category.

Note that a Debtor Account can only be specified at the Customer Category level, not at the individual Customer level. If no Debtor Account is specified for a Category, the Debtor Account specified in the Account Usage S/L setting in the Sales Ledger will be used.

If you have Sub-ledger Checking switched on, any Account entered here must first be defined as a Debtor Control Account. Sub-ledger Checking is switched on using the check box on card 1 of the Account Usage S/L setting, and Control Accounts are defined using the Sub-ledger Control Accounts setting in the System module.

#### **Bad Debtors Account**

<b>Paste Special</b>	Account register, Nominal Ledger/System module
----------------------	--

You can use the 'Transfer to Bad Debtors' Maintenance function to transfer the outstanding balances of overdue Invoices from the Debtor Account specified above to a Bad Debtor Account. Specify here the Account that you wish to be used as the Bad Debtor Account for Invoices made out to Customers belonging to this Category.

As with the Debtor Account above, a Bad Debtor Account can only be specified at the Customer Category level, not at the individual Customer level. If no Bad Debtor Account is specified for a Category, the Bad Debtor Account specified in the Account Usage S/L setting in the Sales Ledger will be used.

<b>On Account A/C</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
-----------------------	----------------------	--

This Account is used when you allow Customers to buy on account (i.e. to allow them to pay before you have invoiced them). To allow this, you must check the On Account check box for each individual Customer affected (on the 'Terms' card of the Customer screen). When a Prepayment or On Account Receipt is received

from a Customer belonging to this Category, it will be credited to this Account. Subsequently, when the Invoice is issued and allocated to that Receipt, the same Account is debited in place of the default Debtor Account. Please refer to the 'On Account Receipts and Prepayments' section in the 'Sales Ledger' chapter in Volume 2a of these manuals for full details of this process.

An On Account A/C can only be specified at the Customer Category level, not at the individual Customer level. If no On Account A/C is specified for a Category, the On Account A/C specified on card 2 of the Account Usage S/L setting in the Sales Ledger will be used.

### **Down Payment Percentage**

When creating Down Payment Invoices from Sales Orders for Customers belonging to this Category, enter here the percentage of the Order total that is to be the value of the Down Payment Invoice. This value will be rounded up or down to the nearest whole number.

If this field is blank or the Customer does not belong to a Category, the percentage will be taken from the Down Payments setting in the Sales Orders module.

Wherever the percentage is taken from, it can be applied to the Order total including or excluding VAT. This is set in the Down Payments setting.

### **Web Order Class Paste Special**

Order Classes setting, Sales Orders module

Specify here the Order Class that you wish to be used in all Orders placed over the web (i.e. using Hansa's Web Shop) by Customers of this Category. All such Orders will be given this Class automatically.

A Web Order Class can only be specified at the Customer Category level, not at an individual Customer level. It is therefore recommended that all Web Shop Customers be placed in a Customer Category if you want to distinguish and analyse their Orders using the Order Class field.

Conventional Orders (i.e. those entered directly to the Order register and those created from Quotations) will not use this Order Class.

## Main Classification

### Paste Special

Item Classifications setting,  
Stock module

If you are using Hansa's Web Shop, you may wish to offer different Items to different Customers. This is done by dividing the Items into sets known as "Classifications" and then specifying a Classification for each Customer or Customer Category. Customers will see only those Items in the relevant Classification when they log on to your Web Shop site.

Classifications are defined using a setting in the Stock module, described in the 'Items and Pricing' chapter elsewhere in this manual. Items can belong to more than one Classification.

If a Classification has been specified at the individual Customer level, this will override one that has been specified at the Category level.

If no Classification has been specified for a Customer or Customer Category, the Classification with the Code "MAIN" will be used. If there is no "MAIN" Display Group, or if a non-existent Classification has been specified for the Customer or Category, no Items will be listed when the Customer logs on.

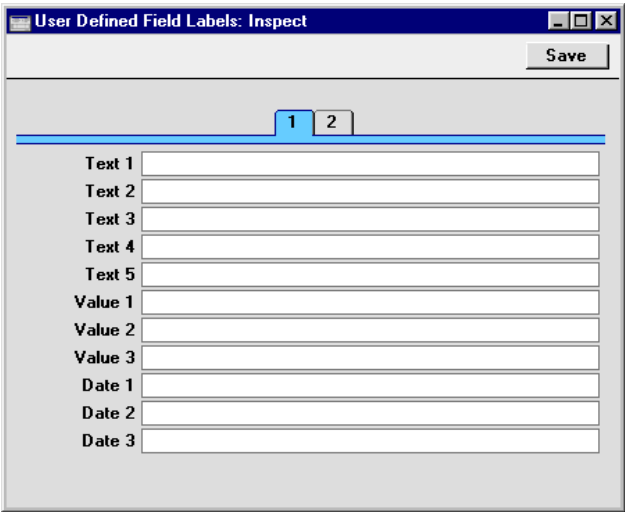
## User Defined Fields

The Customer record is capable of storing a sufficient quantity of information to cater for most requirements. However, in some circumstances, it might be necessary to store additional information for which no fields have been provided. The User Defined Fields setting in the CRM module allows you to add your own fields to each Customer record for this purpose. The new fields will be visible on the 'User Defined' card of each Customer record.

Use the Modules menu to enter the CRM module and then select 'Settings' from the File menu or click [Settings] in the Master Control panel. Double-click 'User Defined Fields' in the resulting list. The 'User Defined Field Labels: Inspect' window opens. Make changes as required and then click the [Save] button in the Button Bar to save changes and close the window. Click the close box if you do not want to save changes.

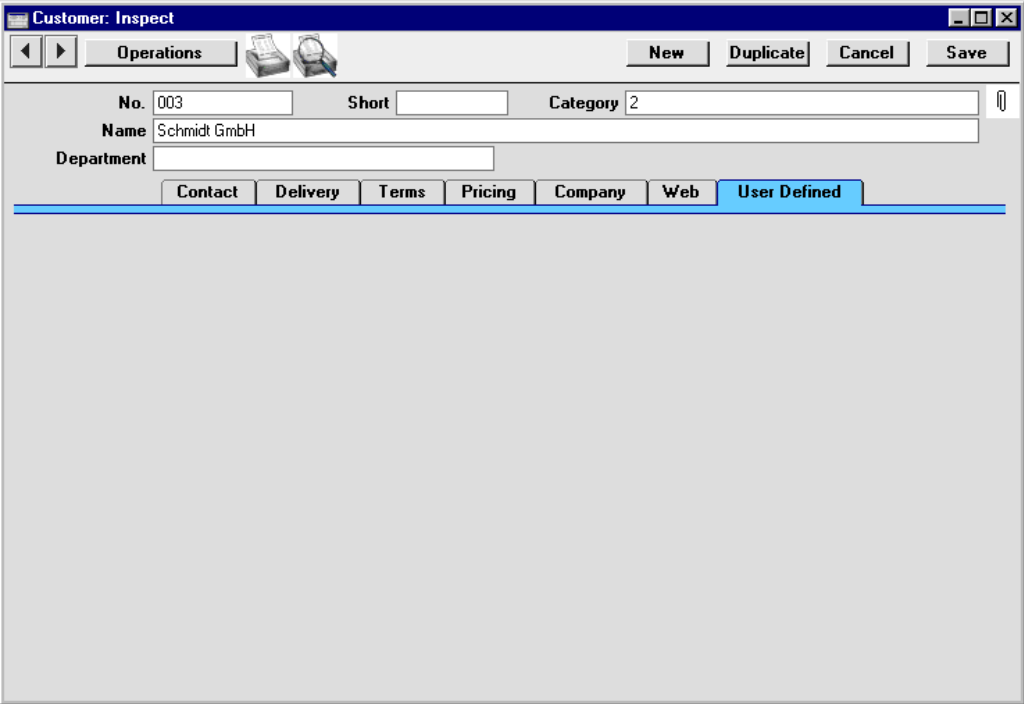


Card 1



The 'User Defined Field Labels: Inspect' window is shown. It has a title bar with standard window controls and a 'Save' button. Below the title bar, there are two tabs labeled '1' and '2'. Tab '1' is selected. The main area contains a list of labels with corresponding input fields: Text 1, Text 2, Text 3, Text 4, Text 5, Value 1, Value 2, Value 3, Date 1, Date 2, and Date 3.

When the ‘User Defined Field Labels: Inspect’ window is empty as shown in the illustration above, the ‘User Defined’ card of each Customer record will be empty as well—



The 'Customer: Inspect' window is shown. It has a title bar with standard window controls. Below the title bar, there is a toolbar with buttons for 'Operations', 'New', 'Duplicate', 'Cancel', and 'Save'. The main area contains a form with fields for 'No.' (003), 'Short', 'Category' (2), 'Name' (Schmidt GmbH), and 'Department'. Below the form, there is a tabbed interface with tabs for 'Contact', 'Delivery', 'Terms', 'Pricing', 'Company', 'Web', and 'User Defined'. The 'User Defined' tab is selected.

Use card 1 of the 'User Defined Field Labels: Inspect' window to give names to the new fields that you want to be shown on the 'User Defined' card of each Customer record. You can add up to five text fields (fields that can contain letters and numbers), three value fields (fields that can hold numbers only) and three date fields. In this example, we have added two text fields, two value fields and one date field—

The screenshot shows a window titled "User Defined Field Labels: Inspect" with a "Save" button in the top right corner. Below the title bar, there are two tabs labeled "1" and "2", with tab "1" being the active one. The main area of the window contains a list of user-defined fields, each with a label and a text input field:

<b>Text 1</b>	Description
<b>Text 2</b>	Managing Director
<b>Text 3</b>	
<b>Text 4</b>	
<b>Text 5</b>	
<b>Value 1</b>	Turnover
<b>Value 2</b>	No. of Employees
<b>Value 3</b>	
<b>Date 1</b>	Last Audit
<b>Date 2</b>	
<b>Date 3</b>	

This is how they appear in the Customer record—

The screenshot shows a software window titled "Customer: Inspect". At the top, there is a toolbar with a left arrow, a right arrow, a button labeled "Operations", and icons for a printer and a magnifying glass. To the right of the toolbar are buttons for "New", "Duplicate", "Cancel", and "Save". Below the toolbar, the form is organized into sections. The first section contains fields for "No." (003), "Short" (empty), and "Category" (2). Below these are fields for "Name" (Schmidt GmbH) and "Department" (empty). A horizontal tab bar follows, with tabs for "Contact", "Delivery", "Terms", "Pricing", "Company", "Web", and "User Defined" (which is currently selected and highlighted in blue). Under the "User Defined" tab, there are two rows of fields: "Description" with the value "Our main distributor in Germany" and "Managing Director" with the value "Armin Schmidt". At the bottom of the form, there are four more fields: "Turnover" (2500000000), "No. of Employees" (500), "Last Audit" (31/12/2002), and an empty field.

No.	003	Short		Category	2
Name	Schmidt GmbH				
Department					
<b>User Defined</b>					
Description	Our main distributor in Germany				
Managing Director	Armin Schmidt				
Turnover	2500000000	Last Audit	31/12/2002		
No. of Employees	500				

## Card 2

Use card 2 of the 'User Defined Field Labels: Inspect' to name the address fields in each Customer record. When card 2 of the 'User Defined Field Labels: Inspect' window is empty, the address fields on the 'Contact' and 'Delivery' cards of each Customer record are unnamed—

**Customer: Inspect**

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

No. 003 Short Category 2

Name Schmidt GmbH

Department

**Contact** Delivery Terms Pricing Company Web User Defined

**Invoice Address**

PB 843

8030 Schindelstein

GERMANY

Sort Key

Creation Date

Telephone 49 49 732 40

Email

Primary Contact

Classification 2

Objects

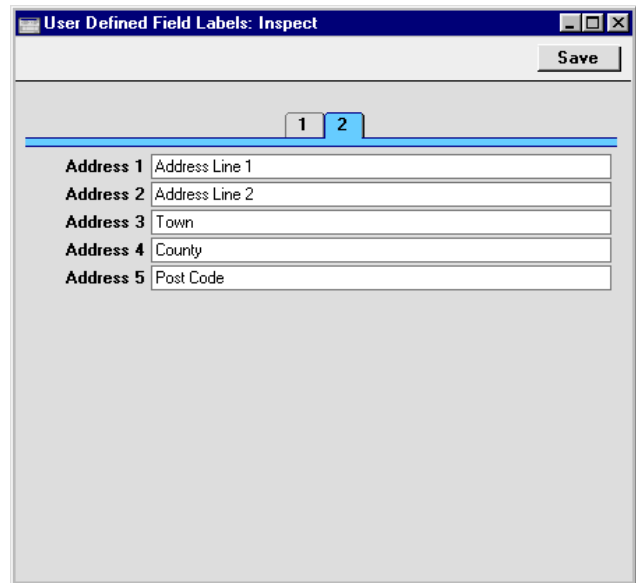
Last Changed 8/9/2002

Fax +49-49 732 30

Web Site

Mobile

Use card 2 of the 'User Defined Field Labels: Inspect' to name these address fields so that all users know what to type into each one. Here is an example, reflecting the usual address format used in the UK—



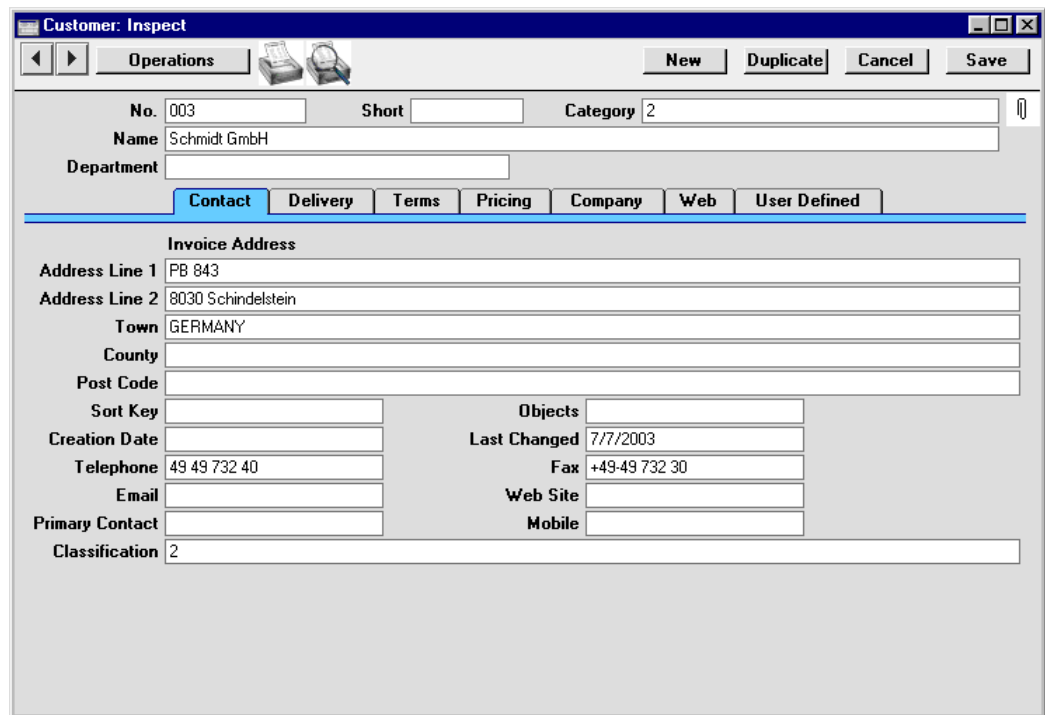
**User Defined Field Labels: Inspect**

Save

1 2

Address 1	Address Line 1
Address 2	Address Line 2
Address 3	Town
Address 4	County
Address 5	Post Code

The 'Contact' card of each Customer record will now look like this—



**Customer: Inspect**

Operations New Duplicate Cancel Save

No. 003 Short Category 2

Name Schmidt GmbH

Department

Contact Delivery Terms Pricing Company Web User Defined

**Invoice Address**

Address Line 1 PB 843

Address Line 2 8030 Schindelstein

Town GERMANY

County

Post Code

Sort Key

Creation Date

Telephone 49 49 732 40

Email

Primary Contact

Classification 2

Objects

Last Changed 7/7/2003

Fax +49-49 732 30

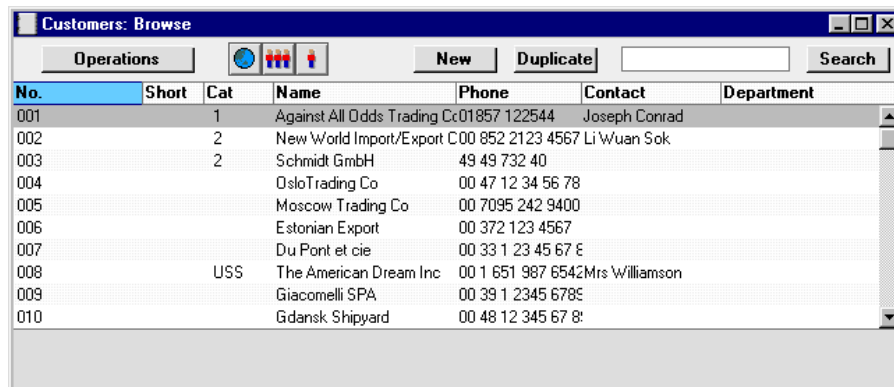
Web Site

Mobile

## The Customer Register

The Customer register is where you store information about your Customers and assign Customer Categories and Payment Terms. It is accessible from the Sales Orders and Sales Ledger modules, and from the Contract, Quotations, CRM and Service Orders modules if installed. Use the Modules menu to enter one of these modules and select 'Customers' from the Registers menu, or click the [Customers] button in the Master Control panel.

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



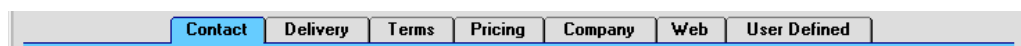
No.	Short	Cat	Name	Phone	Contact	Department
001		1	Against All Odds Trading Co	01857 122544	Joseph Conrad	
002		2	New World Import/Export Co	00 852 2123 4567	Li Wuan Sok	
003		2	Schmidt GmbH	49 49 732 40		
004			Oslo Trading Co	00 47 12 34 56 78		
005			Moscow Trading Co	00 7095 242 9400		
006			Estonian Export	00 372 123 4567		
007			Du Pont et cie	00 33 1 23 45 67 8		
008		USS	The American Dream Inc	00 1 651 987 6542	Mrs Williamson	
009			Giacomelli SPA	00 39 1 2345 6789		
010			Gdansk Shipyard	00 48 12 345 67 8		

### Entering a Customer

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

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

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



Contact	Delivery	Terms	Pricing	Company	Web	User Defined
---------	----------	-------	---------	---------	-----	--------------

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

Below, the Customer screen is described field by field. The entry of Customer information often requires reference using 'Paste Special' to settings entered in the Sales Ledger or other modules. Where use of 'Paste Special' is appropriate, this is indicated in the text together with the module in which the setting is to be found. Apart from Customer Categories (described above), please refer to the chapter in this manual describing the appropriate module for full details of a particular setting.

### Header

**No.** Enter the unique code you are assigning to this Customer. The field holds up to 20 letters and/or numbers. Hansa offers a default based on the Customer Number of the previous Customer entered. Once the record has been saved, the Customer Number may not be changed. It is the means by which this Customer will be identified elsewhere in Hansa.

**Short** This field can be used as an alternative means of identifying this Customer - information entered here appears in the Short column in the 'Customers: Browse' window. Firms of a similar nature could be given the same Short Code so that they would be grouped together in the 'Customers: Browse' window when sorted by the Code column. The field holds up to ten letters and/or numbers.

**Category** **Paste Special** Customer Categories setting, Sales Ledger

**Used as default in** Quotations, Orders, Invoices

Enter the Customer Category to which this Customer belongs. Customer Categories enable you to classify similar Customers together. All Customers of the same Category can use the same default Price List, Discount

Matrix and Debtor Account, saving you the work of having to specify these for each Customer individually.

### Name

Enter the Name of the Customer.

### Department

The Department Name can be recorded here. This might be necessary if you are dealing with several Departments of the same Customer.

Alternatively, if your company has several departments, that responsible for this Customer can be recorded here. The Customer List report can be sorted into Department order.

## Contact Card

Contact	Delivery	Terms	Pricing	Company	Web	User Defined
<b>Invoice Address</b>						
Address Line 1	PB 843					
Address Line 2	8030 Schindelstein					
Town	GERMANY					
County						
Post Code						
Sort Key			Objects			
Creation Date			Last Changed	29/8/2003		
Telephone	49 49 732 40		Fax	+49-49 732 30		
Email	michael@schmidt.de		Web Site			
Primary Contact	Michael Schmidt		Mobile			
Classification	2					

### Inv. Address

### Used as default in

Invoices

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

If you want to give a name to each of the individual address lines, use card 2 of the User Defined Fields setting in the CRM module (described earlier in this chapter). This can be useful if, for example, you want to indicate that the town is always to be typed into the third line of the address.

### Sort Key

This field can be used in countries where a post code, zip code or other area code appears on a separate line in an



address. Note that, if the field is used for this purpose, it will need to appear on the standard Forms (Invoice, Delivery Note, etc). Therefore, the models supplied with Hansa will need to be modified accordingly using the Form register in the System module.

You can also use this field to organise your Customers into zones to provide a guide for delivery drivers. The Sort Key is copied to the Sorting field of the Sales Order record. The Sorted Order List report in the Sales Order module is a list in Sort Key order of Orders with a particular Planned Delivery Date.

<b>Objects</b>	<div> <b>Paste Special</b>      Object register, Nominal Ledger/System module         </div> <div> <b>Used as default in</b>      Quotations, Orders, Invoices, N/L Transactions         </div>
<b>Creation Date</b>	<p>Up to 20 Objects can be assigned to each Customer, separated by commas. They will be used as defaults in all Orders, Invoices and other transactions involving this Customer. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.</p> <p>This field automatically records when this Customer was added to your Hansa database. It cannot be changed by the user.</p> <p>The Customer List report (described later in this chapter) can be used to list Customers that were added or changed after a certain date.</p>
<b>Last Changed</b>	<p>This field is updated automatically by Hansa whenever any modification is made to the Customer record on screen.</p>
<b>Telephone, Fax, Mobile</b>	<p>Enter the Customer's main telephone, mobile and fax numbers here. If you have the CRM module, extensions, direct line and mobile numbers and e-mail addresses for each contact can be recorded there.</p> <p>If you are using the Hansa Fax Server, the fax number will be used when faxing documents to this Customer.</p>

The 'Update Fax Numbers' Maintenance function in the System module can be used to remove spaces and dashes from all Customers' Fax Numbers. This will be necessary if you will be sending faxes through the fax server, in which case fax numbers should not contain non-numeric characters.

<b>Email</b>	If the Customer has an email address, enter it here.	
<b>Web Site</b>	If the Customer has a website, enter its address (URL) here.	
<b>Primary Contact</b>	<b>Paste Special</b>	Contact Person register, CRM module
	<b>Used as default in</b>	Quotations, Orders, Invoices
	The name of your main contact person can be entered here: it will be transferred as a default entry whenever this Customer is used in a transaction. If the CRM module is installed, the 'Paste Special' selection list will only show contact names for the Customer in question (identified by Customer Number). If you need to add more contact names, use the 'New Contact' function on the Operations menu.	
<b>Classification</b>	<b>Paste Special</b>	Customer Classifications setting, CRM module
	This field provides a further means of grouping Customers of a similar type together. It can be used as a reporting and mailing criterion in the CRM module and in the Sales Ledger. It is possible to allocate more than one Classification to each Customer, separated by commas.	
	The 'Add Class to Customer' Maintenance function in the CRM module can be used to assign Classifications to Customers based on the Items they have bought or not bought.	

## Delivery Card

Contact	Delivery	Terms	Pricing	Company	Web	User Defined
<b>Delivery Address</b>						
Kirchenstrasse 39						
8031 Schindelstein						
GERMANY						
<b>Order Comment</b>						
<b>Freight No.</b>						
<b>Del. Terms</b>	FOB					
<b>Del. Mode</b>	BOAT					
<b>Bank Account</b>						
<b>Account Operator</b>						
			<b>Delivery Date Based On</b> ____ <input checked="" type="radio"/> Current Date <input type="radio"/> Planned Del. Date			

### Del. Address

### Used as a default in Deliveries

Specify the Customer's usual delivery address here.

If the Customer has several Delivery Addresses, they can be recorded in the Delivery Addresses setting in the Sales Orders module. The appropriate one can be selected in Quotations, Orders, Invoices and Deliveries as necessary.

If you want to give a name to each of the individual address lines, use card 2 of the User Defined Fields setting in the CRM module (described earlier in this chapter). This can be useful if, for example, you want to indicate that the town is always to be typed into the third line of the address.

### Order Comment

Text entered here will appear as a default in the Comment fields of Orders and Invoices for this Customer.

### Freight No

In some countries each Customer can be allocated a specific Freight Number which will be quoted on all Deliveries. Freight Numbers can be included on delivery documents if necessary.

<b>Del. Terms</b>	<b>Paste Special</b>	Delivery Terms setting, Sales Orders module
	<b>Used as default in</b>	Orders, Deliveries
		Specify the Delivery Terms for this Customer here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board.
		For each Delivery Term record you can specify translations in different Languages: the Language for the Customer will determine the text to be printed on any Delivery Notes.
<b>Del. Mode</b>	<b>Paste Special</b>	Delivery Modes setting, Sales Orders module
	<b>Used as default in</b>	Orders, Deliveries
		Enter the mode of shipping most commonly used for this Customer. Examples might be Post or Courier, or might specify the name of one of the couriers that you use.
		For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Customer will therefore determine the text to be printed on any Delivery Notes produced.
		You can also set up different versions of documents such as Invoices and Delivery Notes for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter earlier in this manual.
<b>Bank Account</b>		Enter the Customer's main bank account number here.
<b>Account Operator</b>	<b>Paste Special</b>	Banks setting, Purchase Ledger
		Enter the name of the Customer's bank or building society here.
<b>Delivery Date Based On</b>		When issuing Deliveries from Orders entered in this Customer's name, the Delivery Date can default to the current date or to the Planned Delivery Date entered in

the Order. Specify here which option is to be used for this Customer.

If the Planned Delivery Date option is chosen, the current date will be used if the Planned Delivery Date in the Order is blank. The Planned Delivery Date field must use the Date format, set in the Planned Delivery setting in the Sales Orders module.

### Terms Card

Contact	Delivery	Terms	Pricing	Company	Web	User Defined
Pay. Terms	30					
Credit Limit						
Their Supp. Code						
Invoice To						
ANA Code						
Interest Rate						
		<input type="checkbox"/> Closed <input type="checkbox"/> On Hold <input checked="" type="checkbox"/> Reminders <input type="checkbox"/> Collection <input checked="" type="checkbox"/> Interest <input type="checkbox"/> On Account	<input type="checkbox"/> Allow Login <input type="checkbox"/> Allow FTP Access <input type="checkbox"/> EGO Customer <input type="checkbox"/> EDI Customer <input type="checkbox"/> Fiscal Invoices Only	<b>Mailing</b> <input checked="" type="radio"/> Allow Letters <input type="radio"/> No Letters <input type="radio"/> No mass mailing		

**Pay. Terms**

**Paste Special**

Payment Terms setting,  
Sales/Purchase Ledger

**Used as default in**

Invoices

In addition simply to ensuring the correct Payment Terms appear on Invoices (in the Language of the Customer if necessary), entering Payment Terms records using the setting available in both the Sales and Purchase Ledger modules can enable a system of early settlement discounts to be established.

Specifying Payment Terms for each Customer and therefore for each Invoice provides the basis for the debt-chasing reports provided in Hansa.

In the Baltic States, there are circumstances where Invoices should follow the same number sequence as that used by Receipts and Cash In records. For this to happen, define the number sequences using the left-hand From and To fields on flip C of the Payment Modes setting and check the Common Number Series box in the Cash Book Settings setting in the Cash Book module. Then, enter a Payment Mode to this field for cash Customers. When one such Customer is entered to an Invoice, the Invoice Number will change to one in the correct sequence. When the Invoice is approved, it is treated as paid and no posting to a Debtor Account is

made. Instead, a debit posting is made to the Account of the Payment Mode (i.e. a bank or cash Account).

**Credit Limit** Specify the Credit Limit for the Customer here. The Credit Limit setting in the Sales Ledger can be used to warn against or prevent the entering of Orders or Invoices for Customers who have exceeded their Credit Limit.

**Their Supp. Code**

Enter the Supplier Number allocated to your firm by this Customer. It can be printed on Sales documents.

**Invoice To** **Paste Special** Customer register

If the Customer will not be paying your Invoices themselves but may, for example, be purchasing through a leasing company, enter the Customer Number of that company here (that company must also be in the Customer register).

When Invoices for this Customer are created from Orders, they will be made out to the company specified here.

**ANA Code** Record the unique number assigned by the Article Numbering Association to this Customer here. This will most usually be necessary if the Customer is an EDI Customer (set using the check box on the 'Terms' card). In the UK, companies with an ANA Code can create their own bar codes.

**Interest Rate** When creating Interest Invoices for this Customer, enter here the annual rate of interest to be used in calculating interest charges.

If this field is blank, the percentage will be taken from the Interest setting in the Sales Ledger. Wherever the percentage is taken from, the Sales Account and VAT Code are specified using the Interest setting; that setting can also be used to determine any fee to be levied for the raising of Interest Invoices.

Interest Invoices are raised using the 'Create Interest Invoices' Maintenance function in the Sales Ledger, and will only be raised for Customers whose Interest box has been checked ('Terms' card).

<b>Closed</b>	<p>Check this box if the Customer is no longer to be used (Customer records cannot be deleted if Orders or Invoices have been raised in their name). Closed Customers will appear in the 'Customers: Browse' window but not in the Customers 'Paste Special' list. You will not be able to enter Orders or Invoices for closed Customers. A closed Customer can be re-opened at any time.</p>
<b>On Hold</b>	<p>Check this box if the Customer is on hold. You can raise Invoices for Customers that are on hold, but you will not be able to approve them (commit them to the Sales and Nominal Ledgers). You will be able to enter Orders for such Customers, but you won't be able to create Deliveries (ship any goods to them).</p> <p>Some Maintenance functions (e.g. 'Create Contract Invoices' in the Contracts module and 'Create Deliveries from Orders') will not create new records for Customers that are on hold.</p>
<b>Reminders</b>	<p>Check this box if the Customer is to receive reminders. Please refer to the description of the Reminder document in the 'Documents' section of the 'Sales Ledger' chapter in Volume 2a for full details of this feature.</p> <p>If this box is on for a Customer, you can ensure reminders are not sent for particular Invoices by checking the No Reminder box on the 'Delivery' card of the Invoice screen.</p>
<b>Interest</b>	<p>Check this box if the Customer is to be sent interest Invoices for late payments. Please refer to the 'Maintenance' section of the 'Sales Ledger' chapter in Volume 2a for full details of this feature.</p> <p>If this box is on for a Customer, you can ensure interest is not charged on particular Invoices by checking the No Interest box on the 'Delivery' card of the Invoice screen.</p>
<b>On Account</b>	<p>Check this box if you want to be able to register Prepayments and On Account Receipts from this Customer (i.e. you want to allow them to pay before you have invoiced them). Full details can be found in the 'Receipts' section of the 'Sales Ledger' chapter in Volume 2a.</p>

Before Prepayments and On Account Receipts can be entered, an On Account A/C must be specified on card 2 of the Account Usage S/L setting. Alternatively, such an Account can be specified for the Customer Category. This Account will be credited with the value of these Receipts.

- Allow Login** If you are using the Hansa Web Shop facility and wish to allow this Customer to place Orders over the web, check this box. They will use their Customer Number as a Login ID, and you can allocate them a password using the 'Change Password' function on the Operations menu of the 'Customers: Browse' window.
- Allow FTP Access** If you are using the Hansa FTP facility and wish to allow this Customer access to your FTP server, check this box. They will use their Customer Number as a Login ID, and you can allocate them a password using the 'Change Password' function on the Operations menu of the 'Customers: Browse' window.
- EGO Customer** This check box is designed for use in Denmark, where for certain Customers Invoices are not printed out but are sent electronically to a third party such as the Post Office for processing. Check this box for all such Customers. Please refer to your local Hansa representative for full details.
- EDI Customer** The EDI (Electronic Data Interchange) module can be used to receive Orders and issue Invoices electronically in particular formats. If you have this module and this is a Customer that uses this system, check this box. EDI Invoices can only be raised for Customers with this box checked. Please refer to your local representative for full details.
- Mailing** Use these options to specify whether letters are to be sent to the Customer. Letters are produced using the Customer Letter register in the CRM module: please refer to Volume 6 of these manuals for full details.
- Allow Letters** Printed letters and emails will be sent to the Customer in all circumstances.
- No Letters** Printed letters and emails will not be sent to the Customer in any circumstances.



**No mass mailing** Printed letters will be sent to the Customer in all circumstances, and single emails will be sent to the Customer, but the Customer will not be included in mass emailing campaigns. A mass emailing campaign is one generated from a Customer Letter whose Customer field is empty.

Pricing Card

Contact	Delivery	Terms	Pricing	Company	Web	User Defined
Default Items			Price Based On			
Price List			<input checked="" type="radio"/> Order Date			
Discount Matrix			<input type="radio"/> Planned Del. Date			
Salesman			<input type="radio"/> Despatch Dates			
Sales Group			Currency			

**Default Items**      **Paste Special**      Default Items setting, Sales Ledger

The Default Items setting allows you to define sets of Items that are always to appear on Invoices for certain Customers: specify here a particular Default Item record (i.e. a particular set of Items) for this Customer. The Items will be added as soon as the Customer is specified in the Invoice. They will also be added to Invoices created from Orders (although they will not appear in the Orders themselves or in Deliveries) and to those created in batches using the 'Group Invoicing' Maintenance function in the Sales Orders module. They will not appear in Interest Invoices.

**Price List**      **Paste Special**      Price List register, Pricing module

**Used as default in**      Quotations, Orders, Invoices

If you wish to assign a particular Price List to a Customer, you can do so here. It will determine the prices used in Orders and Invoices for this Customer.

Note that it is also possible to allocate Price Lists to Customer Categories. This makes it easy to allocate or change the Price List of a group or Customers in a single step. Any Price List specified here will override that of the Customer Category (if any) to which the Customer belongs.

Please refer to the 'Price List' section in the 'Items and Pricing' chapter for full details of how to use Price Lists. If you need to use dated Price Lists, please refer also to the section below describing the Price Based On options.

**Discount Matrix**    **Paste Special**                      Discount Matrix register, Pricing module

**Used as default in**                      Quotations, Orders, Invoices

If you wish to assign a particular Discount Matrix to an individual Customer you can do so here. Discount Matrices allow you to set up a quantity discount structure and are fully described in the next chapter, 'Items and Pricing'. When receiving Orders from this Customer, the Discount Matrix entered here will determine the default percentage discount for each Item, depending on quantity ordered.

Note that it is also possible to allocate Discount Matrices to Customer Categories. This makes it easy to allocate or change the Discount Matrix of a group of Customers in a single step. Any Discount Matrix specified here will override that of the Customer Category (if any) to which the Customer belongs.

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

**Used as default in**                      Quotations, Orders, Invoices

Enter the initials of the salesman responsible for this Customer's account. By default, Orders and Invoices for this Customer will be attributed to the salesman entered here.

This field is also used by the Limited Access module: please refer to the description of the Sales Group field (below) for details.

**Sales Group**                      **Paste Special**                      Sales Groups setting, System module

**Default taken from**                      Salesman

The Sales Group is brought in from the Person record after you have entered a Salesman. If the Limited Access module is present, this field can be used to prevent a user from seeing all Customers in the 'Customers: Browse' and Customer 'Paste Special' windows by restricting

their view to their own Customers or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' chapter later in this Volume for full details of the Limited Access module.

**Price Based On** When entering Orders, if you are using dated Price Lists the choice of Price List can depend on the Order Date, the Planned Delivery Date or the Despatch Date. Specify here which option is to be used for this Customer.

If the Planned Delivery Date option is chosen, the standard Price List will be used if the Planned Delivery Date in the Order is blank or in the wrong format. The Planned Delivery Date field must use the Date format, set in the Planned Delivery setting in the Sales Orders module. If the Despatch Date option is chosen, the standard Price List will be used if the Despatch Date in the Order is blank. The standard Price List is that entered to the Customer record above or the Customer Category.

When entering Invoices directly to the Invoice register, Price List selection will always depend on the Invoice Date. Similarly, when entering Quotations, Price List selection will always depend on the Quotation Date.

Dated Price Lists are described in the 'Items and Pricing' chapter later in this Volume.

<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
	<b>Used as default in</b>	Quotations, Orders, Invoices, N/L Transactions

Specify here the Currency to be used for invoicing this Customer. When entering Orders or Invoices, all prices of Items will be converted from the home Currency to that specified here using the latest Exchange Rate.

Hansa will prevent the entry of Orders, Invoices, Quotations and Receipts in the name of this Customer using Currencies other than that specified here. If you need to be able to use more than one Currency with a particular Customer, leave this field blank.

Once a Currency has been entered in this field and the Customer has been used in a transaction of any kind, this Currency should not be changed.

Company Card

Contact		Delivery		Terms		Pricing		Company		Web		User Defined	
Comment													
Warning													
Reg. No.1				Zone									
Reg. No.2				<input type="radio"/> Domestic									
Country				<input checked="" type="radio"/> Within EU									
Language				<input type="radio"/> Outside EU									
VAT Code				VAT Reg No		D4948304PQ2							

<b>Comment</b>	This field can be used to record any additional information about the Customer. Comments entered here will be shown on Sales Ledger reports featuring this Customer.		
<b>Warning</b>	Text entered here will be used to alert users whenever an Order or Invoice is entered for this Customer.		
<b>Reg. No. 1</b>	If the Customer is a limited company, enter their Company Registration Number here.		
<b>Reg. No. 2</b>	<b>Paste Special</b>	Registration Defaults setting, Sales Ledger	
	This field is used in Finland, where companies have two registration numbers.		
	Elsewhere, the 'Paste Special' link to the Registration Defaults setting can be used to bring in a default VAT Code and Language.		
<b>Country</b>	<b>Paste Special</b>	Countries setting, System module	
	Specify a code for the Country in which the Customer is located. Once this has been specified, entering a VAT Number below will cause Hansa to check it is in the correct format for the Country. VAT Number formats are defined in the VAT Number Masks setting in the System module.		

<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
	<p>It is possible to set up different versions of documents such as Invoices and Delivery Notes for Customers with different Languages: the Language code specified here will be used as a default in determining which document is used (it can be overridden for individual Orders). In addition, some of the information shown on the documents, such as Item Names, Payment Terms and Delivery Modes, can be made to appear in the appropriate translation.</p>	
<b>VAT Code</b>	<b>Paste Special</b>	VAT Codes setting, Nominal Ledger
	<p>The VAT Code entered here refers to a VAT Code record entered using the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged to this Customer and the VAT Account to be credited.</p> <p>When creating Orders or Invoices for this Customer, in determining which VAT Code is to be used, that entered here will take precedence over those specified for the Item and the Item Group and that on card 3 of the Account Usage S/L setting in the Sales Ledger. Usually, you should only specify a VAT Code for an individual Customer if for some reason your usual VAT accounting method does not apply to them.</p>	
<b>Zone</b>	<b>Used as default in</b>	Orders, Invoices, Nominal Ledger Transactions
	<p>Select a Zone for this Customer. This will be used in Orders and Invoices to control VAT calculation and accounting and the choice of Sales Account. Separate default VAT Codes and Sales Accounts can be assigned to each Zone on card 3 of the Account Usage S/L setting in the Sales Ledger.</p> <p>For Customers in the “Within EU” Zone, it is important that their VAT Number is recorded (see below). When Invoices are raised for such Customers, VAT will not be charged, irrespective of the VAT Code used on card 3 of the Account Usage S/L setting.</p>	

## VAT Reg No

It is important that the Customer's VAT Number is recorded here if they are in the "Within EU" Zone as this information is required for EU VAT reporting purposes.

A check is made when the record is saved that the VAT Number has not been used for any other Customer. If this check fails, you can find the other Customer by searching for the VAT Number in the Customer List report (Detailed version).

Hansa contains a feature whereby it will check that the VAT Number entered here is in the correct format for the Customer's Country. The correct format should be defined in the VAT Number Masks setting in the System module. If the Country is blank, the Country from the Company Info setting will be used. If that is blank, no validation check will be made.

Because of this feature, be sure to enter the Customer's Country above before their VAT Number.

## Web Card

Contact	Delivery	Terms	Pricing	Company	Web	User Defined
Web Conf.	<input type="text"/>	Main Classification	<input type="text"/>			
Web Start Page	<input type="text"/>	Display on the Web	<input type="text"/>			
Freight Code	<input type="text"/>					

## Main Classification

### Paste Special

Item Classifications setting, Stock module

If you are using Hansa's Web Shop, you may wish to offer different Items to different Customers. This is done by dividing the Items into sets known as "Classifications" and then specifying a Classification for each Customer. Customers will see only those Items in the relevant Classification when they log on to your Web Shop site.

Classifications are defined using a setting in the Stock module, described in the 'Items and Pricing' chapter elsewhere in this manual. Items can belong to more than one Classification.

If a Classification has been specified at the individual Customer level, it will override one that has been specified at the Customer Category level.

If no Classification has been specified for a Customer or Customer Category, the Classification with the Code “MAIN” will be used. If there is no “MAIN” Classification, or if a non-existent Classification has been specified for the Customer, no Items will listed when the Customer logs on.

### Display on the Web

**Paste Special**      Display on the Web setting, Web Shop module

Web Shop Customers are usually shown the prices of your Items, but not the current stock levels of those Items. If you want to change either or both of these defaults for a particular Customer, enter an appropriate record in the Display On The Web setting in the Web Shop module, and then enter the Code of that record in this field.

**Freight Code**      **Paste Special**      Web Freight setting, Web Shop module

If you are using Hansa’s Web Shop, you may wish to define various methods by which freight charges will be calculated on Orders placed over the web (e.g. for local, national and international delivery). These calculation methods are defined in the Web Freight setting in the Web Shop module: specify here which method is to be used for this Customer.

### User Defined Card

Please refer to the description of the User Defined Fields setting earlier in this chapter for details of this card.

## Editing a Customer

The Customer register must be kept up to date, so it will need editing from time to time.

In the ‘Customers: Browse’ window which appears when the Customer register is opened, the Customers are initially shown in Customer Number

order. You can change the sort order by clicking on one of the headings. The underlined heading shows the current sort order.

To search for a specific Customer, enter the text to be found in the Search field in the top right-hand corner of the window and press Return. The text should be such that it would appear in the current sort column: to search by Company Name, for example, sort by Company Name before entering a Company Name (or its initial letters) to the Search field.

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

Edit the fields as necessary. Move from field to field with the Return key, or with the arrow keys. Click [Save] when you have finished, to save changes.

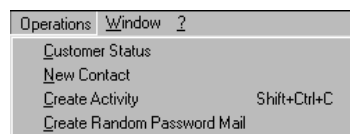
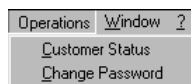
## Deleting a Customer

Select and open the Customer record in the same way as for editing. Select 'Delete' from the Record menu. The Customer is deleted. Note that once Orders or Invoices have been entered in a Customer's name, that Customer can no longer be deleted.



***You cannot undo the deletion of a Customer record.***

## Operations Menu



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



## Customer Status

The 'Customer Status' function provides a short cut to the Customer Status report, otherwise only available in a less detailed form in the Sales Ledger.

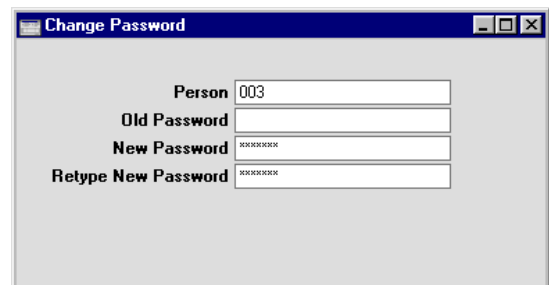
In its basic form, this report shows address and turnover information and lists all Contact Persons for the Customer currently on screen or for those Customers highlighted in the browse window. However, if required, more information can be shown in the report, such as lists of recent Activities, Invoices, Contract Quotations, Contracts, Quotations and Orders, and monthly sales figures for the past year. Use the Customer Status Report setting in the CRM module to control how much of this additional information will be shown to different users, each of whom can be given a different report definition. Much of this additional information will not be shown if the report is produced from the Sales Ledger.

The Customer Status report has Hansa's Drill-down feature. Many records such as Contact Persons, Quotations and Invoices can be opened by clicking in the appropriate places (i.e. on Contact Person names and on Quotation and Invoice Numbers). Text with the drill-down feature is shown underlined in the report.

## Change Password

If you are using the Hansa Web Shop facility and have Customers who will be placing Orders over the web, you should use this function to give them passwords. Such Customers should also have the Allow Login box on the 'Terms' card of their Customer records checked. They will use their Customer Number as a Login ID.

To set a password for a Customer, highlight their name in the 'Customers: Browse' window and select 'Change Password' from the Operations menu. The following window is opened—



Person	003
Old Password	
New Password	
Retype New Password	

Enter the old password if there is one and then type in the new one twice to ensure that it is correct. Passwords are case-sensitive. Press the Shift-Enter

key combination to close the window and save: use the close box if you do not want to save changes.

If you want to set rules for passwords (e.g. to impose a minimum number of characters, or to require at least one alpha or numeric character), use the Password Security setting in the System module.

### New Contact

This function can be used to create records in the Contact Person register in the CRM module, allowing you to add to the list of contact names for this Customer.

When you select the function, the following screen appears, where you can create a new Contact Person record—

The screenshot shows a software window titled "Contact Person: New". At the top, there is a menu bar with "Operations" and a toolbar with buttons for "New", "Duplicate", "Cancel", and "Save". The main form area contains the following fields and controls:

- Cust. No.:** 003
- Cust. Name:** Schmidt GmbH
- Department:** (empty field)
- Name:** (empty field)
- ☐ Closed
- ☐ No Letters
- Address Tab:**
  - Address:** PB 843, 8030 Schindelstein, GERMANY
  - Tel:** 49 49 732 40
  - Fax:** +49-49 732 30
  - Mobile:** (empty field)
  - Email:** (empty field)
  - Alt Phone:** (empty field)
  - Date of Birth:** (empty field)

The new record is opened in a window entitled 'Contact Person: New'. This means that it has not yet been saved. The Customer Number and Name are brought in automatically. After adding the person's name and making other changes as necessary, save the record in the Contact Person register by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the record, click [Cancel]. In either case, you will be returned to the Customer window.

The Customer does not have to be saved before creating a Contact Person.

Please refer to Volume 6 of these manuals for full details of the 'Contact Person: New' window.

### Create Activity

This function can be used to create records in the Activity register in the System module. This can be useful if it is necessary, for example, to schedule a call to a new Customer.

When you select the function, the following screen appears, where you can create a new Activity—

The screenshot shows the 'Activity: Inspect' window with the following fields and options:

- Buttons:** New, Duplicate, Cancel, Save
- Text:** [Empty text box]
- Type:** [Empty text box]
- Done:** ☐ Done
- Tabs:** Time (selected), Task Type, Symbol, Customer, Project, Text, Persons
- Start Time:** 23:46:20
- Start Date:** 7/7/2003
- End Time:** [Empty text box]
- End Date:** 7/7/2003
- Cost (Time):** [Empty text box]
- Task Type:**
  - ☐ Calendar
  - ☒ To Do
  - ☐ Timed To Do
- Calendar:**
  - ☐ Time
  - ☐ Profile
  - ☒ Don't Show
- Symbol:**
  - ☐ Call
  - ☐ Meeting
  - ☐ Deskwork
  - ☒ Other
- Customer:** 003
- Name:** Schmidt GmbH
- Contact:** [Empty text box]
- Phone:** 49 49 732 40
- Result:** [Empty text box]

The new record is opened in a window entitled 'Activity: Inspect'. This means that it has already been saved and is being opened for checking. The Customer Number, Name and Phone Number are brought in automatically to the fields on the 'Customer' card. No default Activity Type will be offered, while the Task Type will be To Do, and the Symbol will be Other. The Start Date of the Activity will be the current date, and the Person will be the current user.

After amendment if necessary, save the record in the Activity register by clicking the [Save] button in the Button Bar and close it using the close box.

Alternatively, if you no longer require the Activity, remove it using the 'Delete' function on the Record menu. In either case, you will be returned to the Customer window.

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

The Customer does not have to be saved before creating an Activity.

Please refer to Volume 6 of these manuals for full details of the 'Activity: Inspect' window.

### **Create Random Password Mail**

If you are using the Hansa Web Shop facility and have Customers who will be placing Orders over the web, you can use this function to generate passwords for them. Such Customers should also have the Allow Login box on the 'Terms' card of their Customer records checked. They will use their Customer Number as a Login ID.

To set a password for a Customer, double-click their name in the 'Customers: Browse' window and, when the 'Customer: Inspect' window opens, select 'Create Random Password Mail' from the Operations menu. The window shown on the next page appears, where you can create a new Mail.

**Mail: Inspect**

Operations New Duplicate Cancel Save

Date 2/9/2003 Time 12:34:19 Lifespan Normal

☐ Sent  
☐ Locked  
☐ Priority

	Address	From
1		James Watson
2		michael@schmidt.de
3		
4		

Subject Your password is: 46817

Text

The new record is opened in a window entitled 'Mail: Inspect'. This means that it has already been saved and is being opened for checking. The current user will be the default sender of the Mail. The To field will contain the email address of the Customer. The Subject field will contain the random password. After you have written a message and when you are then ready to send the Mail, check the Sent box. Finally, save the Mail by clicking the [Save] button in the Button Bar. If you are using the Lock and Send E-Mails Automatically option in the Mail Settings setting in the Technics module and the Mail contains an external email address (i.e. one with the @ sign), it will now be sent automatically. If you are not using this option, select 'Send E-mail' from the Operations menu after the Mail has been saved. Finally, close the Mail using the close box. You will be returned to the Customer window.

If the function does not create a Mail, the probable causes are—

1. The current user does not have a Mailbox.
2. The Customer does not have an email address.
3. The Customer has not been saved.

# Documents

## Introduction

Customer documents can be printed from the Sales Ledger. Use the Modules menu to ensure you are in the Sales Ledger and then select 'Documents' from the File menu or click [Documents] in the Master Control panel. Then, double-click the appropriate item in the list. A specification window will then appear, where you can decide the Customers for which documents are to be printed. Click [Run] to print the documents.

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

To determine which Form is printed, follow this procedure (when Hansa is supplied, a sample Form will be printed)—

1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter later in this manual describing the System module. The sample Form supplied has the Form Code "CUST\_LABEL".
2. Change to the Sales Ledger module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight the item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to the document and is fully described in the 'Documents' section of the 'Work Area' chapter earlier in this manual. In this instance, enter "CUST\_LABEL" in the Form field of the first line.
4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

## Customer Labels

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

**Customer**

**Paste Special**

Customer register

**Range Reporting**

Alpha

Enter the Customer Number or range of Numbers for which you want the labels printed.

**Category**

**Paste Special**

Customer Categories setting, Sales Ledger

Select a Customer Category. Labels will be printed for all Customers in that Category.

**Classification**

**Paste Special**

Customer Classifications setting, CRM module

Select a Customer Classification. Labels will be printed for all Customers in that Classification. If you enter a number of Classifications separated by commas, labels

will only be printed for those Customers featuring all the Classifications listed.

**Sort Key** Enter a Sort Key. Labels will be printed for all Customers with that Sort Key.

**Start with Label No.**

If you will be printing to a sheet of labels, some of which have already been used, specify here where on the sheet you wish to begin printing.

**Country** **Paste Special** Countries setting, System module

To print labels for Customers in a particular Country, enter that Country here.

**Vertical Margin** If you want the labels to be printed with a non-standard vertical margin (vertical spacing between the labels), specify the margin that you want to be used here. The standard margins (which will be used if you leave this field empty) are—

Label Format	Vertical Margin
2 x 8	103
3 x 8	103
1 x 1	1
2 x 4	206

**Labels for Contact Persons**

If you have the CRM module and wish to print labels for all Contact Persons for the Customers in the selection (or for Contact Persons selected using the two options below), switch on this check box.

**Include Closed Customers**

Usually, labels will not be printed for Closed Customers (Customers whose Closed box on the 'Terms' card is checked). If you want to include such Customers in your label printing run, check this box.

**Job Description** **Paste Special** Job Descriptions setting, CRM module

If you have the CRM module and wish to print labels for Contact Persons with a particular Job Description, enter that Job Description here.



**Class. of Cont. Pers.****Paste Special**

Customer Classifications  
setting, CRM module

Select a Customer Classification. Labels will be printed for all Contact Persons with that Classification.

**Sorting**

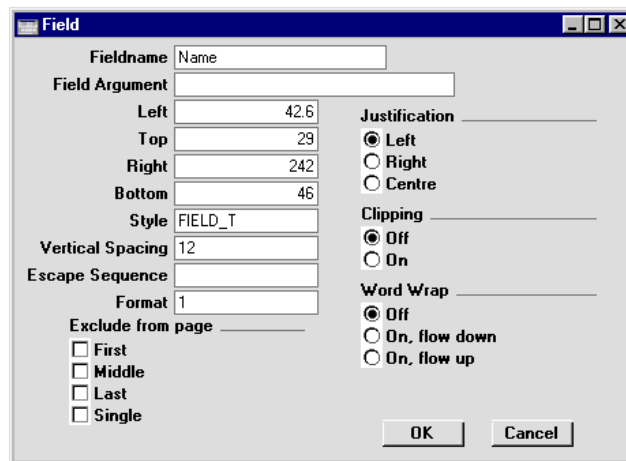
The labels can be sorted by Customer Number, Customer Name or Sort Key.

**Function**

Choose which of the four standard label formats you would like to use.

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

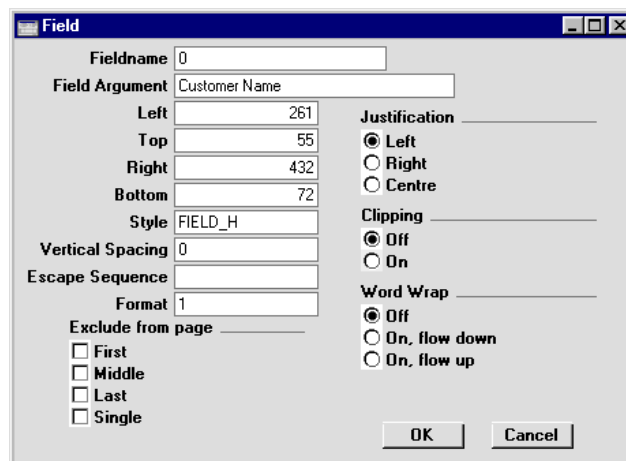
Fields are added to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the Field dialogue box opens, specify the Fieldname. The one departure from the usual procedure is that the Format of each field must be set to 1—



Setting the Format to 1 ensures the labels will be aligned properly.

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

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



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

# Reports

## Introduction

Customer reports are located in the Sales Ledger. Use the Modules menu to ensure you are in the Sales Ledger and then select 'Reports' from the File menu or click [Reports] in the Master Control panel. Then, double-click the appropriate item in the list. A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Customers in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer using the Printer icon.

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

## Customer List

This is a simple listing of all the Customers in the Customer register. It can be produced from the 'Reports' list in the Sales Ledger or the CRM module. It can also be produced for an individual Customer by clicking the Printer icon when that Customer is open in a record window. In this case, it will be printed as if the Include all Contact Persons box is on.

The Customer List report has Hansa's Drill-down feature. Click on any Customer Number in the report to open that Customer record.

Leave all the fields blank if the report is to cover all the Customers in the Customer register. If it is necessary to restrict the coverage of the report, use the fields as described below.

<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
	Use this field to limit the report to a single Customer, or range of Customers.	
<b>Category</b>	<b>Paste Special</b>	Customer Categories setting, Sales Ledger
	To restrict the report to Customers of a single Category, enter a Category Code here.	
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	To restrict the report to Customers of a single Salesman, enter a Salesman's initials here.	

<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
		To restrict the report to Customers with a particular Sales Group (shown on the 'Pricing' card of the Customer screen), enter that Sales Group here.
<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
		To restrict the report to Customers with a particular Language, enter a Language Code here.
<b>Payment Terms</b>	<b>Paste Special</b>	Payment Terms setting, Sales/Purchase Ledger
		Use this field to restrict the report to Customers with the same Payment Terms.
<b>Classification</b>	<b>Paste Special</b>	Customer Classifications setting, CRM module
		Enter a Classification Code in this field if you want to list Customers with a certain Classification. If the field is empty, all Customers, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Customers featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), all Customers featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Customers featuring any Classification except the one listed will be shown.
		For example—
1,2		Lists Customers with Classifications 1 and 2 (including Customers with Classifications 1, 2 and 3).
1+2		Lists Customers with Classifications 1 or 2.
!2		Lists all Customers except those with Classification 2.
1,!2		Lists Customers with Classification 1 but excludes those with Classification 2 (i.e. Customers with Classifications 1 and 2 are not

shown). Note the comma before the exclamation mark in this example.

!1,!2

Lists all Customers except those with Classification 1 or 2 or both. Again, note the comma.

### Classification Types

**Paste Special** Classification Types setting, CRM module

Enter a Classification Type in this field if you want to list Customers with a Classification belonging to that Type. If the field is empty, all Customers, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Customers featuring a Classification belonging to any of those Types will be shown.

**Object** **Paste Special** Object register, System module

To restrict the report to Customers with a particular Object, enter the Object's Code here.

**Country** **Paste Special** Countries setting, System module

To restrict the report to Customers in a particular Country, enter the Country Code here.

### New or updated since

**Paste Special** Current Date

This field refers to the Last Changed field on the 'Contact' card of the Customer record and can be used to display recently entered or changed Customers.

**Sort Key** Enter a Sort Key. All Customers with that Sort Key will be listed in the report.

**Short** Enter a Short Code. All Customers with that Short Code will be listed in the report.

### Include all Contact Persons

This option will list all Contacts for each Customer, as recorded in the Contact Person register in the CRM module.

<b>Sorting</b>	These radio buttons control the sort order of the report. The default is to print the report in Customer Number order, but you can also print in Name, Category, Sort Key, Department or Telephone Number order.
<b>Function</b>	These radio buttons control the level of detail shown in the report.
<b>Detailed</b>	This, the default option, prints a comprehensive report that includes virtually all the information stored in each Customer record.
<b>Phone</b>	This choice produces a simple list showing the Customer Number, Name, Telephone Number, and Contact Person.
<b>Fax</b>	This option is the same as the previous one, with the exception that Fax Numbers are printed instead of Telephone Numbers.
<b>E-Mail</b>	This is also the same as the Phone option, with the exception that Email Addresses are printed instead of Telephone Numbers.
<b>Include</b>	Use these options to specify whether Closed Customers (Customers whose Closed box on the 'Terms' card is checked) are to be included in the report.
<b>Not Closed</b>	Closed Customers are not listed in the report.
<b>Closed</b>	Both open and Closed Customers are listed in the report.
<b>Closed Only</b>	Closed Customers only are listed in the report.

Customer Statistics

This report displays trading statistics for each Customer, including turnover, margin and gross profit.

Specify Customer Statistics

Run

Customers

Item

Categories

Classification

Salesman (from Cust.)

Sales Group (from Cust.)

Period

Min. Turnover

Min. GP

Object on Customer

Country on Customer

Sorting

No.

Name

Customer Info Only

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Leave all the fields blank if the report is to cover all the Customers in the Customer register. If it is necessary to restrict the coverage of the report, use the fields as described below.

Customer	Paste Special	Customer register
	Range Reporting	Alpha
Use this field to limit the report to a single Customer, or range of Customers.		
Item	Paste Special	Item register
	To limit the report to a single Item, enter an Item Number here.	
Categories	Paste Special	Customer Categories setting, Sales Ledger
	Range Reporting	Alpha
To restrict the report to Customers of a single Category, enter a Category Code here.		



<b>Classification</b>	<b>Paste Special</b>	Customer Classifications setting, CRM module
		Enter a Classification Code in this field if you want to list Customers with a certain Classification. If the field is empty, all Customers, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Customers featuring all the Classifications listed will be shown.
<b>Salesman (from Cust.)</b>		
	<b>Paste Special</b>	Person register, System module
		To restrict the report to Customers of a single Salesman, enter a Salesman's initials here.
<b>Sales Group (from Cust.)</b>		
	<b>Paste Special</b>	Sales Groups setting, System module
		To restrict the report to Customers with a particular Sales Group (shown on the 'Pricing' card of the Customer screen), enter that Sales Group here.
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period, separated by a colon.
<b>Min Turnover</b>		Enter a value to exclude customers with a lower turnover during the period.
<b>Min. GP</b>		Enter a value to exclude customers with lower gross profit.
<b>Object on Customer</b>		
	<b>Paste Special</b>	Object register, System module
		To restrict the report to Customers with a particular Object, enter the Object's Code here.
<b>Country on Customer</b>		
	<b>Paste Special</b>	Countries setting, System module
		To restrict the report to Customers in a particular Country, enter the Country Code here.

**Sorting**                      The report can be sorted by Customer Number or Name.

**Customer Info Only**

Usually, this report shows the turnover, margin and gross profit for each Customer in the list, with totals at the bottom. If this box is checked, only the totals are shown. In the body of the report, telephone and fax numbers are shown in place of the individual Customer statistics.

**Customer Sales Statistics**

This report is a simple list of Customers, showing the turnover and gross profit for each one. Unlike the Customer Statistics report described above, however, it sorts the Customers by sales (turnover or gross profit), allowing the most or least successful to be ascertained easily. The statistics are compiled from approved Invoices only.

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

Enter the start and end dates of the reporting period, separated by a colon. The period should consist of a number of whole months otherwise the report will not be produced.

<b>Customers</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha

Use this field to limit the report to a single Customer, or range of Customers.

**Customer Category**

<b>Paste Special</b>	Customer Categories setting, Sales Ledger
----------------------	--

To restrict the report to Customers of a single Category, enter a Category Code here.

**No. of Customers shown**

Enter here the number of Customers to be shown in the report. For example, to list the ten most or least successful Customers, enter "10" here.

**Function**

These options control the sort order of the report.

<b>Highest Sales</b>	Choose this option to sort the report so that the most successful Customers in terms of turnover are at the top.
----------------------	--

<b>Lowest Sales</b>	Choose this option to sort the report so that the least successful Customers in terms of turnover are at the top. This will not include Customers with no sales, unless the Include Customers with no sales box (below) is also checked.
---------------------	--

**Highest Gross Profit**

Choose this option to sort the report so that the most successful Customers in terms of gross profit are at the top.

**Include Customers with no sales**

Check this box if you want to include in the report Customers that have not bought from you during the report period.

**Customer Status**

This reports shows the paid and unpaid Invoices for each Customer in the selection. The age of due Invoices is shown together with their Reminder Levels as are Receipts and total turnover and amount due figures.

The Customer Status report has Hansa's Drill-down feature. Click on the Invoice Number of any Invoice in the report to open that Invoice record.

**Specify Customer Status**

Run

Customer

Category

☒ Customers with Balance only

Function

☒ 5 Last Paid

☐ Invoices FromDate

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Leave all the fields blank if the report is to cover all the Customers in the Customer register. If it is necessary to restrict the coverage of the report, use the fields as described below.

<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
	Use this field to limit the report to a single Customer, or range of Customers.	
<b>Category</b>	<b>Paste Special</b>	Customer Categories setting, Sales Ledger
	To restrict the report to Customers of a single Category, enter a Category Code here.	

#### Customers with Balance Only

Switch this option on to exclude Customers with no unpaid Invoices. Customers with unpaid Invoices that are not yet due for payment will not be excluded.

#### Function

Use these options to limit the report to include only the last five paid Invoices (the default), or to start the report from a specific date.

***Hansa Financials***  
***HansaWorld***  
***Items and Pricing***

## Chapter 6: Items and Pricing

The Item register is used to store information about the products and services that you sell. It is accessible from the Sales Orders, Purchase Orders and Sales Ledger modules, and from the Contracts, Production, Quotations, Service Orders and Job Costing modules if installed.

Items of a similar type can be grouped together using Item Groups. All Items of the same Group can be given the same default Sales and Cost Accounts, Credit Account and VAT Codes, saving you the work of having to specify these for all Items individually. Defining and assigning Item Groups also makes modification easier: if it is necessary to assign a different Cost Account, for example, only one change need be made (to the Item Group), rather than many (to each of the Items).

If information is specified both for an Item Group and for an Item that belongs to that Group, that entered for the Item will take precedence.

This chapter first describes the defining of Item Groups. This is followed by a detailed description of the Item register and of Hansa's pricing features. The final section covers Item-related reports.

### The Item Group Register

It can be practical to organise Items of similar kinds into Item Groups. This option gives you more flexibility in reporting, and helps you to achieve an efficient accounting of costs and stock values.

#### Entering Item Groups

Item Groups are defined using the register in the Sales Ledger. Use the Modules menu to enter the Sales Ledger and then select 'Item Groups' from the Registers menu or click [Item Groups] in the Master Control panel. Then click [New] to open a new record, or double-click an existing record to modify it.

Header

**No.** Enter the code or number identifying this Item Group. You can use any combination of letters and numbers. There is a maximum of five characters.

**Name** Enter the name or description of the Item Group.

A/C Card

**Sales Accounts** **Paste Special** Account register, Nominal Ledger/System module

**Used as default in** Invoices, N/L Transactions

One of the Sales Accounts specified in these three fields will be credited whenever a member of this Group is used on an Invoice, depending on the Zone of the Customer (specified on the 'Company' card of the Customer screen). If the Item has a Sales Account specified for the appropriate Zone, or there is a record in Price register for the appropriate Item/Price List combination which has a Sales Account specified, those

will take precedence over any entry here. If these fields are blank, the Sales Account will be taken from the Account Usage S/L setting in the Sales Ledger.

The Accounts specified here will usually be used in both Invoices and Credit Notes. If you would like to use different Accounts in Credit Notes, these should be specified on the 'Credit A/C' card of this Item Group record. You should also check the Use Credit Sales Accounts box on card 1 of the Account Usage S/L setting.

## VAT Codes

### Paste Special

VAT Codes setting, Nominal Ledger

### Used as default in

Invoices, N/L Transactions

Enter a VAT Code for each Zone. Each will specify the VAT Account to be credited whenever a member of this Group is used on an Invoice and the rate at which VAT will be charged. The Zone used will depend on that specified for the Customer.

If the Customer or Item has a VAT Code specified, they will take precedence over any entry here. If these fields are left blank, the VAT Code will be taken from card 3 of the Account Usage S/L setting.

The VAT Codes specified here will usually be used in both Invoices and Credit Notes. If you would like to use different VAT Codes in Credit Notes, these should be specified on the 'Credit A/C' card of this Item Group record. You should also check the Use Credit Sales Accounts box on card 1 of the Account Usage S/L setting.

## Cost A/C

### Paste Special

Account register, Nominal Ledger/System module

If you are maintaining stock valuations in the Nominal Ledger, specify here the Account to be debited with the calculated cost of goods when Items which are members of this Item Group are sold (removed from stock). The cost of goods is calculated using the Cost Model chosen on the 'Cost' card. If blank, the Stock Cost Account on card 5 of the Account Usage S/L setting will be debited.



This Account will only be used as described above if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use. If so, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost, Purchase Control and Stock Accounts specified.

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

As with all Accounts on this screen, make sure the desired Account is defined in the Account register (available in the Nominal Ledger and the System module) to ensure that Nominal Ledger Transactions are generated without difficulty: Hansa will not attempt to post to non-existent Accounts.

### **Stock A/C**

#### **Paste Special**

Account register, Nominal Ledger/System module

If you are maintaining stock valuations in the Nominal Ledger, specify here the Account to be credited with the calculated cost of goods when Items which are members of this Item Group are sold. The cost of goods is calculated using the Cost Model chosen on the 'Cost' card. This Account will be used for Items which do not have a Location specified, or if the Location has no Stock Account. If this Account is blank, the Stock Account on card 5 of the Account Usage S/L setting will be credited.

Where no Location or a Location with no Stock Account is specified, this Account will be debited when Items which are members of this Item Group are received into stock. Again, if this field is blank, the Stock Account from the Account Usage S/L setting will be debited.

For both goods out and goods in transactions, this Account will only be used as described above if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use. If so, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost, Purchase Control and Stock Accounts specified.

## **Purch. Control A/C**

### **Paste Special**

Account register, Nominal  
Ledger/System module

If you are maintaining stock valuations in the Nominal Ledger, specify here the Account to be credited when Items which are members of this Item Group are received into stock. If this field is blank, the Purchase Control Account on card 5 of the Account Usage S/L setting will be credited.

This Account will only be used as described above if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use. If so, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost, Purchase Control and Stock Accounts specified. When a Purchase Invoice is created from a Purchase Order, the Cost Accounts in the Invoice will depend on the Purchase Order Item Transfer Control option chosen in the Purchase Invoice Settings setting in the Purchase Ledger. If Purchase Order Item Transfer Control is set to Consolidate By Items And Project or to Transfer Each Row Separately, the Cost Account for Items belonging to this Item Group will be the Account specified here. This will be the debit Account in the Nominal Ledger Transaction that results from the Invoice. Again, if this field is blank, the Purchase Control Account from the Account Usage S/L setting will be used for this purpose.

### **Do Not Print Freight Labels for this Group**

You can prevent the printing of Freight Labels for certain Items. To do so, place these Items in an Item Group whose Do Not Print Freight Labels for this Group option is switched on. This is useful for Service Items such as labour.

Please refer to the 'Stock Module' chapter in Volume 3 of these manuals for details about printing Freight Labels.

**Cost Card**

The screenshot shows the 'Item Group: Inspect' window with the 'Cost' tab active. The 'No.' field contains 'AUDIO' and the 'Name' field contains 'Audio Products'. Below these, there are tabs for 'A/C', 'Cost', 'Credit A/C', and 'Texts'. The 'Cost' tab is selected, showing a 'Cost in % of Base Price' field set to '0.00'. Under 'Cost Model', there are seven radio button options: Default, Cost Price (selected), % of Base Price, Cost from Invoice, FIFO Price, Weighted Average, and None. Under 'Type', there are three radio button options: Default (selected), Transport, and Packages. At the top of the window, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'.

If you are maintaining stock valuations in the Nominal Ledger ('cost accounting'), this card is concerned with the selection of the Cost Model for this Item Group. The Cost Model is the valuation method that will be used to calculate the amount to be debited to the Cost Account and credited to the Stock Account whenever an Item is sold. Both these Accounts are specified on the 'A/C' card.

The Cost Model will be chosen as follows—

- in the case of cost accounting transactions created from Deliveries, it will be the Cost Model, Delivery specified in the Cost Model setting in the Sales Ledger;
- in the case of cost accounting transactions created from Invoices, it will be the Cost Model specified here. If that Cost Model is "Default", or the Item Group does not have Cost and Stock Accounts on the 'A/C' card, or an Item does not belong to an Item Group, then it will be the Cost Model, Invoice specified in the Cost Model setting.

Cost accounting is fully described in the 'Stock Module' chapter in Volume 3 of these manuals.

**Cost Model**

If you use cost accounting, select one of the alternatives for calculating the cost amount.

**Default**

This option will calculate the cost amount using the default Cost Model, determined using the Cost Model setting in the Sales Ledger.

<b>Cost Price</b>	Use the Cost Price of the Item (visible on the 'Costs' card of the Item screen). If this option is chosen, it is recommended that one of the Update Cost Price at Purchase options (also on the 'Costs' card of the Item) is chosen, to ensure the Cost Price is always up-to-date.
<b>% of Base Price</b>	Calculate the cost by applying a specified percentage to the Base Price (i.e. the retail price) of the Item. The percentage is specified in the Cost in % of Base Price field, just above this Cost Model selection area. This option can be used in cases where a consistent gross margin is required.
<b>Cost from Invoice</b>	Use the Cost Price of the appropriate row of the Invoice.
<b>FIFO Price</b>	A true FIFO cost is used based on the cost prices recorded in Goods Receipts.
<b>Weighted Average</b>	Use the Weighted Average Cost Price of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen).
<b>None</b>	Select this option to ensure cost accounting postings will not be made on the sale of Items of the Item Group.

**Cost in % of Base Price**

Specify here the percentage to be applied if the % of Base Price Cost Model is to be used.



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

**Type**

Use these options to indicate the type of Item that is likely to belong to the Item Group. Once you have done this and using the fields listed below, you can include various subtotals in the design of your Invoice Form—

Total Goods

Total Transport Cost

Total for Packages Item

Subtotal without packages (=Total Goods + Total Transport Cost)

total-discount without packages

These subtotals are calculated by referring to the Types of the Item Groups to which the Items on the Invoice belong. Items that do not belong to Item Groups are included in the Total Goods figure.

**Credit A/C Card**

If you want to specify separate default Sales Accounts and VAT Codes for use in Credit Notes, you can do so here. Be sure to check the Use Credit Sales Accounts box on card 1 of the Account Usage S/L setting in the Sales Ledger as well.

Please refer to the description of the 'A/C' card above for details of each field.

If no credit Sales Account or VAT Code has been specified for an Item Group, those on card 4 of the Account Usage S/L setting will be used. If any of these fields is blank, the standard Account or VAT Code from card 3 of the Account Usage S/L setting will be used instead.

## Texts Card

	Language	Text
1	SWE	Audioprodukter
2	FRA	Produits d'audio
3		
4		
5		
6		
7		
8		
9		
10		

You can use this table to enter extended comments about the Item Group, such as a detailed specification. This will be copied to Invoices whenever an Item belonging to the Group is sold. To do this, enter the appropriate Language and enter the text, taking up as many rows as necessary.

Please refer to the description of the 'Texts' card of the Item record below for an illustrated example.

## Deleting an Item Group

1. Ensure you are in the Sales Ledger using the Modules menu and select 'Item Groups' from the Registers menu or click [Item Groups] in the Master Control panel.
2. Find the Item Group you want to remove, and open it by double-clicking.
3. Select 'Delete' from the Record menu.

The Item Group is permanently removed. The window shows the preceding Item Group.

4. Close the window with the close box.



***You cannot undo the deletion of an Item Group.***

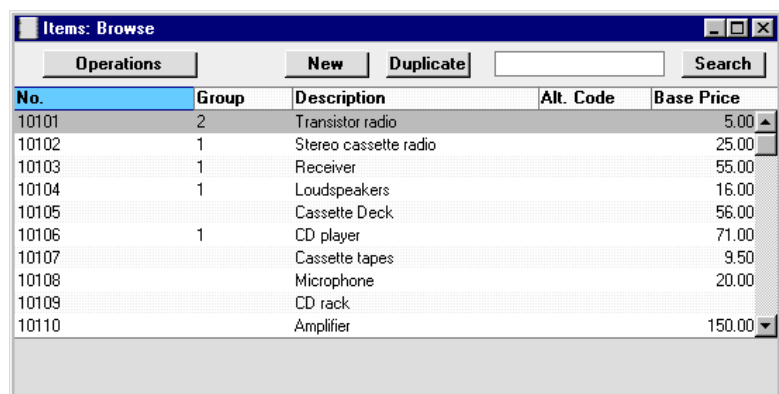
# The Item Register

## Entering an Item

In the Item register you store information about the products and services that you sell. If you also define Item Groups (described above) you can improve the reporting capabilities of the program. The Item register is accessible from the Sales Orders, Purchase Orders and Sales Ledger modules, and from the Contracts, Production, Quotations, Service Orders and Job Costing modules if installed.

Use the Modules menu to enter one of these modules and select 'Items' from the Registers menu, or click the [Items] button in the Master Control panel.

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



Items: Browse				
Operations		New	Duplicate	Search
No.	Group	Description	Alt. Code	Base Price
10101	2	Transistor radio		5.00
10102	1	Stereo cassette radio		25.00
10103	1	Receiver		55.00
10104	1	Loudspeakers		16.00
10105		Cassette Deck		56.00
10106	1	CD player		71.00
10107		Cassette tapes		9.50
10108		Microphone		20.00
10109		CD rack		
10110		Amplifier		150.00

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

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

**Item: Inspect**

Operations New Duplicate Cancel Save

No. 10104 Group AUDIO

Description Loudspeakers

☐ Closed

Pricing Stock Costs Recipe A/C Texts

Unit PCS

Base Price 16.00

Base Price Change

Price Factor

Item Formula

Markup % 0.00

Bonus %

Objects

Classification 4

Item Type

☐ Plain

☒ Stocked Item

☐ Structured Item

☐ Service

☐ Treat Item as Material on Project

Since the amount of information stored about each Item will not fit on a single screen, the Item window has been divided into six cards. At the top of each is the header. This contains the Item Number, Item Group and Description, and the Closed check box. There are six named buttons ('tabs') in the header.

Pricing Stock Costs Recipe A/C Texts

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

## Header

**Item: Inspect**

Operations New Duplicate Cancel Save

No. 10104 Group AUDIO

Description Loudspeakers

☐ Closed

Pricing Stock Costs Recipe A/C Texts



**No.** Enter the unique identification code you are assigning to this Item. This is the means by which you will identify the Item when including it in Orders, Invoices etc. The field holds up to 20 characters.

**Group** **Paste Special** Item Group register, Sales Ledger

Enter the Item Group to which this Item belongs. Item Groups enable you to classify similar Items together. All Items of the same Group can use the same default Sales and Cost Accounts, Credit Account, VAT Codes and Cost Model, saving you the work of having to specify these for all Items individually.

If you have entered a Default Item Group in the Item Settings setting, it will be entered here automatically.

**Description** Enter the name or a short description of the Item.

**Closed** Check this box if the Item is no longer to be used (Item records cannot be deleted if they have been used on Orders or Invoices). Closed Items will appear in the 'Items: Browse' window but not in the Items 'Paste Special' list. You will not be able to use a closed Item on Orders or Invoices. A closed Item can be re-opened at any time.

**Pricing Card**

The screenshot shows a software window titled 'Pricing Card'. It has a tabbed interface with tabs for 'Pricing', 'Stock', 'Costs', 'Recipe', 'A/C', and 'Texts'. The 'Pricing' tab is selected. The form contains several input fields and a section for item type selection. On the left, there are fields for 'Unit' (set to 'PCS'), 'Base Price' (16.00), 'Base Price Change', 'Price Factor', 'Item Formula', 'Markup %' (0.00), 'Bonus %', 'Objects', and 'Classification'. On the right, under 'Item Type', there are four radio buttons: 'Plain', 'Stocked Item' (which is selected), 'Structured Item', and 'Service'. Below these is a checkbox labeled 'Treat Item as Material on Project'.

**Unit** **Paste Special** Units setting, Sales Ledger

Specify here the quantity to which the Base Price (below) refers. In the majority of cases, this will be a single item, but otherwise it might be a pair or a dozen.

The Units setting in the Sales Ledger module enables language-specific text to be entered, which will then appear, in translation if necessary, on Delivery Notes and Invoices. You can also specify in the Unit record whether one, two or all three of the dimension fields on the 'Stock' card should contain values before the Item can be saved, and specify a factor to link the Weight and Volume fields.

If you need to be able to express the stock quantity of this Item using more than one unit of measurement (for example, metres and yards, gallons and litres or even litres and kilograms), use this field in conjunction with the Unit 2 and Unit Coefficient fields on the 'Stock' card.

In the case of Service Items (see below), you can enter a Unit here (e.g. minutes or hours), or you can specify a Default Service Unit in the Project Settings setting in the Job Costing module. If you specify a Default Service Unit, it will be used for all Service Items in all transactions (e.g. Orders and Invoices), and it will override any Unit specified for an individual Service Item.

<b>Base Price</b>	<b>Used as default in</b>	Quotations, Orders, Invoices, Price Calculations
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Enter the normal sales price for the Item here. This price should always be in your home Currency.

If you would like to prevent changes to this field, use the Do not allow Base Price change option in the Item Settings setting in the Sales Ledger.

The Base Price Changes setting in the Stock module can be used to change the Base Price of many Items at a single stroke. This can be used even if the Do not allow Base Price change option in the Item Settings setting is in use.

<b>Base Price Change</b>	This field shows the date of the last change to the Base Price for the Item and is updated automatically.
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<b>Price Factor</b>	<b>Used as default in</b>	Quotations, Orders, Purchase Orders, Invoices
	Use the Price Factor to define the Base Price of the Item as being for a certain quantity; e.g. a price per box. If a box contains 12 units and the Item is usually sold by the box, enter "12" in this field to indicate that the Base Price refers to a box of 12. On Orders and Invoices, the price per unit is automatically calculated. On Purchase Orders, the cost price per unit is automatically calculated. Although related to the Unit field above, this field will tend to be used for Items where the basic sales unit can be broken (e.g. where an Item is usually sold as a box of 12 but can occasionally be sold individually), while the Unit field refers to unbreakable sales units.	
<b>Item Formula</b>	<b>Paste Special</b>	Item Formula register, Pricing module
	When entering Quotations, Orders or Invoices, you can use Items whose prices are calculated from the value of the other Items sold. Examples might be freight or freight insurance. The Item Formula register in the Pricing module is used to define the formulae used in these calculations. If this is such an Item, enter the Code of the appropriate Item Formula here. Please refer to the description of the Item Formula register later in this chapter for full details.	
<b>Markup %</b>	This field is used in combination with the Job Costing module. When a Purchase Invoice for this Item is entered and associated with a Project, Hansa will charge the Project with the Item cost plus this percentage.  The Markup % can also be used when calculating prices: please refer to the section below describing the 'Calculate Price Lists' function for details.	
<b>Treat Item as Material on Project</b>		
	Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for details of this check box.	
<b>Bonus %</b>	Enter a percentage here for use in the calculation of sales bonuses for sales persons. Bonus calculations are shown in the Bonus, Salesman report in the Sales Ledger. This report has options allowing bonuses to be calculated using percentages entered here, in the Person register	

(‘Bonus’ card), or in the Bonus setting in the Sales Ledger. The Bonus, Salesman report and the Bonus setting are described in the ‘Sales Ledger’ chapter in Volume 2a of these manuals.

<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
	<b>Used as default in</b>	Quotations, Orders, Invoices, N/L Transactions

Up to 20 Objects can be assigned to each Item, separated by commas. They will be used as defaults in all Orders, Invoices and other transactions involving this Item. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

<b>Classification</b>	<b>Paste Special</b>	Item Classifications setting, Stock module
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If you are using Hansa’s Web Shop, you may wish to offer different Items to different Customers. This is done by dividing the Items into sets known as “Classifications” and then specifying a Classification for each Customer. Customers will see only those Items in the relevant Classification when they log on to your Web Shop site.

Enter here the Classification to which this Item is to belong. Items can belong to more than one Classification: enter as many Classifications as necessary, separated by commas.

Outside the Web Shop, Item Classifications can also be used to change the Items ‘Paste Special’ list. Usually, this is a simple list of Items from which the appropriate one can be chosen. If you are using Item Classifications, you can break the list up so that it only shows Items belonging to a particular Classification.

Classifications are defined using a Setting in the Stock module. This setting is described later in this chapter, in the ‘Item Classifications’ section. This section describes the use of Item Classifications in a Web Shop and in ‘Paste Special’ lists.

Item Type	The Item Type selected here determines how the Item will be treated elsewhere in Hansa.
<b>Plain</b>	Select this option if the Item is one for which there is no requirement to maintain stock values. This might be the case for items such as labour or training, to be used if the Job Costing and Service Orders modules are not present. Stock level quantities are maintained for such Items, but they are not subject to the Do Not Allow over Delivery Setting in the Stock module (i.e. you will not be prevented from creating negative stock).
<b>Stocked</b>	Select this type for normal stocked Items, when the stock module is installed. Hansa will keep track of the stock values for these Items. When creating Purchase Orders in batches using the 'Create Purchase Orders' function, only those Items which are Stocked and which have associated records in the Purchase Item register will be included.
<b>Structured Item</b>	<p>An assembled Item is one which is constructed by your company from components bought in for the purpose.</p> <p>Hansa supports two types of assembled Items: those which are built the moment the Delivery is made and those which are built in advance of being delivered, until which moment they are held in stock. If the Production module is not installed, only the first of these is supported.</p> <p>If the Item is one which will be built at the moment of Delivery, it is termed a "Structured Item" so should be entered as such. Hansa will not keep track of the stock values for these Items. An example is a Stereo System, which as an entity is never kept in stock. Its components (e.g. amplifier, CD player) are kept in stock. When a Stereo System is delivered, appropriate quantities of its components are automatically removed from stock.</p> <p>If the Item is one which will be built before the moment of Delivery and kept in stock, it should be entered as a Stocked Item. An example might</p>

be the CD Player. When the CD Player is built using the Production register in the Production module, its components (circuit boards, laser/scanner unit and digital-analogue converter) are removed from stock and it is added to stock.

In both cases, the assembled Item will have a Recipe associated with it, which determines how many of each component will be used in its construction. This should be specified on the 'Recipe' card.

### Service

A Service Item is a special type of Item used in the Job Costing and Service Orders modules. If you are using either of these modules, any kind of work charged by time such as labour, consultancy and equipment repair should be entered as Service Items.

When entering a new Item, the Item Type selected as a default will be that chosen in the Item Settings setting in the Sales Ledger.

### Stock Card

Pricing		Stock		Costs		Recipe		A/C		Texts	
Min. Level		Serial No. Tracking									
Max. Level		<input checked="" type="radio"/> None									
Department		<input type="radio"/> Unit No.									
Shelf Code		<input type="radio"/> Batch No.									
Default Source		Alcohol %									
Hazard Level		Conversion 1		0							
Unit 2		Conversion 2		0							
Unit Coefficient		Width		Height		Depth					
		Volume		Density		Weight		0			

### Min. Level

This is the minimum quantity of the Item that can be held in stock.

The 'Create Purchase Orders' function in the Purchase Orders module (on the Operations menu of the 'Purchase Orders: Browse' window) will create Purchase Orders with sufficient quantities to ensure that the stock balance for this Item is made up to this minimum stock level, taking into account quantities on Sales Orders that cannot be delivered from stock ("stocking" Orders).

This figure is also used in the Deficiency List and Purchasing Suggestion reports, which produce purchase proposals and can be used to preview the Purchase Orders that will be created by the function described in the previous paragraph.

If you would like to specify the minimum quantity of the Item that can be held in stock in each Location, leave this field empty and use the Minimum Stock Levels setting in the Stock module.

**Max. Level** Record here the maximum quantity of the Item that can be held in stock.

#### **Serial No. Tracking**

There are three different options controlling the Serial Number Tracking for Items.

**No** Click here if the Item is not one that carries Serial Numbers.

**Unit No.** Click here if each unit of the Item carries a unique Serial Number. Each Item of this type included on a Delivery must have an existing Serial Number. Items of this type must be recorded singly on Deliveries and Goods Receipts, each with a unique Serial Number.

**Batch No.** Click here if the unique Serial Number is at batch level. Each Item of this type included on a Delivery must have an existing Serial Number: Hansa will maintain a record of how many Items from each batch have been shipped. When using Items of this type on a Goods Receipt, it is not necessary to record them singly, but a Serial Number must be specified.

The Stock module contains a setting, Batch Specifications, which can be used to record Best Before dates for Items. To make full use of this feature, perishable Items should be entered as requiring Serial Numbers, at either Unit or Batch level. For full details of this setting, please refer to the 'Stock Module' chapter in Volume 3 of these manuals.

<b>Department</b>	<b>Paste Special</b>	Departments setting, Assets module
		This field is used if the Item is one which will be stocked or sold by a particular Department.
<b>Shelf Code</b>		The Shelf Code recorded here will be printed on the Stocktaking List report and on Picking Lists.
<b>Default Source</b>	<b>Paste Special</b>	Sources setting, Stock module
	<b>Used as default in</b>	Orders, Deliveries
		This field can be used to record the origin of the Item (e.g. the manufacturer, producer or importer). This can be shown in Orders (flip F) and Deliveries (flip D).
<b>Hazard Level</b>	<b>Paste Special</b>	Hazard Levels setting, Sales Orders module
		If your business sells hazardous Items (e.g. chemicals), the Hazard Levels setting in the Sales Orders module can be used to display the relevant information on Delivery Notes. Once you have defined your Hazard Levels in this setting, you can assign the appropriate one to each Item using this field. You can then ensure this information is printed on Delivery Notes using the "Hazard Level Code", "Hazard Level Comment", "Hazard Level Weight" and "Hazard Level Volume" fields.
<b>Alcohol %</b>		If appropriate, the alcohol content of one unit of the Item should be recorded here
<b>Unit 2, Unit Coefficient</b>		
	<b>Paste Special</b>	Units setting, Sales Ledger
		These fields are used if you need to produce a stock list showing quantities in different units (for example, metres and yards, gallons and litres or even litres and kilograms).
		To do this, first enter the alternative unit of measurement in the Unit 2 field, using 'Paste Special' if necessary. Then, use the Unit Coefficient field to show the relationship between the Unit 2 and the Unit on the 'Pricing' card.



Several reports in the Stock module offer the option to include Quantity 2. This option will show the quantity expressed using the Unit 2 unit of measurement. This Quantity 2 figure can be calculated by multiplying or dividing the standard quantity by the Unit Coefficient. Make this choice using the Unit 2 Conversion Calculation options in the Stock Settings setting in the Stock module.

The value that you enter in the Unit Coefficient field will therefore depend on which of the Unit 2 Conversion Calculation options you are using. If you are using the Multiply With Coefficient option, you should calculate the Coefficient using the formula—

$$\frac{\text{Unit}}{\text{Unit 2}}$$

For example, if the Unit is a single item and the Unit 2 is a dozen, the Unit Coefficient will be 0.0833. If you have 144 in stock, the Quantity 2 will be  $120 \times 0.0833 = 10$ .

If you are using the Divide With Coefficient option, you should calculate the Coefficient using the formula—

$$\text{Unit} \times \text{Unit 2}$$

For example, if the Unit is a single item and the Unit 2 is a dozen, the Unit Coefficient will be 12. If you have 120 in stock, the Quantity 2 will be  $120/12 = 10$ .

The Unit Coefficient field supports up to five decimal places.

### **Conversion 1, Conversion 2**

These fields are used for Items which are sold in different quantities. For example, a particular Item might be sold in pairs, by the dozen and in boxes of 144. The Unit field on the 'Pricing' card refers to the basic unit of sale, since this is the unit to which the Base Price refers. In this example, the basic unit is a pair. "72" will be entered as the Conversion 1 (72 of the basic unit i.e. 72 pairs make 144) and "6" as the Conversion 2.

When designing the Invoice and Delivery Note forms using the Form register in the System module, three relevant fields can be shown. These are "Qty Conversion 1", "Qty Conversion 2", and "Qty Conversion 3". Qty

Conversion 1 refers to the Conversion 1 field, Qty Conversion 2 refers to the Conversion 2 field, and Qty Conversion 3 refers to the basic sale quantity.

If you receive an Order for 158 units of this Item (i.e. 158 pairs, the basic sale quantity), the three Qty Conversion fields on the printed documentation will appear as follows—

Qty Conv 1	Qty Conv 2	Qty Conv 3
2	2	2

2 boxes of 72 pairs + 2 boxes of 6 pairs + 2 pairs = 158 Units (pairs).

### **Width, Height, Depth**

The dimensions of one unit should be recorded in these fields. If all these fields contain values, the Volume (below) will be calculated automatically.

If you would like to ensure that any one, two or all three of these fields contain values, use the Size Entry Of options and the Check Size Entry box in the appropriate Unit record (in the setting in the Sales Ledger).

Width, Height and Depth fields can also be found in Invoices (flip E), Orders (flip H) and Quotations (flip E). These can be used for Items that are sold by area or volume. For example, you sell cloth by the square metre. Assign to the Item a Unit “M2” in which the Check Size Entry box is marked and the Two Dimensions option is selected. If the Item is sold by the square metre, the Width, Height and Depth fields can be left blank. If the Item is sold by some other measurement, enter appropriate figures to the Width and Height fields. For example, if the basic measurement is five metres by two, enter 5 as the Width and 2 as the Height. In this case, the Base Price will still be the figure for one square metre, because that is the Unit. When the Item is sold, enter the appropriate quantity to the Unit Qty field on flip E of the Invoice. The Quantity on flip A will be calculated to show the area in square metres and the pricing will be adjusted accordingly. Alternatively, if an unusual size has been sold, set the Unit Qty to 1 and enter the appropriate dimensions to the Width and Height fields. Since the Check Size Entry box in the Unit record has

been marked, you will not be able to save the Invoice if you enter figures in all three measurement fields, or in one only. Hansa will display the error message: "Invalid Size for the Item".

**Volume**

The volume of one unit should be recorded here. The figure can be used to calculate quantity discounts: this process is described later in this chapter.

If the Width, Height and Depth fields (above) contain values, the Volume will be calculated automatically. If the Item has been assigned a Unit and that Unit has a Volume/Weight Factor, the Weight will be calculated from the Volume automatically.

**Density**

The density of the Item can be recorded here. If the Item has been assigned a Unit and that Unit has a Volume/Weight Factor, that Factor will be copied to this field. Otherwise, the Density will be calculated from the Weight and Volume automatically.

**Weight**

The weight of one unit should be recorded here. The figure can be used to calculate quantity discounts: this process is described later in this chapter. If the Item has been assigned a Unit and that Unit has a Volume/Weight Factor, the Weight will be calculated from the Volume automatically. Otherwise, it will be calculated from the Weight and Density.

A freight charge can be added to an Invoice based on the total weight of the Items on that Invoice: please refer to the sections describing the Freight and Freight/Weight Calculation settings in the 'Sales Ledger' chapter in Volume 2a of these manuals for details of this feature.

Any unit of measurement can be used in the Weight field, but take care to use the same one everywhere in the system.

**Costs Card**

Pricing	Stock	Costs	Recipe	A/C	Texts
Cost Price		8	Cost Price Change	4/6/2002	
Extra Cost			Upd. Cost Price at Purchase	—	
Weighted Average		8	<input checked="" type="radio"/> No		
Last Pur. Cost		8	<input type="radio"/> Last Purch. Cost		
Last Pur. Price			<input type="radio"/> Weighted Average		
Last Pur. Currency	GBP		<input type="radio"/> Last Purch. Price		
Fixed Freight			<input type="checkbox"/> Include Item Fixed Charge		

**Cost Price**                      **Used as default in**                      Quotations, Orders, Invoices, Purchase Items

The Cost Price of the Item should be recorded here, in the home Currency. Since the figure will be used in calculating the Gross Profit of Sales Orders, it is important that it be determined by the same Unit and Price Factor values as the Base Price on the 'Pricing' card. It is also used as a default when creating Purchase Items (described in full in the 'Purchase Orders' chapter in Volume 3) and can be used to set the Purchase Price when using the 'Create Purchase Orders' Maintenance function in the Sales Orders module. Depending on the setting of the Update Cost Price at Purchase options (see below), the figure can be updated automatically when included on Goods Receipts.

**Cost Price Change** This field shows the date of the last change to the Cost Price for the Item and is updated automatically.

**Extra Cost**                      Enter here any extra costs involved in the purchase of this Item, such as fixed freight costs. The figure will be included in the cost when calculating Gross Profit.

**Weighted Average** This figure records the average unit cost price of this Item in the home Currency (including extra costs such as freight and customs duties). It is updated automatically from Goods Receipts whatever the setting of the Update Cost Price at Purchase options (see below). The field can also be recalculated using the 'Update Item Cost Price' Maintenance function in the Stock module.

**Last Pur. Cost**                      This figure records the last unit cost price (including extra costs such as freight and customs duties) used when purchasing this Item. It is updated automatically

from approved Goods Receipts whatever the setting of the Update Cost Price at Purchase options (see below).

**Last Pur. Price** This field is similar to the one above, but in this case the figure does not include any extra costs such as freight and customs duties.

**Last Pur. Currency**

This field records the last Currency used when purchasing this Item. It is updated automatically.

**Upd. Cost Price at Purchase**

Hansa can update the Cost Price of an Item automatically. If this feature is operating, the update will occur whenever a Goods Receipt is approved, not when a Purchase Order is raised. If the Item is one that is constructed from components, the update will occur whenever a Production record is marked as Finished.

The automatic updating of Cost Prices can be useful if you are using cost accounting (maintaining stock values in the Nominal Ledger) and your goods-out values are based on Items' Cost Prices. In this scenario, it is advantageous if the Cost Prices are always kept up-to-date. Cost Accounting is fully described in the 'Stock Module' chapter in Volume 3 of these manuals.

Note that changes to the Cost Price made here will not directly affect future Purchase Orders until the change is transferred to the equivalent Purchase Item (see the section describing the 'Update Purchase Items' function in the 'Purchase Orders' chapter in Volume 3 for full details).

These options are used to control this feature—

**No** Select this option if this feature is not to be used for this Item.

**Last Purch Cost Price**

If this option is chosen, the Cost Price is changed to the Cost Price of the Items on the last Stock Receipt (i.e. the price including extra costs such as carriage and customs duties). This option will be used for Items whose prices do not often

change, or where the long-term pattern is for prices to fall or rise.

**Weighted Average** This option changes the Cost Price to the average unit Cost Price of all previous Goods Receipts and Returned Goods. This option will be useful where prices fluctuate without a pattern, perhaps due to changing exchange rates.

Where the Item has been used in Stock Movements and Returned Goods, any Extra Cost in those transactions will be taken into account when changing the Cost Price.

When entering a new Item, the option selected as a default will be that chosen in the Item Settings setting in the Sales Ledger.

## Recipe Card

	Pricing	Stock	Costs	Recipe	A/C	Texts
Recipe				<input type="text"/>	<input type="checkbox"/> Show components on documents	
Invoice Recipe				<input type="text"/>		
Contract Item				<input type="text"/>		
Rental Invoicing				<input type="text"/>		
Warranty Months				<input type="text" value="0.00"/>		
Alternative Code				<input type="text"/>		
Warning				<input type="text"/>		
Bar Code				<input type="text"/>		
Commodity/EAN Code				<input type="text"/>		

### Recipe

### Paste Special

Recipes setting, Stock module

If the Item is a structured or assembled Item, specify here the Recipe which describes how it is made up. Recipes are defined using a register available in the Stock and Production modules.

### Show Components on Documents

If the Item is a Structured Item and you would like to display its components in Quotations, Orders and Invoices, switch this check box on. In this case, the Cost Price on the 'Costs' card should be set to zero, so that gross margin and profit calculations will use the cost prices of the components. If you will be generating outward cost accounting transactions from Invoices, it is also recommended that you switch on the Use

Components Cost Accounts option in the Cost Accounting setting in the Stock module.

To determine whether components are to be listed on Delivery Notes and Picking Lists, use the Structured Items setting in the Stock module.

<b>Invoice Recipe</b>	<b>Paste Special</b>	Recipes setting, Stock module
	This field is relevant for users in Sweden, where sales of Items containing certain materials (e.g. metals) attract a tax per unit sold. By specifying an Invoice Recipe for such Items, the Recipe components will be listed on Invoices (but not Orders or Deliveries).	
<b>Contract Item</b>	<b>Paste Special</b>	Item register
	If your business is one that sells both goods and the service contracts to maintain them, it is likely that you will have separate records in your Item register for each Item and for the service contract for that Item. The Item itself will be used in Orders and Invoices, while the Contract Item will be used in the Contract register to allow regular Invoices for the Contract to be issued. The Base Price of this Item will be the charge for the Contract period.	
	This field should be used to link the two Items. In the record representing the Item itself, record here the Item Number of the record representing the service contract for that Item. Whenever the Item is used in an Invoice, you can then use the 'Create Contract' function on the Operations menu of the Invoice to generate a Contract with the correct maintenance charge.	
<b>Rental Invoicing</b>	<b>Paste Special</b>	Item register
	If your business is one that rents Items to Customers, you should have separate records in your Item register for each Item and for the rental charge for that Item. The Item itself will be used in the Stock module (when it is purchased), in the Internal Stock module and in the Assets module (where it will be depreciated), while the Rental Item will provide the daily rental charge whenever the Item is rented out.	
	This field should be used to link the two Items. In the record representing the Item itself, record here the Item	

Number of the record representing the rental charge for that Item.

**Warranty Months** Record here the length of the warranty period (if any) covering the Item. This information will be used in the Service Orders module to determine whether Items purchased from your company are under warranty when bought in for repair.

**Alternative Code** Use this field if you need to identify the Item by means other than the Item Number. The Alternative Code is shown in the 'Items: Browse' window, so it can be used to search for a particular Item.

If you are using the EDI (Electronic Data Interchange) module, you should record here the code allocated to the Item by the Customer. When importing EDI Orders, this will enable the import function to convert the Customer's Item Number contained in the import file to your own. Please refer to your local representative for full details.

**Warning** Text entered here will appear as a warning to alert users whenever this Item is used.

**Bar Code** Record the Item's Bar Code here.

Providing the Bar Code does not clash with your Item Codes, you can enter it instead of the Item Code whenever you need to refer to this Item (in Orders or Invoices, for example).

If you need to ensure that each Item has a unique Bar Code, switch on the Unique Bar Code option in the Item Settings setting in the Sales Ledger.

If you need to ensure that each Bar Code contains at least a certain number of characters, enter this number in the Bar Code Length field in the Item Settings setting in the Sales Ledger. Any Bar Codes with fewer than this number of characters will be given the appropriate number of leading zeroes. For example, if your Bar Code Length is five, a Bar Code of "4256" will be converted to "04256". No warning will be issued for Bar Codes containing more than the specified number of characters.



If you wish to enable entry to this field direct from a barcode reader, please contact your local Hansa representative.

### Commodity/EAN Code

**Paste Special** Commodity Code register, Customs module

Record the Item's Commodity Code here. This is required for Intrastat reporting in the event of trade with another member of the EU. Commodity Codes are listed in the Intrastat Classification Nomenclature document available from [www.uktradeinfo.com](http://www.uktradeinfo.com).

### A/C Card

Pricing	Stock	Costs	Recipe	A/C	Texts
Dom. Sales A/C	<input type="text"/>	Dom. VAT Code	<input type="text"/>		
EU Sales A/C	<input type="text"/>	EU VAT Code	<input type="text"/>		
Export Sales A/C	<input type="text"/>	Export VAT Code	<input type="text"/>		
Cost Account	<input type="text"/>				

**Sales Accounts** **Paste Special** Account register, Nominal Ledger/System module

When using this Item in Orders or Invoices, one of the three Sales Accounts entered here is offered as a default, depending on the Zone of the Customer. It will override any Sales Accounts specified for the Item Group or in the Account Usage S/L setting. If there is a record in the Price register for the appropriate Item/Price List combination which has a Sales Account specified, that Sales Account will take precedence over the one entered here.

The Accounts specified here will usually be used in both Invoices and Credit Notes. If you would like to use different Accounts in Credit Notes, these should be specified on the 'Credit A/C' cards of your Item Group records and on card 4 of the Account Usage S/L setting. You should also check the Use Credit Sales Accounts box on card 1 of the Account Usage S/L setting.

<b>VAT Codes</b>	<b>Paste Special</b>	VAT Codes setting, Nominal Ledger
	<p>When entering Orders or Invoices and including this Item, one of the three VAT Codes entered here will be offered as a default, depending on the Zone of the Customer. It will override any VAT Code specified for the Item Group or in the Account Usage S/L setting. However, if the Customer has a VAT Code specified, that will take precedence over any entry here.</p> <p>This Code will determine the rate at which VAT will be calculated for this Item when it is bought or sold and the Accounts to be debited and credited respectively with the VAT amount.</p> <p>The VAT Codes specified here will usually be used in both Invoices and Credit Notes. If you would like to use different VAT Codes in Credit Notes, these should be specified on the 'Credit A/C' cards of your Item Group records and on card 4 of the Account Usage S/L setting. You should also check the Use Credit Sales Accounts box on card 1 of the Account Usage S/L setting.</p>	
<b>Cost Account</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
	<p>If you are maintaining stock valuations in the Nominal Ledger, specify here the Account to be debited with the calculated cost of goods when examples of this Item are sold (removed from stock). The cost of goods is calculated using the Cost Model chosen in the Cost Model setting in the Sales Ledger. If blank, the Stock Cost Account on card 5 of the Account Usage S/L setting will be debited.</p> <p>This Account will usually be used as described above if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is not in use.</p> <p>Please refer to the 'Cost Accounting' section of the 'Stock Module' chapter in Volume 3 of these manuals for full details of when this field is used.</p>	

## Texts Card

	Pricing	Stock	Costs	Recipe	A/C	Texts
	Language	Text				
1	SWE	Högtalare				
2	SWE	Måste säljas med kablar				
3	FRA	Haut-parleurs				
4	FRA	Exige câblage				
5		Require cabling				
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

This table can be used to enter various translations of the name of the Item (i.e. of the text entered into the Description field in the header). Specify a Language in the first column using 'Paste Special' if necessary, and the appropriate translation in the second column. When attaching the Item to Quotations, Orders or Invoices, the Language of the Quotation, Order or Invoice will determine which translation is used. There is no need to enter a row for your home Language.

You can also use this table to enter extended comments about the Item, such as a detailed specification, which will also appear on Quotations, Orders and Invoices. To do this, again enter the appropriate Language (or leave the Language column blank for comments in your home Language) and enter the text, taking up as many rows as necessary. If you want to enter a translation of the Item Name and a comment or specification in the same Language, enter the translation first, as shown in the illustration.

An example Invoice made out to a Swedish Customer is illustrated overleaf. The translation of the Item Name and an extra comment have been brought in from the 'Texts' card of the Item illustrated above. A second comment has been brought in from the 'Texts' card of the Item Group illustrated earlier in this chapter.

**Invoice: New**

Operations

No. 2050 Name Magic Flute Systems  
Customer 014

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 29/8/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn.  
Due Date 28/9/2003 Object  
Trans. Date 29/8/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	1	Högtalare	200.00		200.00
2		Måste säljas med kablar			
3		Audioprodukter			
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency SEK Freight 0.00 VAT 0.00 Sub-Total 200.00  
☐ OK Ext. Tax 0.00 Base 200.00 TOTAL 200.00

## Editing an Item

To edit an Item, open the 'Items: Browse' window by clicking the [Items] button in the Master Control panel or by selecting 'Items' on the Registers menu.

The Items are initially shown in Item Number order. Change the sort order by clicking on one of the column headings: the underlined heading shows the current sort order.

To search for a specific Item, enter the text to be found in the Search field in the top right-hand corner of the window and press Return. The text should be such that it would appear in the current sort column: to search by Item Description, for example, sort by Description before entering a Description (or its initial letters) to the Search field.

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

Edit the fields as necessary. Move from field to field with the Return key, or with the arrow keys. Click [Save] when you have finished, to save changes.

Deleting an Item

Select and open the Item record in the same way as for editing. Select 'Delete' from the Record menu. The Item is deleted. Note that once an Item has been included on an Order or Invoice, it can no longer be deleted.



***You cannot undo the deletion of an Item.***

You can delete in bulk Items that you haven't used. To do this, ensure you are in the Sales Ledger and select 'Maintenance' from the File menu. In the resulting list, double-click 'Delete not used items'. This function is fully described in the 'Sales Ledger' chapter in Volume 2a of these manuals.

Operations Menu

Operations	Window	?
Item Status Report	Ctrl+I	
Item Status		
Item History	Ctrl+H	

Operations	Window	?
Item Status Report	Ctrl+I	
Create Purchase Item		
Item History	Ctrl+H	

The Operations menus for Items are shown above. On the left is that for the 'Items: Browse' window: highlight an Item in the list before selecting the function. On the right is that for the 'Item: New' and 'Item: Inspect' windows.

Item Status Report

The 'Item Status Report' function provides a quick report for the Item(s) highlighted in the 'Items: Browse' window or that showing in the record window, showing stock and order positions and prices in different price lists. To apply the function to a group of Items, in the browse window highlight the first Item of the group and then click on the last while holding down the Shift key. Then select the function.

**Item Status** Hansa, Print date: 15/7/2003 15:16

**Radio Import/Export Ltd**

Item	10104		Loudspeakers			
Department						
Group	1	Shelf	Weight	0.00	Volume	0.00
Base Price	16.00	VAT	Warranty	0.00	Unit	PCS
		Cost Per			P-Price	8.00
		8.00	Extra			
In Stock	158.00	Sales Order	41.00	Purch. Order		2.00
	Location	In Stock				
	123		60			
	2		100			

Price List		Price Excl. VAT	Price Incl. VAT	
	Base Price	1	16.00	18.80
1	First Price List	1	16.00	18.80
DOL	Dollar Price List	1	26.08	30.64
PL1	Special Client Price List	1	16.00	18.80
RRP	Recommended Retail Prices	1	16.00	18.80
SEVEN	7% Discount	1	14.88	17.48
TRADE	Trade Price	1	14.00	16.45

The In Stock figure can be updated (i.e. reduced by the quantity delivered) when Deliveries are created or when they are approved. This is controlled using the Decrease Available on Deliveries options in the Stock Settings setting in the Stock module. The Purchase Order figure includes both approved and unapproved Purchase Orders. Goods Receipts will update the In Stock and Purchase Order figures when they are approved.

### Item Status

This function provides instant feedback for each Item concerning the quantity in stock, the quantity on order, how many can be shipped and the current gross profit.

The function is available from both the 'Items: Browse' and 'Items: Inspect' windows, as well as on the Operations menus for Sales Orders, Purchase Orders, Invoices, Deliveries, Stock Depreciation records and Stock Movements.

When you select this function, the 'Item Status' window is opened. This window is different from other windows because it always "floats" on top of other windows, even when those windows are active.

**Item Status**

Item	Stock	Order	Purch. Ord.	Shippable	GP	GM	Disc. U.Pr.	Stock 2
10104	158	41	2	117				0

Var


When you open the 'Item Status' window from the 'Item: Inspect' window, it displays information about the current Item. When you open it from the 'Items: Browse' window, it displays information about the Item highlighted in the list. This information will change as you click on different Items in the list.

When you open the 'Item Status' window from other windows, for example, from an Invoice or Order, it displays information about the Item in the row containing the cursor. As you move the insertion point to different rows, the data in the 'Item Status' window is immediately updated. If you then select 'Paste Special' from the Item Number field of an Invoice or Order row and highlight an Item in the 'Paste Special' window, the 'Item Status' window is updated to show values for the Item highlighted.

The Stock, Stock 2 and Order figures can be updated (i.e. reduced by the quantity delivered) when Deliveries are created or when they are approved. This is controlled using the Decrease Available on Deliveries options in the Stock Settings setting in the Stock module. The Shippable figure is reduced by the quantity ordered as soon as a new Order is saved, so it assumes that stock is immediately allocated to that Order. The Purchase Order figure includes both approved and unapproved Purchase Orders. Goods Receipts will update the Stock, Stock 2, Shippable and Purchase Order figures when they are approved. The Stock 2 figure is the quantity in stock expressed using a second unit of measurement: it will only be shown for Items that have a Unit 2 and a Unit Coefficient specified on their 'Stock' cards.

If an Item has Varieties, click the [Var] button to produce a report showing the quantity of each Variety in stock. Varieties are described later in this chapter.

When used from the Invoice, Order and Quotation screens, the GP and GM figures show the Gross Profit and Gross Margin (%) for the row containing the cursor. The Disc. U. Pr. field will show the Unit Price after any Discount. In other circumstances, these fields will be blank.

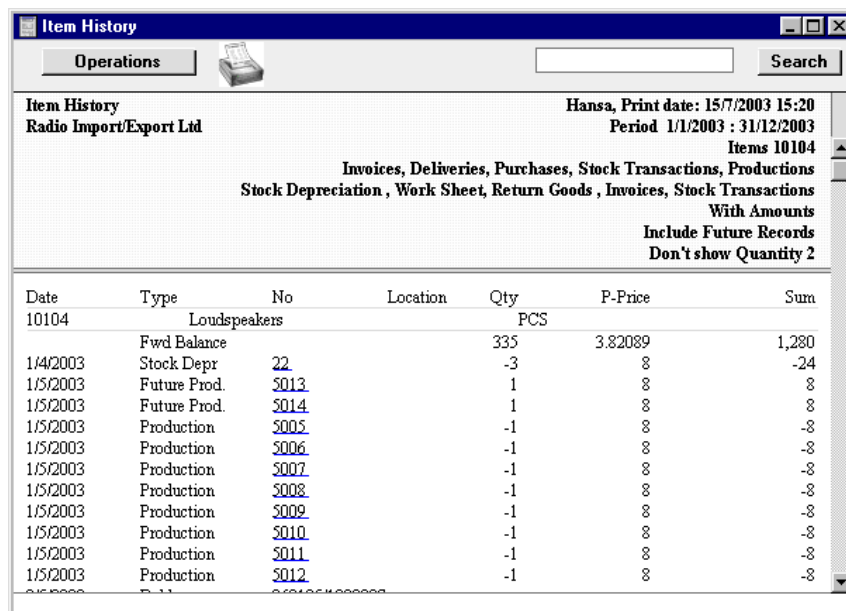
You can move the window and put it where you want on the screen. Use the Window menu (Windows) or the -Shift-S keystroke (Macintosh) to ensure it is opened in that position the next time it is used.

You can choose to have the 'Item Status' window opened automatically whenever you open a record window whose Operations menu features the 'Item Status' function. To do this, use the Show Item Status option in the Item Settings setting in the Sales Ledger. The Item Settings setting is described later in this chapter.

## Item History

The 'Item History' function provides a quick report listing all incoming and outgoing stock movements for the Item(s) highlighted in the 'Items: Browse' window or that showing in the record window. To apply the function to a group of Items, in the browse window highlight the first Item of the group and then click on the last while holding down the Shift key. Then select the function.

The report period is the first one entered in the Reporting Periods setting in the System module.



Date	Type	No	Location	Qty	P-Price	Sum
10104	Loudspeakers			PCS		
	Fwd Balance			335	3.82089	1,280
1/4/2003	Stock Depr	22		-3	8	-24
1/5/2003	Future Prod.	<a href="#">S013</a>		1	8	8
1/5/2003	Future Prod.	<a href="#">S014</a>		1	8	8
1/5/2003	Production	<a href="#">S005</a>		-1	8	-8
1/5/2003	Production	<a href="#">S006</a>		-1	8	-8
1/5/2003	Production	<a href="#">S007</a>		-1	8	-8
1/5/2003	Production	<a href="#">S008</a>		-1	8	-8
1/5/2003	Production	<a href="#">S009</a>		-1	8	-8
1/5/2003	Production	<a href="#">S010</a>		-1	8	-8
1/5/2003	Production	<a href="#">S011</a>		-1	8	-8
1/5/2003	Production	<a href="#">S012</a>		-1	8	-8

The Item History report can also be produced from the Stock module.

## Create Purchase Item

This function is active only if the Purchase Orders module is installed.

With this command, you can create a record in the Purchase Item register of the Purchase Orders module. The created record will be based on the selected Item, and will be shown in a record window, where additional information, such as details of the usual Supplier, can be entered.

Read more about the Purchase Item register in the 'Purchase Orders' chapter in Volume 3 of these manuals.



## Item Settings

This setting, available in the Sales Ledger, allows you to set various defaults to be used when working with Items.

Use the Modules menu to ensure you are in the Sales Ledger and then select 'Settings' from the File menu or click the [Settings] button in the Master Control panel. Double-click 'Item Settings' in the resulting list. The 'Item Settings: Inspect' window opens—

### Default Item Group

#### Paste Special

Item Group register, Sales Ledger

If an Item Group is entered here, it will be used as a default when creating new Items.

### Bar Code Length

If you need to ensure that the Bar Code of each Item contains at least a certain number of characters, enter this number here. Any Bar Codes with fewer than this number of characters will be given the appropriate number of leading zeroes. For example, if your Bar Code Length is five, a Bar Code of "4256" will be converted to "04256". No warning will be issued for Bar Codes containing more than the specified number of characters.

### Unique Bar Code

If the Bar Code field of each Item is required to hold a unique value, switch this option on.

**Show Best Before Dates**

Use this option if you would like Best Before dates to be shown in the 'Paste Special' list opened from any Serial Number field. Best Before Dates are fully described in the section describing the Batch Specifications setting in the 'Stock Module' chapter in Volume 3 of these manuals.

**Show Batch Status**

You can use the Batch Status and Batch Quality Control settings in the Stock module to control the selling of Items with Best Before Dates. These settings allow you to assign a Batch Status to each Serial Number which will cause a warning to be issued when it is sold, or will prevent sale altogether. Use this option if you would like the latest Batch Status to be shown in the 'Paste Special' list opened from any Serial Number field. These two settings are fully described in the in the 'Stock Module' chapter in Volume 3 of these manuals.

**Show Item Status** Use this option if you would like the 'Item Status' window to be opened automatically whenever you open a record window whose Operations menu contains the 'Item Status' function.

**Do not allow Base Price change**

Check this box if you want to prevent changes being made to the Base Price of each Item. This applies when viewing Items individually: you will still be able to make changes using the Base Price Changes setting in the Stock module. In multi-user systems, you can restrict the use of this setting using Access Groups, thus allowing you to control who can change Base Prices.

**Item Formula** Please refer to the 'Item Formulae' section immediately below for a description of this check box.

**Enable Quantity Calculation**

When entering Invoices, Orders, Quotations, Deliveries, Goods Receipts and Productions, you can enter the Width, Height and Depth bought or sold and have the Quantity calculated automatically by multiplying those dimensions together. This can be useful for Items sold by area or volume.

If you want to make use of this feature, you must first check this Enable Quantity Calculation box. You should then check the Calculate Quantity box in each Unit that is to have the feature. Please refer to the description of the Units setting in the 'Sales Ledger' chapter in Volume 2a of these manuals for full details and an example.

**Default Item Type** The Item Type selected here will be used as a default when creating new Items.

**Upd. Cost Price at Purchase**

The option selected here will be used as a default when creating new Items. Please refer to the description of the 'Costs' card of the Item record above for details of each option.

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

## Item Formulae

When entering Quotations, Orders or Invoices, you can use Items whose prices are calculated from the value of the other Items sold. Examples might be freight or freight insurance. The Item Formula register in the Pricing module is used to define the formulae used in these calculations.

To use this feature, enter an Item Formula as described below. Next, enter an Item in the Item register, and assign to it the Code of this Formula using the Item Formula field on the 'Pricing' card. Then, enter this Item on the last line of a Quotation, Order or Invoice. The Unit Price of the Item will be calculated by applying the Formula to the value of the other Items sold.

The Formula can be a simple one whereby a percentage is applied to the total value of the other Items sold. Alternatively, a separate percentage can be applied to Items belonging to each Item Group. Finally, the percentage can be varied depending on the value of the other Items sold.

To work with Item Formulae, change to the Pricing module using the Modules menu, and select 'Item Formulae' from the Registers menu (or click the [Item Formulae] button in the Master Control panel). The 'Item Formulae: Browse' window is displayed, showing all Item Formulae previously entered. Double-click a Formula in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.

When you have finished working with the Item Formula, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close the record without saving changes, click the close box.

For each record, enter a unique Code and a name and then use the grid to define the Item Formula. This is perhaps best explained by a series of examples.

Item Formula: Inspect

Code: FI

Comment: Freight Insurance

Item/	Item Group	From	To	%
1				10.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

In this simple example, the Item Group, From and To fields are blank so the price of this Freight Insurance will be 10% of the total value of the other Items sold.

Once you have entered your Item Formulae, you can quote them in your Item records. The Item shown below is Freight Insurance: we have left the Base Price empty and entered the “FI” Item Formula in the Item Formula field—

Item: Inspect

No.: FREIGHT Group:

Description: Freight Insurance

☐ Closed

Pricing Stock Costs Recipe A/C Texts

Unit: Base Price: Base Price Change: Price Factor: Item Formula: FI Markup %: 0.00 Bonus %: Objects: Classification:

Item Type: ☒ Plain ☐ Stocked Item ☐ Structured Item ☐ Service

☐ Treat Item as Material on Project

When this Freight Insurance Item is added as the final Item in a Quotation, Order or Invoice, the Unit Price is calculated automatically—

**Invoice: New**

Operations

No. 2040 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10106	1 CD player	71.00		71.00
2	FREIGHT	1 Freight Insurance	7.10		7.10
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 13.67 Sub-Total 78.10  
☐ OK Ext. Tax 0.00 Base 91.77 TOTAL 91.77

The next example demonstrates that the result of the application of the Formula is effectively the sum of the rows in the grid.

**Item Formula: Inspect**

Code FI  
Comment Freight Insurance

Item/

	Item Group	From	To	%
1	1			10.00
2	2			12.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

The price of the Freight Insurance this time will be 10% of the total value of any Group 1 Items sold, plus 12% of the value of any Group 2 Items sold. Items belonging to any other Item Group will not affect the price of the Freight Insurance.

Item/	Item Group	From	To	%
1	1		50.00	10.00
2	1	50.00		15.00
3	2			12.00
4				
5				
6				
7				
8				
9				
10				
11				
12				

Here, the price of the Freight Insurance will depend on the total value of the Group 1 Items sold. If this value is less than 50.00, Freight Insurance will be charged as in the previous example. If it is greater than 50.00, it will be charged at 15% of the value of the Group 1 Items sold, plus 12% of the value of the Group 2 Items sold. In either case, Items belonging to any other Item Group will not affect the price of the Freight Insurance.

Item/	Item Group	From	To	%
1	1		50.00	10.00
2	1	50.00		15.00
3	2			12.00
4				11.00
5				
6				
7				
8				
9				
10				
11				
12				

This final example is similar to the previous one, except that when Items not belonging to Item Groups 1 or 2 are sold, 11% of their value will be added to the price of the Freight Insurance.

## Item Formulae when Prices include VAT

Prices in Invoices, Orders and Quotations will include VAT in two circumstances—

1. You have specified in the Account Usage S/L setting in the Sales Ledger that Base Prices include VAT.
2. An individual Invoice, Order or Quotation uses a Price List that includes VAT. Price Lists are described later in this chapter.

In the example Invoice illustrated below, an Item has been sold for 100.00 including VAT. The figure of 100.00 appears in all Price fields—

**Invoice: New**

Operations **New** **Duplicate** **Cancel** **Save**

No. 2044 Name Against All Odds Trading Co  
Customer 001

**Terms** **Items** **Currency** **Delivery** **Identifiers** **Inv. Address** **Del. Address**

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.

	Item	Qty	Description	Unit Price	%	Sum
1	10103	1	Receiver	100.00		100.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



Currency GBP Freight VAT 14.89 Sub-Total 100.00  
☐ OK Ext. Tax 0.00 Base 100.00 TOTAL 100.00

If an Item with an Item Formula is added to this Invoice, you can specify whether the Item Formula calculation is to use the Price including VAT or the Price excluding VAT. Make this choice using the Item Formula check box in the Item Settings setting in the Sales Ledger.



In this example, the value of the Freight Insurance will be 10% of the total value of the other Items sold. If the Item Formula check box in the Item Settings setting is off, the Item Formula calculation will use the Price excluding VAT—

**Invoice: New**

Operations   New Duplicate Cancel Save

No. 2044 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.



Item	Qty	Description	Unit Price	%	Sum
1	10103	1 Receiver	100.00		100.00
2	FREIGHT	1 Freight Insurance	8.51		8.51
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 16.16 Sub-Total 108.51  
☐ OK Ext. Tax 0.00 Base 108.51 TOTAL 108.51

The value of the Freight Insurance is 8.51 (100 less VAT is 85.11. 10% of 85.11 is 8.51). The 8.51 figure itself includes VAT.

If the Item Formula check box in the Item Settings setting is on, the Item Formula calculation will use the Price including VAT—

**Invoice: New**

Operations   **New Duplicate Cancel Save**

No. 2044 Name Against All Odds Trading Co  
Customer 001

**Terms Items Currency Delivery Identifiers Inv. Address Del. Address**

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1 10103	1	Receiver	100.00		100.00
2 FREIGHT	1	Freight Insurance	10.00		10.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 16.38 Sub-Total 110.00  
☐ OK Ext. Tax 0.00 Base 110.00 TOTAL 110.00

In this case, the value of the Freight Insurance is 10.00 (10% of 100.00). The 10.00 figure itself includes VAT.

The Item Formula check box in the Item Settings setting is only used where prices include VAT as described above: it has no effect in other circumstances.

## Default Items

This setting in the Sales Ledger allows you to define sets of Items which will then be added automatically to new Invoices on entry of a Customer Number. They will also be added to Invoices created from Orders, although they will not be shown in the Orders themselves. One set of Default Items can be allocated to each Customer (using the field on the 'Pricing' card of the Customer record).

To open the setting, move to the Sales Ledger using the Modules menu and click the [Settings] button in the Master Control panel (or choose 'Settings' from the File menu). When the 'Settings' list is opened, double-click 'Default Items'. The 'Default Items: Browse' window is displayed, showing all Default Item records previously entered. Double-click a Default Item record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.

	Item Code
1	CO
2	CAT
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

Assign each Default Item record a unique Code and Name. In the grid area, specify all the Items that are in this set of Default Items using 'Paste Special' if necessary. Use one row per Item. All Items listed in the grid area will be added to Invoices automatically for all Customers using this Default Item record.

An example use of this setting might be to set up a system of courier charges, as shown in the example illustration above (which also include the provision to send a free catalogue with every Invoice). Each Customer is assigned a

Default Item record containing the appropriate courier charge. Each courier charge is a separate record in the Item register, with a price calculated using an Item Formula (in this example, 10% of Invoice value)—

The 'Item: Inspect' window displays the following information:

- Operations:** New, Duplicate, Cancel, Save
- No.:** 00 **Group:** [empty]
- Description:** Overnight Courier
- ☐ Closed
- Tabs:** Pricing (selected), Stock, Costs, Recipe, A/C, Texts
- Pricing Section:**
  - Unit:** [empty]
  - Base Price:** [empty]
  - Base Price Change:** 15/7/2003
  - Price Factor:** [empty]
  - Item Formula:** 10%
  - Markup %:** [empty]
  - Bonus %:** [empty]
  - Objects:** [empty]
  - Classification:** [empty]
- Item Type:**
  - ☒ Plain
  - ☐ Stocked Item
  - ☐ Structured Item
  - ☐ Service
- ☐ Treat Item as Material on Project

When an Invoice is entered in the name of a Customer using the overnight courier, this Item and the catalogue are added to the first rows of the Invoice—

The 'Invoice: New' window displays the following information:

- Operations:** New, Duplicate, Cancel, Save
- No.:** 2041 **Name:** Giacomelli SPA
- Customer:** 009
- Tabs:** Terms (selected), Items, Currency, Delivery, Identifiers, Inv. Address, Del. Address
- Invoice Details:**
  - Inv. Date:** 15/7/2003 **Our Ref.:** [empty] **Salesman:** NB
  - Pay. Terms:** 30 **Attn.:** [empty]
  - Due Date:** 14/8/2003 **Object:** [empty]
  - Trans. Date:** 15/7/2003 **Official Ser. No.:** [empty]
- Items Table:**

Item	Qty	Description	Unit Price	%	Sum
1		Overnight Courier			
2		Free Catalogue			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
- Summary:**
  - Currency:** GBP **Freight:** [empty] **VAT:** 0.00 **Sub-Total:** [empty]
  - ☐ OK **Ext. Tax:** 0.00 **Base:** 0.00 **TOTAL:** 0.00

Note that no Quantity appears for the default Items. Add the other Items to the Invoice and then specify a Quantity for the overnight courier. A Unit Price of 10% of the Invoice value will appear. Because the overnight courier has a calculated price based on the value of the other Items on the Invoice, its Quantity should not be entered until all the Items have been added.

When Invoices are raised from Orders, the Customer's Default Items will again appear, although they will not be shown on the Order or the Delivery. As before, the Default Items will have no Quantity, so be certain to specify one before printing and approving the Invoice. Particular care should be taken to make sure Quantities for Default Items are specified in Invoices created in batches using the 'Group Invoicing' Maintenance function in the Sales Orders module before printing and approving them.

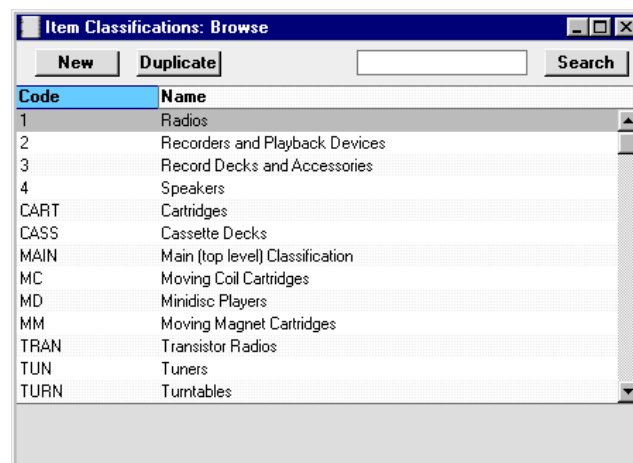
## Item Classifications

This setting, which can be found in the Stock module, allows you to define any number of Classifications by which you can categorise your Items. This is done using the Class. field on the 'Pricing' card of the Item record. This field can contain one or more Classification Codes, separated by commas. So, for example, an Item such as a radio/cassette player can be both a radio and a playback device.

The Item Classification provides a different means of classifying Items compared with Item Groups. Item Groups will usually be used to group Items together for accounting purposes (e.g. Items with the same Sales, Stock and Purchase Control Accounts, VAT Codes and Cost Models can belong to the same Item Group). On the other hand, Classifications can be used to group Items together for sales purposes, so that it will be easier for users and Customers to find the Items that they want. Each Item can belong to several Item Classifications, but can only belong to a single Item Group.

Item Classifications can be divided into Classification Types, allowing great flexibility. Classification Types are defined using a setting in the CRM module.

On double-clicking 'Item Classifications' in the 'Settings' list in the Stock module, the 'Item Classifications: Browse' window opens, listing the available Item Classifications.



To enter a new record, click the [New] button in the Button Bar. The 'Item Classification: New' window appears: enter the details as appropriate and click [Save] to save the new record.

The screenshot shows a software window titled "Item Classification: Inspect". At the top, there is a button bar with four buttons: "New", "Duplicate", "Cancel", and "Save". Below the button bar, there are four labeled input fields: "Code" containing "MC", "Name" containing "Moving Coil Cartridges", "Type" which is empty, and "Classification" containing "CART".

<b>Code</b>	Enter a unique code to identify this particular Item Classification. It can consist of up to five alphanumeric characters.	
<b>Name</b>	Assign a descriptive name to the Item Classification. This is shown in the 'Item Classifications: Browse' window and the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Item Classification easy for all users.	
<b>Type</b>	<b>Paste Special</b>	Classification Types setting, CRM module
	If necessary, you can group Item Classifications of a broadly similar nature together by assigning them to the same Classification Type.	
<b>Classification</b>	<b>Paste Special</b>	Item Classifications setting, Stock module
	Use this field to define a hierarchical structure for your Item Classifications. This is described below in the remaining parts of this section.	

## Item Classifications and the Item 'Paste Special' List

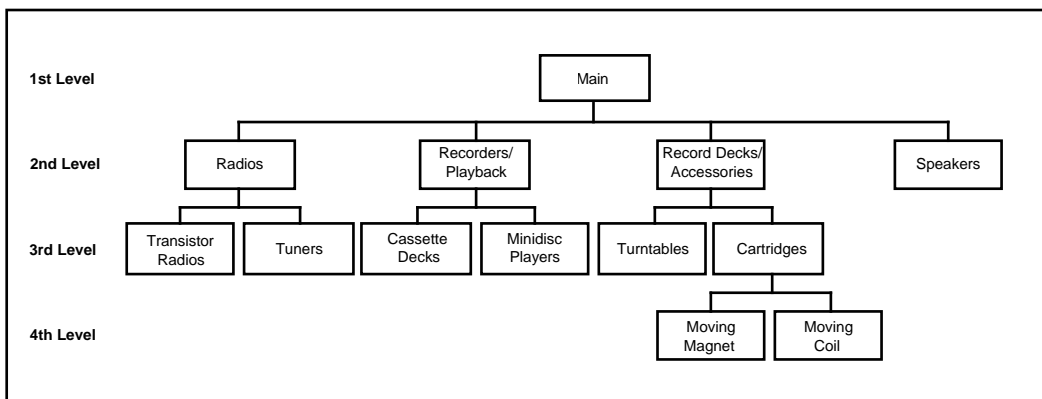
Whenever you need to enter an Item in a record such as an Order, Invoice or Goods Receipt, you can use the 'Paste Special' feature to help you choose the correct Item. When you press Ctrl-Enter (Windows and Linux) or ⌘-Enter (Macintosh) from any Item field, the result is usually a simple list from which you can choose the correct Item by double-clicking—

Paste Item				
Operations		New	Duplicate	Search
No.	Group	Description	Alt. Code	Base Price
10101	2	Transistor radio		5.00
10102	1	Stereo cassette radio		25.00
10103	1	Receiver		55.00
10104	1	Loudspeakers		16.00
10105		Cassette Deck		56.00
10106	1	CD player		71.00
10107		Cassette tapes		9.50
10108		Microphone		20.00
10109		CD rack		
10110		Amplifier		150.00

You can sort the list so that you can find the Item you want, and you can save the sort order so that it's used by default.

If you have many Items in your database, you can use Item Classifications to build a 'Paste Special' list that provides a greater level of help with Item selection. Follow these steps—

1. Spend some time planning your Item Classifications with the aim of helping users to choose Items quickly and easily. In the example illustration of the 'Item Classifications: Browse' window above, we have implemented the following hierarchical structure—





The Item Classification hierarchy is established using the Classification field. In each record on a lower level, the Classification is the Code of the record on the level immediately above.

In the example, the “MAIN” Classification is on the top level: the Classification field in this record is blank—

The screenshot shows a window titled "Item Classification: Inspect". At the top are navigation buttons (left arrow, right arrow) and action buttons (New, Duplicate, Cancel, Save). Below these are four labeled text input fields: "Code" with the value "MAIN", "Name" with the value "Main (top level) Classification", "Type" which is empty, and "Classification" which is empty.

The “MAIN” Classification has four sub-Classifications “Radios”, “Recorders and Playback Devices”, “Record Decks and Accessories” and “Speakers”. In these Classifications, “MAIN”, the top level Classification, has been entered in the Classification field—

The screenshot shows the same window with updated values: "Code" is "1", "Name" is "Radios", "Type" is empty, and "Classification" is "MAIN".

Within Classification 1 (“Radios”), there are two further sub-Classifications, “Transistor Radios” and “Tuners”. In these Classifications, “1”, the immediately superior Classification, has been entered in the Classification field—

The screenshot shows the same window with further updated values: "Code" is "TRAN", "Name" is "Transistor Radios", "Type" is empty, and "Classification" is "1".

This structure is continued down through the hierarchy.

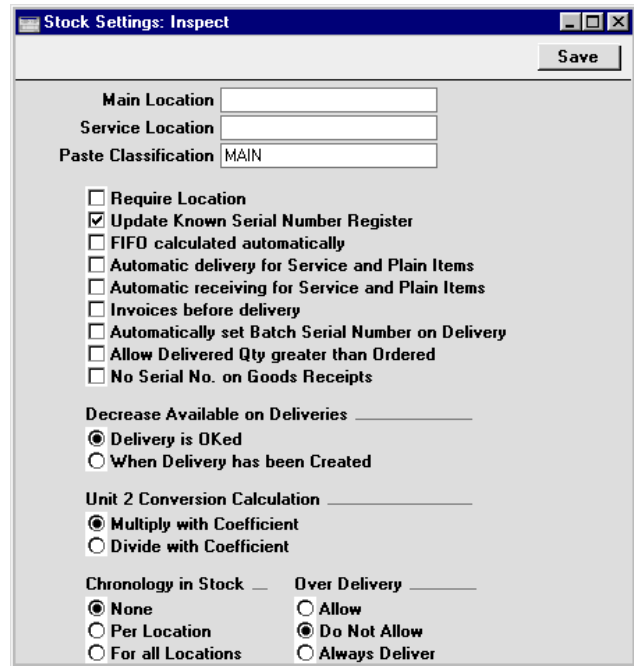
2. Having planned your Item Classifications and entered them in the Item Classifications setting, you should now assign them to your Items (using the Classification field on the 'Pricing' card). You can assign as many Classifications as you like to each Item, separated by commas. The Classifications that you assign can be from any level in the hierarchy.

The screenshot shows the 'Item: Inspect' window with the following details:

- Buttons:** Operations, New, Duplicate, Cancel, Save.
- Fields:**
  - No.: 10102
  - Group: 1
  - Description: Stereo cassette radio
  - ☐ Closed
- Tabs:** Pricing (selected), Stock, Costs, Recipe, A/C, Texts.
- Pricing Tab Fields:**
  - Unit: PCS
  - Base Price: 25.00
  - Base Price Change: (empty)
  - Price Factor: (empty)
  - Item Formula: (empty)
  - Markup %: 0.00
  - Bonus %: (empty)
  - Objects: (empty)
  - Classification: CASS,TRAN
- Item Type:**
  - ☐ Plain
  - ☒ Stocked Item
  - ☐ Structured Item
  - ☐ Service
- ☐ Treat Item as Material on Project

Every Item should have at least one Classification: Items without a Classification will not appear in the new 'Paste Special' list.

3. Decide which Classification is to be your default Classification. This is the Classification whose Items will be listed when the Item 'Paste Special' list first appears. Enter this Classification in the Paste Classification field in the Stock Settings setting in the Stock module—



**Stock Settings: Inspect** [Save]

Main Location

Service Location

Paste Classification

☐ Require Location

☒ Update Known Serial Number Register

☐ FIFO calculated automatically

☐ Automatic delivery for Service and Plain Items

☐ Automatic receiving for Service and Plain Items

☐ Invoices before delivery

☐ Automatically set Batch Serial Number on Delivery

☐ Allow Delivered Qty greater than Ordered

☐ No Serial No. on Goods Receipts

Decrease Available on Deliveries \_\_\_\_\_

☒ Delivery is OKed

☐ When Delivery has been Created

Unit 2 Conversion Calculation \_\_\_\_\_

☒ Multiply with Coefficient

☐ Divide with Coefficient

Chronology in Stock \_\_\_\_\_ Over Delivery \_\_\_\_\_

☒ None ☐ Allow

☐ Per Location ☒ Do Not Allow

☐ For all Locations ☐ Always Deliver

Once you have entered something in this Paste Classification field, the standard 'Paste Special' window will be replaced with the following window when you press Ctrl-Enter/⌘-Enter from any Item field (in this case, from the Item field in an Invoice)—

The screenshot shows the 'Invoice: New' window with the 'Paste Item' dialog box open. The dialog box has a 'Paste Item' title bar and a 'Search' button. It contains two main sections: 'Classifications' and 'Items'.

**Classifications:** A list box showing the following items:

- 1 Radios
- 2 Recorders and Playb
- 3 Record Decks and A
- 4 Speakers

**Items:** A table with columns 'No.', 'Group', and 'Description'. The table is currently empty.

**Buttons:** 'Top' and 'Back' buttons are located at the bottom of the dialog box.

**Background Invoice Form:** The 'Invoice: New' window shows fields for 'No.' (2040), 'Customer' (001), 'Inv. Date' (29/7/2003), 'Pay. Terms' (30), 'Due Date' (28/8/2003), and 'Trans. Date' (29/7/2003). It also has a table for items with columns 'Item', 'Qty', and 'Description'. At the bottom, there are fields for 'Currency' (GBP), 'Freight', 'VAT' (0.00), 'Sub-Total' (0.00), 'Ext. Tax' (0.00), 'Base' (0.00), and 'TOTAL' (0.00).

In this example, we have specified that our "MAIN" Classification (i.e. the top level Classification) is the Paste Classification. As a result, the list on the left-hand side is headed "MAIN", and the four second-level Classifications that belong to the "MAIN" Classification are listed there. The list of Items on the right is empty because no Items belong directly to the "MAIN" Classification.

If the Item that we want is a type of Speaker, we can double-click on “4 Speakers” in the left-hand list, with the following result—

The screenshot shows the 'Invoice: Inspect' window with the 'Paste Item' dialog open. The 'Paste Item' dialog has a 'Classifications' pane on the left and an 'Items' pane on the right. The 'Classifications' pane shows a list with '4' selected. The 'Items' pane shows a table of items belonging to classification 4.

No.	Group	Description
10104	1	Two-way Speakers
10115		Three-way Bass Reflex Speakers
10117		Omnidirectional Speakers
10121		Horn Speakers

The main window also shows invoice details: No. 2040, Customer 001, Inv. Date 29/7/2003, Pay. Terms 30, Due Date 28/8/2003, Trans. Date 29/7/2003. At the bottom, there are fields for Currency (GBP), Freight, VAT (0.00), Sub-Total (0.00), Ext. Tax (0.00), Base (0.00), and TOTAL (0.00).

The title of the left-hand list changes to “4”, the Classification Code for Speakers. This list is now empty, because this Classification has no sub-Classifications. The right-hand list now shows the four Items that belong to this Classification. This right-hand list can be sorted and searched in the usual fashion and, as in the standard ‘Paste Special’ window, we can create a new Item by clicking [New] or [Duplicate]. If the Item we want is in the list, we can double-click it to add it to the Invoice.

The advantage of specifying that our “MAIN” Classification (i.e. the top level Classification) is the Paste Classification in this example is that when the ‘Paste Special’ list opens, the major Classifications are all shown in the left-hand list, helping us to find the Item that we want quickly and easily.

However, in some circumstances we might want to specify a lower level Classification as the Paste Classification. For example, our best-selling Item might belong to the “CASS” Classification, so we can make this the Paste Classification. This is a Classification on the third level. In this

situation, when the 'Paste Special' list opens, the title of the left-hand list is "CASS", the Paste Classification. This list is empty, because "CASS" has no sub-Classifications. The right-hand list contains the four Items that belong to this Classification—

**Invoice: New**

Operations New Duplicate Cancel Save

No. 2040 Customer 001

Inv. Date 29/7/2003 Pay. Terms 30 Due Date 28/8/2003 Trans. Date 29/7/2003

**Paste Item**

Operations New Duplicate Search

**Classifications**

CASS

**Items**

No.	Group	Description
10102	1	Stereo cassette radio
10105		Cassette Deck
10107		Cassette tapes
10118	2	Personal Stereo

Top Back

Item	Qty	Descrip
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Currency GBP Freight VAT 0.00 Sub-Total

OK Ext. Tax 0.00 Base 0.00 TOTAL 0.00

If the Item that we want does not belong to the "CASS" Classification, we can click the [Back] button to go up one level in the hierarchy (to Classification "2 Recorders and Playback Devices"), or we can click the [Top] button to go to the top level (to the "MAIN" Classification).

## Item Classifications and the Web Shop

If you are using Hansa's Web Shop, you may wish to offer different Items to different Customers. This is done using Item Classifications and by specifying a Classification for each Customer. Customers will see only those Items in the relevant Classification when they log on to your Web Shop site.

Using the example hierarchical structure described above, in this illustration we have assigned the Classification “3” to a Customer using the Main Classification field on the ‘Web’ card of the Customer record—

The screenshot shows a software window titled "Customer: Inspect". At the top, there are navigation buttons (back, forward), an "Operations" button, and icons for a printer and a clock. To the right are buttons for "New", "Duplicate", "Cancel", and "Save". Below this is a form with fields for "No." (009), "Short", and "Category". The "Name" field contains "Giacomelli SPA" and the "Department" field is empty. A series of tabs are visible: "Contact", "Delivery", "Terms", "Pricing", "Company", "Web" (which is selected and highlighted in blue), and "User Defined". Under the "Web" tab, there are fields for "Web Conf.", "Web Start Page", and "Freight Code" on the left, and "Main Classification" (set to "3") and "Display on the Web" on the right. Below these are two empty text areas for "Description" and "Managing Director". At the bottom, there are fields for "Turnover", "No. of Employees", and "Last Audit".

When this Customer logs in to the Web Shop, they will be shown a list of Items that belong to Classification “3” (Record Decks and Accessories). They will be able to access and purchase any Items belonging to this Classification and to its sub-Classifications (Turntables, and Cartridges of both types). However, they will not be able to move up a level to the “MAIN” Classification, and therefore will not be able to view or purchase Radios, Recorders or Speakers.

Item Classifications can be specified both in individual Customer records and in Customer Category records. If a Classification is specified at the Customer level, it will override one that has been specified at the Customer Category level.

If no Classification is specified for a Customer or Customer Category, the Classification with the Code “MAIN” will be used. If there is no “MAIN” Classification, or if a non-existent Classification has been specified for the Customer, no Items will listed when the Customer logs on.

# Controlling Price Changes

## The Base Price Changes Setting

This setting, available in the Stock module, allows you to change the Base Prices of many Items at one stroke.

To open the setting, move to the Stock module using the Modules menu and click the [Settings] button in the Master Control panel (or choose 'Settings' from the File menu). When the 'Settings' list is opened, double-click 'Base Price Changes'. The 'Base Price Changes: Browse' window is displayed, showing previous Base Price Change records.

Create a new record by clicking the [New] button in the Button Bar, or highlight an existing record that is similar to the one you want to create and click the [Duplicate] button.

**Base Price Changes: New**

No. 
 Trans Date

Person

	Item	Qty	Description	Serial No	Before	After	VAT
1	10101	1	Transistor radio		5.00	6.00	
2	10102	1	Stereo cassette rac		25.00	30.00	
3	10103	1	Receiver		55.00	62.50	
4	10104	1	Loudspeakers		16.00	19.00	
5	10105	1	Cassette Deck		56.00	64.00	
6	10106	1	CD player		71.00	80.00	

Tot. Qty. 
 Tot. Bef. 
 Tot. Aft.

☐ OK
 Tot. VAT Bef. 
 Tot. VAT Aft.

Comment



**Header**

<b>No</b>	The unique identifying number of a new Base Price Change record is provided automatically by Hansa following on from the Number of the last record entered.  When you start using Hansa, the number sequence will start at 1. If you want the sequence to start from another number, change the Number of the first or any other record before it is saved for the first time: Hansa will then continue the sequence from there.	
<b>Person</b>	<b>Paste Special</b>	Person register, System module
	<b>Default taken from</b>	Current User
	Enter the initials of the Person responsible for this record.	
<b>Trans. Date</b>	<b>Paste Special</b>	Current Date
	Enter the date of this price change. This will be copied to the Base Price Change field of all Items affected by the change.	

**Card 1**

Use this grid to list the Items whose Base Price is to be changed.

<b>Item</b>	<b>Paste Special</b>	Item register
	Enter the Item Number or Bar Code of the Item whose Base Price is to be changed. The current Base Price is shown in the Before field.	
<b>Description</b>	The Item Name is entered here automatically after you have entered the Item Number.	
<b>Before</b>	The current Base Price of the Item is shown here after you have entered the Item Number.	
<b>After</b>	Enter the new Base Price for the Item here. When the OK box is checked and the record saved, this will be copied to the Item record.	

**Footer**

The footer contains the OK check box and various totals that are updated automatically.

<b>OK</b>	When the Base Price Change record is complete, check the OK box and then click the [Save] button to save the
-----------	--

record. The Base Prices of all the Items listed in the grid will be changed as specified and you will no longer be able to change the Base Price Change record.

Note that you can save the Base Price Change record without checking the OK box. This allows you to enter the record and to have it checked by all relevant personnel before implementing the changes.

## Card 2

**Comment** Use these fields to record the circumstances of the price changes for future references.

Complete the Base Price Change record as described above and save it by clicking the [Save] button in the Button Bar. You can now check that the record is complete and accurate. When you are ready to implement the change, check the OK box and then click the [Save] button once again. For each Item listed in the grid, the After figure will be copied to the Base Price field and the Transaction Date will be copied to the Base Price Change field. You will no longer be able to change the Base Price Change record.

Two methods are available by which a Base Price Change record can be printed—

1. While entering or inspecting a Base Price Change record, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Ensure you are in the Stock module and click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Base Price Change' in the 'Documents' list window. Indicate the Number of the Base Price Change record (or range of Numbers) to be printed and press [Run].

## Using Access Groups to Control Price Changes

Base Prices can be changed using this setting even if the Do Not Allow Base Price Change option in the Item Settings setting is in use. This option prevents the changing of Base Prices using the Item screen. In multi-user systems, using this combination means that you can control who can change Base Prices, using the Access Groups setting in the System module.

To do this, first move to the System module using the Modules menu and then open a record in the Access Groups setting. If the Access Group starts from the No Access position, you should use the grid to allow members of that Access Group to use particular features—

**Access Group: Inspect**

Code: ADM      Start From: \_\_\_\_\_

Text: Admin      ☒ No Access

Block A/Cs: \_\_\_\_\_      ☐ Full Access

	Type	Item	Level
1	Module	CRM	Full
2	Setting	Base Price Change	Full
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

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

	Type	Item	Level
1	Setting	Base Price Change ▶	None
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

In both cases, if the Base Price Changes setting is not listed in the grid, access to it will depend on the chosen Start From option. If this is No Access, members of the Access Group will not be able to change Base Prices. If it is Full Access, they will be able to make such changes.

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

### Prices in Sales Transactions

When you enter an Item in a sales transaction (e.g. Quotation, Order or Invoice), the Unit Price according to the valid Price List for the Customer will be brought in automatically (Price Lists are described later in this chapter). If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item screen is brought in. You are then free to change this Unit Price in the sales transaction if necessary.

You can prevent a particular user or group of users from changing Unit Prices in sales transactions using Access Groups. To do this, deny access to the 'Change Unit Prices' Action—

**Access Group: Inspect**

Code: ACC      Start From: \_\_\_\_\_

Text: Accounts      ☐ No Access

Block A/Cs: \_\_\_\_\_      ☒ Full Access

	Type	Item	Level
1	Setting	Base Price Change	None
2	Action	Change Unit Prices	None
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

A user that has been denied access to the 'Change Unit Prices' Action can still change the Price List in a Quotation, Order or Invoice. If you want to prevent this as well, deny access to the 'Change Prices' Action—

**Access Group: Inspect**

Code: ACC      Start From: \_\_\_\_\_

Text: Accounts      ☐ No Access

Block A/Cs: \_\_\_\_\_      ☒ Full Access

	Type	Item	Level
1	Setting	Base Price Change	None
2	Action	Change Unit Prices	None
3	Action	Change Prices	None
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

## Changing Prices of Items in Batches

Another method for changing the Base Prices of many Items at one stroke is the 'Update Item Base Prices' Maintenance function in the Pricing module. This function allows you to change Base Prices using a formula, so it will be useful if, for example, you want to change all Base Prices by 10%.

To use this function, move to the Pricing module using the Modules menu and choose 'Maintenance' from the File menu. When the 'Maintenance' list is opened, double-click 'Update Item Base Prices'. The 'Specify Item Prices' window is displayed—

<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Enter an Item Group here if you want to update the Base Prices of all Items belonging to that Item Group.
<b>Items</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
		Enter an Item Number or range of Item Numbers here if you want to update the Base Price of a specific Item or of a range of Items. You must enter either an Item Number here or an Item Group in the field above, otherwise no Base Prices will be updated. Do not leave both fields empty in the hope of updating the Base Price of every Item in the database.
<b>Price Formula</b>	<b>Paste Special</b>	Price Formula register, Pricing module
		Enter here the Price Formula record that is to be used to recalculate the Base Prices of the selected Items. If this field is left blank, Base Prices will not be changed. For more information about Price Formulae, please refer to the 'Prices' section later in this chapter.

When you click [Run], the Base Price of each selected Item will be recalculated using to the specified formula.

A similar function, 'Update Item Cost Prices' (also in the Pricing module) allows you to change the Cost Prices of many Items at one stroke. This operates in an identical manner to the 'Update Item Base Prices' function. Another Maintenance function, 'Update Item Cost Price' in the Stock module, changes Items' Cost Prices to the latest purchase prices (i.e. to the prices in the latest Goods Receipts). This function, which can be applied to Stocked Items only, is described in Volume 3 of these manuals. If necessary, you can deny access to these functions using Access Groups as described earlier in this section.

# Price Lists

## Introduction

Hansa's Pricing module contains a powerful set of functions to handle different types of Price Lists in a business. These functions allow the user to manage several alternative Price Lists listing all or some of the goods or services offered to Customers. Price Lists can be specified in different Currencies, with automatic recalculation to the current exchange rate at invoicing. They can be dynamically updated based on user defined formulae, or on the last recorded purchase prices. Different Price Lists can be connected with specific Customer Categories and to specific Payment Terms. The latter case might be useful for users who have different prices for Customers who pay by different methods (for example, special prices for credit card payments). The number of alternatives is great, but as always is the case with great flexibility, it is necessary to know and understand the tools and techniques to set up a specific pricing structure.

## The Base Price

Each Item has a Base Price field, shown on the 'Pricing' card. This is the Item's normal selling price. In many cases, this will be the only price used. If each Item is always sold at the same price (or with an *ad hoc* discount), whoever the Customer, you will be able to rely on the Base Price and not worry about the Price List feature.

On the 'Costs' card of the Item record, there is also a Cost Price. This indicates the cost of purchasing or making the Item. Hansa uses the Cost Price to calculate the Gross Profit of Orders and Invoices. The Cost Price and the Base Price can both be used to calculate new prices for the Item when it is included in different Price Lists.

## Structure of Price Lists

Hansa allows you to assign different Prices to individual Items so that each Price is associated with a particular Price List. For example, many retail outlets have different prices for their retail and trade Customers, or different retail and educational prices. You might then have separate retail, trade and educational Price Lists, each of which is available to the appropriate kind of Customer. When a Price List is specified in an Order or Invoice, the appropriate prices will be selected automatically.



In planning such a price structure, follow these steps—

1. Enter the Items with their Base Prices, using the Item register as described towards the beginning of this chapter.
2. Price Formulae should be defined, using the Price Formula register in the Pricing module. These are the mechanism by which the different prices are calculated. In our example, the retail price might be the same as the Base Price, the trade price might represent a discount of 20% and an educational price might represent a discount of 30%. A Price Formula record would be set up for each. This process is described in detail in the next section.
3. Each Price List (retail, trade and educational) should then be defined using the Price List register in the Pricing module. Items or Item Groups should be attached to the Price Lists with an appropriate Price Formula. For example, in the educational Price List, all Items that are likely to be sold to such Customers should be attached, using the 30% discount Price Formula. Effectively, the relationship between the Items and the Price List is being defined here.
4. For each Price List, the Prices of the Items should be calculated. This process is automated by the provision of the 'Calculate Price Lists' Maintenance function in the Pricing module. For each Item on each Price List, this function applies the specified Price Formula and saves the result in a record in the Price register. In our example, for each Item three Price records will be created: one each containing the retail, trade and education prices.

The relationship between the Items, the Price Lists and the Price records makes it of critical importance that the 'Calculate Price Lists' function is run whenever the Base Price of an Item changes or, if you have Price Lists in various Currencies, whenever the Exchange Rate alters. Otherwise, the Price records could soon lose their relationship to the Base Price of their Items, resulting in you quoting out-of-date prices to your Customers. If a Price List is specified in an Order or Invoice, Hansa searches in the Price register for the appropriate, and unique, record representing the particular Item for that Price List.

The 'Calculate Price Lists' function in fact can save records to one of two places depending on how the Price List record has been defined: the Price register and the Quantity Dependent Prices setting, also in the Pricing module. The Price register contains a single price to be applied irrespective of the quantity sold, while the Quantity Dependent Prices setting can be used to set up quantity discounts.

5. Each Customer, Customer Category and/or Payment Term record can now be assigned a Price List. When Orders or Invoices are entered for each Customer, prices will be taken from the specified Price List automatically. If an Item not on the appropriate Price List is sold, the Base Price will be used.
6. Once calculated, Price Lists can be printed or exported to disk for incorporation into your company's publicity material. Price Lists are printed using the report of the same name, available in the Pricing and Sales Orders modules and in the Sales Ledger. This is fully described in the 'Reports' section towards the end of this chapter.

Below, steps 2-4 are described in detail. These descriptions are followed by worked examples.

## Price Formulae

When Items are assigned to a Price List, it is by means of a Price Formula. Price Formulae are used to calculate prices for that Price List, based on the Base or Cost Price of the Items.

To define a new Price Formula, first move into the Pricing module using the Modules menu. Then click [Price Formulae] in the Master Control panel or select 'Price Formulae' from the Registers menu. When the 'Price Formulae: Browse' window appears, click [New]. Once entered, click [Save] to save the record.

**Code** Enter a code by which the Price Formula can be identified.

**Name** Specify a name for the Formula.

- % Adjustment** The value entered here is used to calculate the price. The value is entered as a percentage: enter “110” to add 10% to the base price, “90” to deduct 10%.
- Add 1** Add or deduct a fixed amount. If used in combination with the field above, the addition or deduction will take place after the percentage adjustment.
- Round Off** Specify here the number of decimal places you wish to be used in the calculation. Enter zero to round the price to the nearest whole monetary unit (e.g. to the nearest £ or \$), 1, 2 etc (positive) to calculate to one or two decimal points respectively, and -1, -2 etc. to round to the nearest ten, hundred etc.
- Add 2** Add another fixed amount after the rounding process.
- Base Value** Specify here the figure on which the calculation is to be based. The Cost Price, Base Price, Last Purchase Price and Weighted Average Purchase Price are all taken from the Item record, while Default Purchase Item refers to the Cost Price of the Default Purchase Item representing the Item. Please refer to the ‘Purchase Orders’ chapter in Volume 3 for full details of Purchase Items.

## Price Lists

To define a new Price List, first ensure you are in the Pricing module using the Modules menu. Then click [Lists] in the Master Control panel or select ‘Price Lists’ from the Registers menu. When the ‘Price Lists: Browse’ window appears, click [New].

**Price List: Inspect**

Code: RRP Description: Recommended Retail Prices

Period: - Currency:

Replace:

Item/	Item Group	Price-Formula	Row Type
1	2	10	Item Group
2	10109	19	Item
3			
4			
5			
6			
7			
8			

VAT: ☒ Exclusive ☐ Inclusive

Type: ☒ Discount ☐ Qty Dep Values

<b>Code</b>	Enter a unique code here, by which this Price List will be identified elsewhere in Hansa.	
<b>Description</b>	Name the Price List here.	
<b>Period</b>	<b>Paste Special</b>	Current Date
	<p>If the Price List is valid for a certain period, enter that period in these two fields. If this Price List is assigned to a Customer, it will only be used during the period entered here. At other times, the Base Price for each Item will be used.</p> <p>These fields cannot be changed once the Price List has been saved for the first time.</p> <p>The Period can be used in combination with the Replace field (below). Please refer to the description of that field for details.</p>	
<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
	<p>Indicate here the Currency in which the prices in the price list are quoted. When using the 'Calculate Price Lists' function to calculate prices, the Currency conversion (using the most recent applicable Exchange Rate) will take place before any Formula is applied.</p>	
<b>Replace</b>	<b>Paste Special</b>	Price List register, Pricing module
	<p>This field is used in combination with the Period above. It is used when a standard Price List has been assigned to a Customer or Customer Category and you want to use a temporary Price List for a certain time period.</p> <p>In the standard Price List, leave the Period and Replace fields blank. Create a new record for the temporary Price List, enter the Period for which it is valid and specify the Code of the standard Price List in the Replace field. Do not change the Customer or Customer Category. When entering Quotations, Orders or Invoices, the temporary Price List will be used during the specified Period and the standard Price List will be used at all other times, both before and after this Period.</p> <p>In the case of Quotations and Invoices, the relevant dates for the Period will be the Quotation and Invoice Dates</p>	

respectively. In the case of Orders, the Order Date, Planned Delivery Date or the Despatch Date can be used to determine whether the temporary Price List is valid. This is set for each Customer, using the Price Based On options on the 'Pricing' card of the Customer record.

This field cannot be changed once the Price List has been saved for the first time.

#### **VAT**

Choose the Exclusive option if the prices calculated by the 'Calculate Price Lists' function are to exclude VAT, and the Inclusive option if they are to include VAT. In the case of 'Inclusive' and 'Exclusive' Price Lists using the same Price Formulae, the resulting prices will numerically be the same but in the former case the figures will include VAT.

If an 'Inclusive' Price List is used in an Invoice or an Order, the Unit Price, Sum and Total figures will all include VAT, but if an 'Exclusive' Price List is used, the Unit Price and Sum figures will exclude VAT. In both cases, VAT will be calculated using, in order of preference, the VAT Code specified for the Item, the Item Group or on card 3 of the Account Usage S/L setting.

#### **Type**

The 'Calculate Price Lists' function can save records in one of two places: the Price register and the Quantity Dependent Prices setting. The Price register contains a single price to be applied irrespective of the quantity sold, while the Quantity Dependent Prices setting can be used to set up quantity discounts.

Select the Discount option if the Price List is to save to the Price register, otherwise select the Qty Dep Values option.

The Type is also of importance in determining pricing in Orders and Invoices. If the Price List specified in an Order, Quotation or Invoice has had the Discount option selected, pricing will be determined by the Price register. Otherwise, pricing will be determined by the Quantity Dependent Price register.



***If, for whatever reason, the Currency of a Price List is changed, run the ‘Calculate Price Lists’ function immediately. Otherwise, prices used in Orders and Invoices will not be as expected.***

Use the table to determine the Items that will appear in the Price List, and at what price. Use each row to include an Item or a whole Item Group in the Price List. If an Item Group is specified, all Items in the Item Group will appear in the Price List.

<b>Item Code</b>	<b>Paste Special</b>	Item or Item Group registers
	This field can contain either an Item Code or an Item Group Code. The contents of the ‘Paste Special’ list will depend on the Row Type. If you wish this Price List to apply to all Items in the Item register, leave the field blank.	
<b>Price Formula</b>	<b>Paste Special</b>	Price Formula register, Pricing module
	Specify here the code of a Price Formula, defined as described in the previous section. It is used to calculate the prices for this Price List. Note that, in a particular Price List, different Items can have their Prices calculated using different Formulae.	
<b>Row Type</b>	<b>Paste Special</b>	Choices of possible entries
	This field can contain one of two entries: “Item” or “Item Group”. It indicates whether the Item Code (the left-hand column) refers to an Item or an Item Group. Use ‘Paste Special’ to increase input speed.	



***A Price Formula must be specified for each row in the table. Otherwise, when the Price List is built, the Item or Item Group will be given a zero price.***

## The Price Register

It is possible to create several alternative Prices for each Item. These Prices are recorded as records in the Price register, one record for each Price for each Item.

In most cases, these records will be created automatically using the 'Calculate Price Lists' Maintenance function in the Pricing module. They will then be updated each time the function is run.

### The Quantity Dependent Prices Setting

The Quantity Dependent Prices setting in the Pricing module provides an alternative to the Price register. It allows the use of quantity discounts for each Item.

To create records in the Quantity Dependent Prices setting, first select the Qty Dep Values option in the Price List(s) concerned. Then, run the 'Calculate Price Lists' Maintenance function in the Pricing module. The quantity discounts should then be entered to each record manually.

	Qty. Limit	Formula	Price
1	1		5.00
2	2		4.95
3	5		4.85
4	10		4.75
5			
6			
7			
8			
9			
10			

In the example illustration, the price for Item 10101 will be as follows—

Quantity Sold	Unit Price
1	5.00
2	4.95
3-5	4.85
over 5	4.75

In the example, the Price column has been used to specify an absolute price for each quantity break. The Formula column could be used instead to calculate each price: use 'Paste Special' to enter the correct Price Formula.

Note that although records in the Quantity Dependent Price register are created by the 'Calculate Price Lists' function, they will not subsequently be updated by that function.

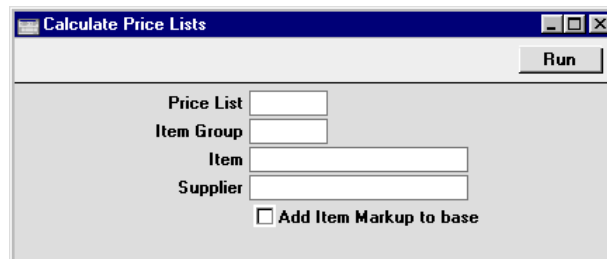
### The 'Calculate Price Lists' function

This function can be run once the steps described above (defining Items, Price Formulae and Price Lists) have been completed. For each Item on each Price List it will calculate a new price using the Formula specified and save it in a Price record. This will result in there being a single, unique, Price record for each Item/Price List combination, making the use of Price Lists in Orders and Invoices extremely fast. As a consequence, each time a price that is used as a base price by a Formula is changed, the function should be run again to update the Price records. The function should also be used regularly if you have Price Lists in foreign Currencies with exchange rates that change frequently.

If, in a particular Price List, the Qty Dep Values option is being used, this function will save to the Quantity Dependent Prices setting instead of the Price register. Again, this setting will feature a single, unique, Price record for each Item/Price List combination. Note, however, that these records will not be updated when the function is run on later occasions.

If there is both a Price record and a Quantity Dependent Price record for the same Item/Price List combination, priority will depend on how the Price List has been defined. If the Price List is of Discount Type, the Price record will be used, while if it is of Qty Dep Value Type, the Quantity Dependent Price will be used.

To use this function, ensure you are in the Pricing module using the Modules menu and select 'Maintenance' from the File menu. Double-click 'Calculate Price Lists' in the subsequent list. The following dialogue box appears—



Calculate Price Lists

Run

Price List

Item Group

Item

Supplier

☐ Add Item Markup to base



Leave all fields blank and click [Run] to calculate all prices. To restrict the calculation process, use the fields as described below before clicking [Run].

<b>Price List</b>	<b>Paste Special</b>	Price List register, Pricing module
		Enter the code identifying the Price List you want to update. Leave the field blank to recalculate all Price Lists.
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Limit the calculation to a single Item Group. Prices will only be recalculated if the Item Group is explicitly included in the grid of the Price List specified in the field above. If no Price List is specified, prices will be recalculated for all Price Lists in which the Item Group is included.
<b>Item</b>	<b>Paste Special</b>	Item register
		Limit the calculation to a single Item. The Item does not have to be explicitly included in the grid of the specified Price List: its Price will also be recalculated if its Item Group is in the grid or if the first column of the grid is blank (i.e. if the Price List includes all Items).
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
		Enter a Supplier Number to limit the recalculation to a single Supplier. Prices will be recalculated for Items that have a Default Purchase Item in the name of that Supplier. Suppliers are described in the 'Purchase Ledger' chapter in Volume 2a while Default Purchase Items are covered in the 'Purchase Orders' chapter in Volume 3.

#### **Add Item Markup to Base**

Select this option to apply the Markup % (specified on the 'Pricing' card of the Item record) before the Price Formula.

When you click [Run], the function may take a few minutes to run, depending on how many prices you are updating.

## Entering Price Records Manually

It is also possible to enter Price records manually. You might want to do this to assign a particular price to an Item, rather than one which is calculated using a formula. Hansa will prevent you entering a Price record for an Item/Price List combination if one already exists by displaying the error message “Already Registered”.

To enter a new Price record, open the Price register using the [Prices] button in the Master Control panel or the ‘Prices’ function on the Registers menu and click [New]. Enter the Item Number of an existing Item, using ‘Paste Special’ if necessary to select from a list of Items, and press Return. The Item Name from the Item register is shown. Enter the required Price (in the Currency of the Price List) and specify a Price List, again using ‘Paste Special’. Finally, if appropriate, specify a Sales Account and Customer. If necessary, you can use the Customer field to offer different Prices to different Customers within the same Price List. Click [Save] to save the record.

The screenshot shows a window titled "Price: Inspect". At the top, there are navigation buttons: a left arrow, a right arrow, "New", "Duplicate", "Cancel", and "Save". Below these are several input fields: "Item" with the value "10101", "Price List" with the value "RRP", "Comment" with the value "Transistor radio", "Price" with the value "5.00", "Sales A/C" (empty), and "Customer" (empty). There is also a small icon button to the right of the "Item" field.

Specifying a Price List in a Price record has the following effects—

- It will be included when the Price List is printed, using the report in the Pricing and Sales Orders module and in the Sales Ledger.
- When an Order or Invoice is created, a Price List can be specified which will determine the Prices and, if specified, the Sales Accounts used. The Price List can be specified on three levels: for each individual Invoice; for each Customer; or for Customer Categories. The second and third alternatives involve the Customer's Price List being offered as a default whenever the Customer places an Order or receives an Invoice.
- If a Currency code is entered in the Price List record, the Prices in the Price List will be in that currency. If the Price records have been created using the 'Calculate Price Lists' function, they will have been converted from the home Currency to that specified using the most recent Exchange Rate. They may be converted again to another currency at

invoicing, depending on the currency code of the Customer or Invoice. If no Currency is specified for the Order or Invoice, but a Price List has been specified which is not in the home Currency, the Prices will be re-converted back to the home Currency.

If a Sales Account is specified for a Price record, that Account will be offered as a default in Invoices where pricing is determined by that Price (i.e. by the unique Price record for the Item/Price List combination). This Account will take priority over those for the Item and Item Group and that in the Account Usage S/L setting. Sales Accounts can also be specified for Quantity Dependent Prices.

## Deleting a Price List

1. Ensure you are in the Pricing module using the Modules menu and select 'Price Lists' from the Registers menu or click [Lists] in the Master Control panel.
2. Find the Price List you want to remove, and open it by double-clicking.
3. Select 'Delete' from the Record menu.

The Price List is permanently removed. The window shows the preceding Price List.

4. Close the window with the close box.



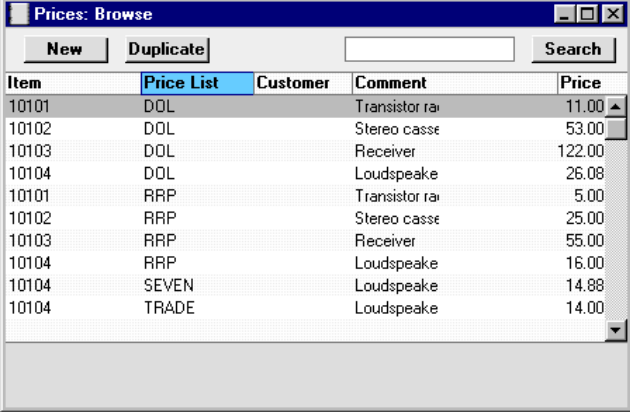
***You cannot undo the deletion of a Price List.***

When a Price List is deleted in this way, the related records in the Price register are not removed. If you want to delete these as well, run the 'Delete Prices' Maintenance function in the Pricing module.

## Examples

### Prices in Currency

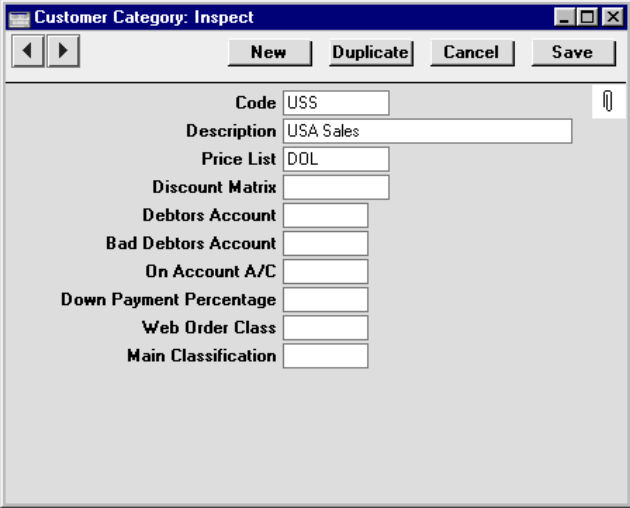
The following Prices have been defined—



The screenshot shows a window titled "Prices: Browse" with a table of item prices. The table has five columns: Item, Price List, Customer, Comment, and Price. The data is as follows:

Item	Price List	Customer	Comment	Price
10101	DOL		Transistor ra	11.00
10102	DOL		Stereo casse	53.00
10103	DOL		Receiver	122.00
10104	DOL		Loudspeake	26.08
10101	RRP		Transistor ra	5.00
10102	RRP		Stereo casse	25.00
10103	RRP		Receiver	55.00
10104	RRP		Loudspeake	16.00
10104	SEVEN		Loudspeake	14.88
10104	TRADE		Loudspeake	14.00

The Price List “DOL” has three members, Item Numbers 10101 to 10103. It has US Dollars as its Currency. All Prices in the “DOL” Price List are therefore in dollars. The Price List “DOL” is assigned to the Customer Category “USS”—





The screenshot shows a window titled "Customer Category: Inspect" with several fields for customer category information. The fields and their values are:

Field	Value
Code	USS
Description	USA Sales
Price List	DOL
Discount Matrix	
Debtors Account	
Bad Debtors Account	
On Account A/C	
Down Payment Percentage	
Web Order Class	
Main Classification	

Customer no 008 is a member of this Customer Category. When a Quotation, an Order or an Invoice is issued for this Customer, Hansa will automatically use the prices on the “DOL” Price List. If this Invoice is given the Currency

Code “USD” (for US Dollars), the Invoice will be issued in dollars (i.e. the prices will be taken straight from the “DOL” Price List without any further conversion).

**Invoice: New**

Operations   New Duplicate Cancel Save

No. 2042 Name The American Dream Inc  
Customer 008

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Mrs Williamson  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.



Item	Qty	Description	Unit Price	%	Sum
1	10101	2 Transistor radio	11.00		22.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency USD Freight VAT 3.85 Sub-Total 22.00  
☐ OK Ext. Tax 0.00 Base 20.68 TOTAL 25.85

The Nominal Ledger Transaction generated from this Invoice will show figures in both foreign and home Currencies (and in the second base Currency if appropriate): the conversion rate shown on the ‘Currency’ card of the Invoice will be used.

If the Customer instead is to be invoiced in the home Currency, ensure the Currency field is blank or showing the Currency Code for the home Currency (Pounds Sterling in the example) and the prices will be converted from US Dollars using the current conversion rate as the Items are added to the Invoice—

**Invoice: New**

Operations   **New Duplicate Cancel Save**

No. 2042 Name The American Dream Inc  
Customer 008

**Terms Items Currency Delivery Identifiers Inv. Address Del. Address**



Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Mrs Williamson  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10101	2 Transistor radio	8.80		17.60
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 3.08 Sub-Total 17.60  
☐ OK Ext. Tax 0.00 Base 20.68 TOTAL 20.68

If, for some reason, the Invoice is to be issued in another Currency, e.g. Japanese Yen, the Currency field of the Invoice should be amended accordingly and the prices will be converted to that Currency in the Invoice, using the latest valid conversion rate for that Currency—

**Invoice: New**

Operations   **New** **Duplicate** **Cancel** **Save**

No. 2042 Name The American Dream Inc  
Customer 008

**Terms** **Items** **Currency** **Delivery** **Identifiers** **Inv. Address** **Del. Address**

Inv. Date 15/7/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Mrs Williamson  
Due Date 14/8/2003 Object  
Trans. Date 15/7/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10101	2 Transistor radio	1701.69		3403.38
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

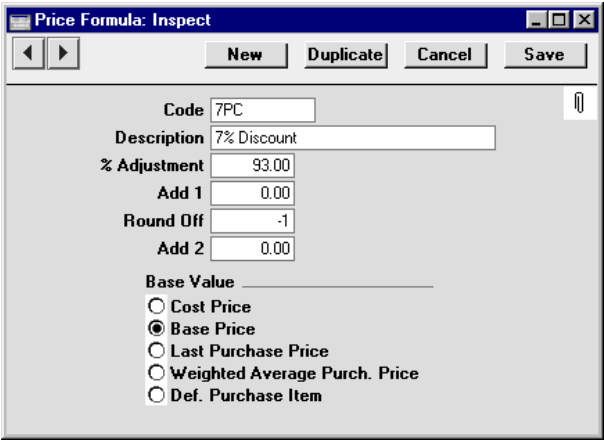
Currency JPY Freight VAT 595.59 Sub-Total 3403.38  
☐ OK Ext. Tax 0.00 Base 20.68 **TOTAL** 3998.97

Note that in each illustration, the Total GP and the Base remain the same, because they are always expressed in the home Currency.

### Creating Price Lists

This example shows you how to create a new Price List in which the Prices for each Item are the Base Price less 7%, rounded up to the nearest 10 monetary units.

Start by creating a new Price Formula record using the Price Formula register in the Pricing module, as shown overleaf.

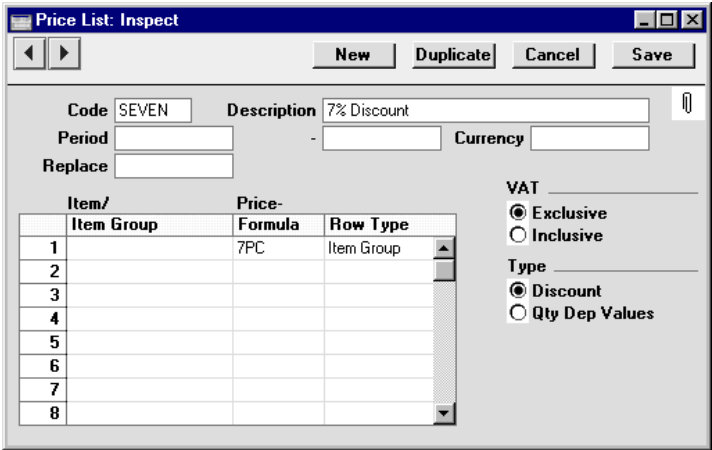


The 'Price Formula: Inspect' dialog box contains the following fields and options:

- Code:** 7PC
- Description:** 7% Discount
- % Adjustment:** 93.00
- Add 1:** 0.00
- Round Off:** -1
- Add 2:** 0.00
- Base Value:** (empty field)
- Base Value Options:**
  - ☐ Cost Price
  - ☒ Base Price
  - ☐ Last Purchase Price
  - ☐ Weighted Average Purch. Price
  - ☐ Def. Purchase Item

Give a name to the formula. In the % Adjustment field, enter the value “93” (representing a 7% discount) to give the calculation formula. The field round-off gives instructions for rounding off the calculated value. A zero means that the price will be rounded to the nearest monetary unit (Pound, Mark, Krona, Dollar etc.). 1 and 2 (positive) provide prices to one or two decimal places, and -1, -2 etc. round to the nearest ten, hundred etc. unit of the currency. For the example, “-1” is entered. Finally, select the Base Price to act as the base value for the calculation. Save the Price Formula by clicking [Save].

Now, create a new Price List using the register in the Pricing module, with the code “SEVEN”, and an appropriate name. Enter the Code of the Price Formula that you have just set up in the Formula field.



The 'Price List: Inspect' dialog box contains the following fields and options:

- Code:** SEVEN
- Description:** 7% Discount
- Period:** (empty field)
- Replace:** (empty field)
- Currency:** (empty field)
- VAT:**
  - ☒ Exclusive
  - ☐ Inclusive
- Type:**
  - ☒ Discount
  - ☐ Qty Dep Values
- Table:**

Item/	Item Group	Price-Formula	Row Type
1		7PC	Item Group
2			
3			
4			
5			
6			
7			
8			

If you leave the Item Code field blank, a new Price List will be created for all Items in the Item register. Otherwise enter one or more Items or Item Groups



in separate rows to apply different Price Formulae to different products. Save the Price List by clicking [Save].

To create the new Price records, select 'Maintenance' from the File menu. Double-click 'Calculate Price Lists', and specify in the following dialogue box that Price records for the Price List "SEVEN" are to be created—

New Price records will be added to the Price register if this is the first time you have run the function for this Price List. Otherwise, the Prices will simply be recalculated. The creation will take some time, depending on the number of records. When the job is finished, the new records are visible in the Price register.

### Creating a Price List in another Currency

The procedure described above can be used again here, with one amendment. When entering the Price List, specify the appropriate Currency. When the 'Calculate Price Lists' function is run, the Prices of all Items will be converted to the selected Currency. The Price records created will therefore contain Prices in the converted Currency. If, as in the previous example, a discount of 7% was specified, this will be deducted after the Currency conversion.

## Dated Price Lists

For this example, you have a standard Price List with the Code "SEVEN" which is assigned to many of your Customers and Customer Categories—

**Customer: Inspect**

Operations **New** **Duplicate** **Cancel** **Save**

No. 005 Short Category

Name Moscow Trading Co

Department

Contact Delivery Terms **Pricing** Company Web User Defined

Default Items Price Based On

Price List SEVEN ☒ Order Date

Discount Matrix ☐ Planned Del. Date

Salesman ☐ Despatch Dates

Sales Group Currency

Comment

Warning

Reg. No.1 Zone

Reg. No.2 ☒ Domestic

Country ☐ Within EU

Language ☐ Outside EU

VAT Code VAT Reg No

Web Conf. Main Classification

Web Start Page Display on the Web

Freight Code

This Price List offers a 7% discount from the Base Price of all Items. You decide you want to offer a 14% discount for the month following the annual trade show, and an 18% discount for the two weeks after that.

Do not change the "SEVEN" Price List or your Customers or Customer Categories. Instead, define a new Price List with a 14% Price Formula. Enter the period of validity (the month after the trade show) in the two Period fields, and use the Replace field to signify that this new Price List is to take the place of the "SEVEN" Price List during that period.

**Price List: Inspect**

Code: 14 Description: 14% Discount

Period: 1/7/2003 - 31/7/2003 Currency:

Replace: SEVEN

VAT: ☒ Exclusive ☐ Inclusive

Type: ☒ Discount ☐ Qty Dep Values

Item/	Item Group	Price- Formula	Row Type
1		14PC	Item Group
2			
3			
4			
5			
6			
7			
8			

Similarly, enter a new Price List with an 18% Price Formula for the next two week period. Again, use the Replace field to signify that this new Price List is to take the place of the “SEVEN” Price List during this period. Once this Period has expired, the “SEVEN” Price List will be used once again.

**Price List: Inspect**

Code: 18 Description: 18% Discount

Period: 1/8/2003 - 14/8/2003 Currency:

Replace: SEVEN

VAT: ☒ Exclusive ☐ Inclusive

Type: ☒ Discount ☐ Qty Dep Values

Item/	Item Group	Price- Formula	Row Type
1		18PC	Item Group
2			
3			
4			
5			
6			
7			
8			

Use the ‘Calculate Price Lists’ Maintenance function to create new Price records for both new Price Lists as described in the previous example.

When entering Invoices or Quotations, the appropriate Price List will be used, based on the Invoice Date or the Quotation Date respectively. When entering Orders, the Order Date, Planned Delivery Date or Despatch Date can determine which Price List is to be used. This choice is set for each Customer, using the Price Based On options on the 'Pricing' card—

**Customer: Inspect**

Operations **New** **Duplicate** **Cancel** **Save**

No. 005 Short Category

Name Moscow Trading Co

Department

Contact Delivery Terms **Pricing** Company Web User Defined

Default Items Price List SEVEN Discount Matrix Salesman Sales Group

Price Based On   
☒ Order Date   
☐ Planned Del. Date   
☐ Despatch Dates

Currency

Comment Warning

Reg. No.1 Reg. No.2 Country Language VAT Code

Zone   
☒ Domestic   
☐ Within EU   
☐ Outside EU

VAT Reg No

Web Conf. Main Classification Web Start Page Display on the Web Freight Code

If the determining date is changed, use the 'Update Currency Price List Items' Operations menu function to recalculate the prices of Items previously added to the record. If necessary, this will select another Price List and change all prices appropriately.

Note that even when the "14" or "18" Price List is being used, the Price List field in the Quotation, Order or Invoice will show the standard Price List ("SEVEN" in the example).

Of course, you can also assign the "14" or "18" Price List directly to a Customer or enter it in an Order, Invoice or Quotation. In this case, they will only be used during their period of validity. At other times, the Items' Base Prices will be used.

## Quantity Discounts

It is possible to set up a complex quantity discount system in Hansa. To do so, two registers in the Pricing module are used: Quantity Dependent Discounts and Discount Matrices. Quantity Dependent Discounts should be defined first, as they are used by the Discount Matrices.

When entering Quotations, Orders or Invoices, quantity discounts are applied automatically as appropriate, after the Item's price has been determined by reference to any Price Lists that may apply.

In planning such a discount structure, follow these steps—

1. Enter the Items with their Base Prices, using the Item register, as described earlier in this chapter. Assign each to an Item Group.
2. Quantity Dependent Discounts should be defined, using the register in the Pricing module. This is where the various quantity breaks are defined. Quantity breaks can be based on quantity, weight, volume or Order value. If you offer quantity breaks for different Items, define as many Quantity Dependent Discount records as necessary.
3. The discount levels can now be specified, using the Discount Matrix register in the Pricing module. Each set of discount levels (a 'Discount Matrix') will use the quantity breaks defined in step 2. A single set of discount levels can apply to all Items, or to specified Item Groups.
4. Each Customer or Customer Category can now be assigned a Discount Matrix. When Quotations, Orders or Invoices are entered for each Customer, the specified discount structure will be used automatically.
5. The Quantity Dependent Price register (described in the previous section) can be used in combination with Discount Matrices. When entering Orders or Invoices, the Item's price will first be affected by the applicable Quantity Dependent Price and then by the Discount Matrix. In essence, the main difference between the two discount methods is that the quantity discounts in the Quantity Dependent Price register are absolute values, while those in the Discount Matrices are percentages. If your business is one where prices are fairly volatile, the latter method will require less maintenance. Also, Discount Matrices can apply quantity discounts based on weight, volume or value sold, in addition to quantity sold.

Below, steps 2 and 3 are described in detail.

## Quantity Dependent Discounts

Code	Description
GOV	Special Government Rate

1	2	3	4	5	6	7	8	9
0.00	4.00	7.00						

**Model**

☐ Sum  
☒ Qty  
☐ Weight  
☐ Volume

This register in the Pricing module is used to define the quantity breaks which will be used by the Discount Matrix register. You can establish as many sets of quantity breaks as necessary. They can be based on sales quantity, sales value, weight or volume. Each set of quantity breaks can be used by any number of Discount Matrices, allowing you to define different discount structures based on the same quantity breaks.

**Code** The code for the definition, by which it will be identified from the Discount Matrix screen.

**Description** A text describing the definition.

**1-9** These fields are used to define the quantities which are to function as the threshold for each discount level (i.e. the quantity breaks). These quantities can be values, quantities, weights or volumes, specified using the Model options to the right.

In the example illustrated, the discount structure is based on the Order or Invoice quantity. There are three discount levels: fewer than four items, between four and seven items, and seven items or more. To implement this, "0" has been entered in the first row, "4" in the second and "7" in the third. The percentage discounts for each discount level are defined in the corresponding Column fields on the Discount Matrix screen.

**Model** Select one of the alternatives to indicate how the calculation will be made.

<b>Sum</b>	The discount level will be based on the total value of the Invoice or Order row.
<b>Qty</b>	The discount level will be based on the Order Quantity of the Invoice or Order row.
<b>Weight, Volume</b>	Weight or volume will be used as the base.

### Discount Matrices

This register in the Pricing module allows you to specify the discount percentages that are to be applied to the quantity breaks already defined. Each set of discount percentages (a 'Discount Matrix') can then be applied to Customers or Customer Categories. Once defined, you will be able to sell a quantity of a particular Item, applying varying discounts according to the Customer or Customer Category.

**Discount Matrix: Inspect**

Code: GVT Comment: Government Contracts

1 2

Code: GOV

Column 0: 0.0

Column 1: 0.0

Column 4: 10.0

Column 7: 10.0

2: 5.0 3: 10.0 5: 10.0 6: 10.0 8: 10.0 9: 10.0

Item	Item	Qty Dep	Column	0	1	2	3	4	5	6	7	8	9
Type	Group	Code											
1	Item Group	2	GOV	0.0	3.5	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

<b>Code</b>	This code identifies the matrix, and is used to call it from other parts of Hansa.
<b>Comment</b>	Enter a name for this matrix.

Card 1 appears below the header. It is used to define overall discount structures that will apply whatever the Item sold. To define Item-dependent quantity discounts, use card 2.

<b>Code</b>	<b>Paste Special</b>	Quantity Dependent Discount register, Pricing module
-------------	----------------------	--

Use 'Paste Special' to specify a code of a Quantity Dependent Discount record, as described in the previous section. This will identify the quantity breaks: the fields below will be used to specify the discount rates for those breaks.

**Col. 0-9** Specify here the percentage discount levels for each quantity break: usually, the percentage discount will increase with the size of the purchase.

In the example illustration, the discount structure will be as follows—

Quantity Sold	Discount	Field
Up to 4	0%	Column 1
4-7	5%	Column 2
Over 7	10%	Column 3

The quantity breaks have already been defined in the specified Quantity Dependent Discount record, illustrated in the previous section. Always fill in all the fields, even if not all are going to be used: the remaining column fields should contain the highest discount percentage used ("10" in the example).

The Column 0 field can be used to specify a single discount figure which will always be applied. This is the easiest way to apply an overall discount to an Order or Invoice as this discount will be applied to all Order or Invoice rows. In this case there is no need to specify a Quantity Dependent Discount in the Code field, and leave the Column 1-9 fields blank. Column 0 is not used if the Column 1-9 fields contain values and there is a valid Quantity Dependent Discount.

In the table on card 2, you can define different discount levels for different Items or Item Groups. Any figures entered here will take precedence over any values entered on card 1: you can therefore set up an overall structure on card 1 and an exceptional structure, perhaps applying to only one or two Items or Item Groups, on card 2.



<b>Item Type</b>	<b>Paste Special</b>	Choices of possible entries
	<p>This field can contain one of two entries: “Item” or “Item Group”. It indicates whether the Item Group (the next column) refers to an Item or an Item Group. Use ‘Paste Special’ to increase input speed.</p> <p>When this Discount Matrix is used in an Invoice, Order or Quotation, if the entry is “Item”, the appropriate discount percentage will appear as soon as the Item and Quantity have been specified. However, if the entry is “Item Group”, the discount percentage of an Item is dependent on how many other Items of the same Group have been used in the same transaction. This is because the discount percentage is calculated using the total quantity, value, weight or volume of all Items in the Item Group. To calculate the discount percentage for all Items in the Group, select ‘Recalculate Discount’ from the Operations menu when all Items have been added to the transaction.</p> <p>If this field is set to “Item Group” and the next field is blank, the Discount Matrix will cause the ‘Recalculate Discount’ function to calculate an overall discount percentage for the transaction, from the total quantity, value, weight or volume of the Items used.</p>	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger or Item register
	<p>Specify here the Item or Item Group to which the discounts in this row are to apply. The contents of the ‘Paste Special’ list will depend on the Item Type.</p>	
<b>Qty Dep. Code</b>	<b>Paste Special</b>	Quantity Dependent Discount register, Pricing module
	<p>Use ‘Paste Special’ to specify a code of a Quantity Dependent Discount record, as described in the previous section. This will identify the quantity breaks: the fields to the right will be used to specify the discount rates for those breaks.</p>	
<b>Column 0-9</b>	<p>These fields operate in the same manner as those with the same name on card 1.</p>	
	<p>If you enter a percentage in Column 0, that will apply to all sales of the Items in question to Customers who use</p>	

this discount matrix. Any figures entered to the Column 1-9 fields will take precedence over any value entered here.

Use Columns 1-9 to specify the percentage discount levels for each quantity break. Usually, the percentage discount will increase with the size of the purchase. These percentages are linked to the quantity breaks defined in the Quantity Dependent Discount records. Always fill in all the fields, even if not all are going to be used: the remaining column fields should contain the highest discount percentage used.

Each percentage entered in a Discount Matrix record can act as a discount, margin factor or markup. This is controlled using the General Options setting in the System module: please refer to the 'System Module' chapter elsewhere in this manual for details.

# Reports

## Introduction

Item reports are usually located in the Sales Ledger and the Stock and Sales Orders modules. Use the Modules menu to ensure you are in the correct module and then select 'Reports' from the File menu or click [Reports] in the Master Control panel. Then, double-click the appropriate item in the list. A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Items in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

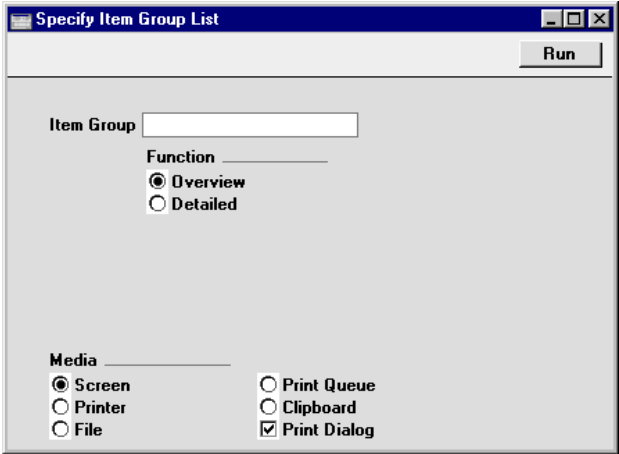
Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer using the Printer icon.

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

Item Group List

This report, found in the Stock module, is a simple list of Item Groups.

When printed to screen, the Item Group List has Hansa’s Drill-down feature. Click on any Item Group Number to open the corresponding Item Group record.



<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	If you need to print the details of a particular Item Group or range of Item Groups, enter the Item Group Code(s) here.	
<b>Function</b>	Use these settings to control the level of detail that you would like to be shown in the report.	
	<b>Overview</b>	This option is a simple list showing the Number and Name of each Item Group.
	<b>Detailed</b>	For each Item Group, this option prints the Sales and Stock Accounts, the VAT Codes for each Zone and the Cost Model.

Item List

This report is available in both the Sales Ledger and the Sales Orders modules. For each Item, it displays the Item Number, Name, any Group membership, Unit, VAT Code and the Base Price.

Specify Item List

Run

Item No.

Item Group

Sorting

☒ No.

☐ Group

☐ Description

Specify

☒ Plain

☒ Stocked

☒ Structured

☒ Service

☐ Show Bar Code

☐ Include Closed Items

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Leave all the fields blank if the report is to cover all the Items in the Item register. If it is necessary to restrict the coverage of the report, use the fields as described below.

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Use this field to limit the report to a single Item, or range of Items.		
Item Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
To limit the report to a single Item Group, enter an Item Group Code here.		
If both a range of Items and a range of Item Groups are specified, the report will cover only those Items in the range which are members of the specified Item Groups.		
Sorting	The report can be sorted by Item Number, Item Group or Name.	
Specify	Use these options to include Items of specific Item Types in the report.	

**Show Bar Code** Check this box if you would like the Bar Code of each Item to appear in the report. It will appear immediately below the Item Number.

**Include Closed Items**

Check this box if you would like to include in the report Items that have been marked as Closed.

## Item Statistics

This report is available from the Sales Ledger only. It displays sales statistics for each Item, including turnover, quantity and gross profit.

When printed to screen, the Item Statistics report has Hansa's Drill-down feature. Click on any Item Number to open the corresponding Item record.

Leave all the fields blank if the report is to cover all the Items in the Item register. If it is necessary to restrict the coverage of the report, use the fields as described below.

**Item No.**                      **Paste Special**                      Item register

**Range Reporting**                      Alpha

Use this field to limit the report to a single Item, or range of Items.

<b>Customer</b>	<b>Paste Special</b>	Customer register
		To limit the report to sales to a single Customer, enter a Customer Number here.
<b>Categories</b>	<b>Paste Special</b>	Customer Categories setting, Sales Ledger
	<b>Range Reporting</b>	Alpha
		Use this field to limit the report to sales to Customers of a single Category or range of Categories.
<b>Item Classification</b>		
	<b>Paste Special</b>	Item Classifications setting, Stock module
		Select an Item Classification. Sales of all Items with that Classification will be included in the report. If you enter a number of Classifications separated by commas, only Items featuring all the Classifications listed will be included in the report.
<b>Classification</b>	<b>Paste Special</b>	Customer Classifications setting, CRM module (if installed)
		Select a Customer Classification. Sales to all Customers with that Classification will be included in the report. If you enter a number of Classifications separated by commas, only sales to Customers featuring all the Classifications listed will be included in the calculations.
<b>Item Groups</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
		To limit the report to a single Item Group, enter an Item Group Code here.
		If both a range of Items and a range of Item Groups are specified, the report will cover only those Items in the range which are members of the specified Item Groups.

<b>Department</b>	<b>Paste Special</b>	Departments setting, Assets module
		To limit the report to Items of a single Department, enter a Department Code here. The Department of an Item is specified on the 'Stock' card of the Item screen.
<b>Price List</b>	<b>Paste Special</b>	Price List register, Pricing module
		This field is only used by the Detailed version of the report, which prints the Base and Cost Prices of each Item. If a Price List is specified here, the Price according to that Price List is shown as well.
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
<b>Function</b>		These settings control the level of detail included in the report.
<b>Overview</b>		This option offers a single line per Item displaying sales statistics, including turnover, quantity and gross profit.
<b>Detailed</b>		In addition to the information offered by the previous option, this choice also shows quantities in stock and on order, and the Base and Cost Prices for each Item. If a Price List is specified in the field above, the Price according to that Price List is shown as well.
<b>Values in</b>		<p>If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.</p> <p>If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.</p>



Item Sales Statistics

This report, available in the Sales Ledger only, is a simple list of Items, showing the quantity sold and turnover for each one. Unlike the Item Statistics report described above, however, it sorts the Items by sales (turnover or quantity), allowing the most or least successful to be ascertained easily. The statistics are compiled from approved Invoices only.

Specify Item Sales Statistics Report

Run

Period1/1/2003:31/12/2003

Items

Item Group

No. of Items shown

Function

Highest Qty Sold

Lowest Qty Sold

Highest Turnover

Include Items with no sales

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period, separated by a colon. The period should consist of a number of whole months otherwise the report will not be produced.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Use this field to limit the report to a single Item, or range of Items.

<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		To limit the report to a single Item Group, enter an Item Group Code here.
		If both an Item Group and a range of Items are specified, the report will cover only those Items in the range which are members of the specified Item Group.
<b>No. of Items shown</b>		Enter here the number of Items to be shown in the report. For example, to list the ten most or least successful Items, enter "10" here.
<b>Function</b>		These options control the sort order of the report.
	<b>Highest Qty Sold</b>	Choose this option to sort the report so that the most successful Items in terms of quantity sold are at the top.
	<b>Lowest Qty Sold</b>	Choose this option to sort the report so that the least successful Items in terms of quantity sold are at the top. This will not include Items with no sales, unless the Include Items with no sales box (below) is also checked.
	<b>Highest Turnover</b>	Choose this option to sort the report so that the most successful Items in terms of turnover are at the top.
<b>Include Items with no sales</b>		Check this box if you want to include in the report Items that have not been sold during the report period.

## Item Turnover History

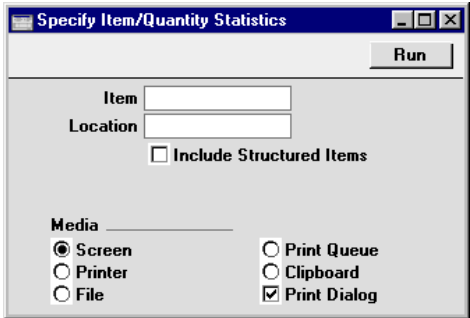
This report is only available from the Sales Ledger. It shows monthly sales totals (both quantities and values) for the Items in the selection in a specified calendar year.

Leave all the fields blank if the report is to cover all the Items in the Item register. Otherwise, use the fields as described below.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
		The report is an analysis of Items sold by calendar year. Therefore, if a period is specified that spans two years, analysis will only be provided for those months up to and including December of the first year.
<b>Items</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
		Use this field to limit the report to a single Item, or range of Items.
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		To limit the report to a single Item Group, enter an Item Group Code here.
		If both an Item Group and a range of Items are specified, the report will cover only those Items in the range which are members of the specified Item Group.

Item/Quantity Statistics

This report in the Sales Ledger can be seen as providing a printed version of the ‘Item Status’ window. For each Item in the selection, the report shows the Minimum Stock Level and the quantities currently in stock, on order awaiting delivery and on approved Purchase Orders awaiting receipt. Finally, the quantities sold this month, this year and the previous year are also shown: these figures are calculated from approved Invoices.



<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
Use this field to limit the report to a single Item, or range of Items.		
An Item will not be included in the report if it has not been used during the current or previous financial year.		
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	Enter a Location here if you would like all figures shown in the report to refer to that Location. If this field is blank, the figures will relate to all Locations.	
<b>Include Structured Items</b>		
Structured Items will always be included in the report and their current stock levels will usually be shown to be zero. This is because Structured Items are built at the moment of delivery: they cannot be built in advance or kept in stock. However, if you would like the report to show the quantities that can be built from the current stock of components, check this box.		

## Customer/Item Statistics

The Customer/Item Statistics report found in the Sales Ledger analyses in a Customer-by-Customer format the sales in both quantity and turnover terms of Items to Customers. It can compare this information for two periods.

Leave all the fields blank if the report is to cover all Customers and all Items. If it is necessary to restrict the coverage of the report, use the fields as described below.

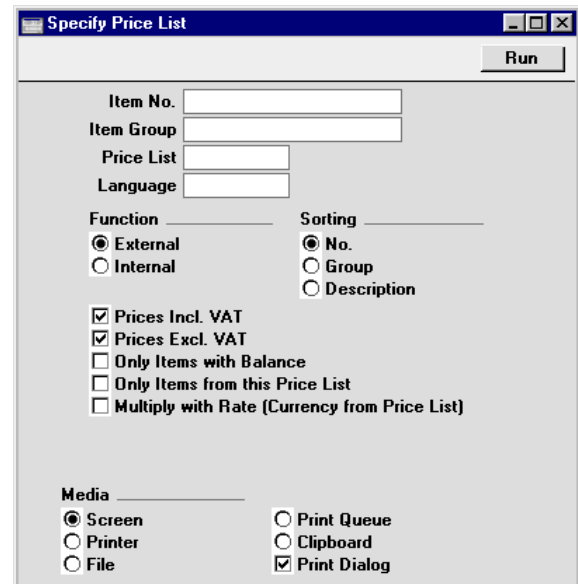
<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
Use this field to limit the report to a single Customer, or range of Customers.		
<b>Category</b>	<b>Paste Special</b>	Customer Categories setting, Sales Ledger
	<b>Range Reporting</b>	Alpha
To restrict the report to Customers of a single Category, enter a Category Code here.		
<b>Classification</b>	<b>Paste Special</b>	Customer Classifications setting, CRM module (if installed)
		Select a Customer Classification. Sales to all Customers with that Classification will be included in the report. If

you enter a number of Classifications separated by commas, only sales to Customers featuring all the Classifications listed will be shown.

Item No.	Paste Special	Item register
	Range Reporting	Alpha
	To limit the report to a single Item, enter an Item Number here.	
Item Groups	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	To limit the report to a single Item Group, enter an Item Group Code here.	
	If both a range of Items and a range of Item Groups are specified, the report will cover only those Items in the range which are members of the specified Item Groups.	
This Period	Paste Special	Reporting Periods setting, System module
	Enter the first and last dates of the reporting period, separated by a colon.	
Compared Period	Paste Special	Reporting Periods setting, System module
	Enter the first and last dates of the period with which the reporting period is to be compared, separated by a colon.	
Object from Customer		
	Paste Special	Object register, System module
	To restrict the report to Customers with a particular Object, enter the Object's Code here.	
Country from Customer		
	Paste Special	Countries setting, System module
	To restrict the report to Customers in a particular Country, enter the Country Code here.	

## Price List

This report, available from the Pricing and Sales Orders modules and the Sales Ledger, prints a Price List. It is a report that perhaps might be sent to a text file so that it can be incorporated in your publicity material. To do this, decide upon the contents of the report using the window illustrated below in the usual fashion. Then, choose 'File' from the Media options at the bottom of the window. When you click [Run], you will be asked to name the text file and to specify where it is to be saved.



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

- Item No.**: Text input field
- Item Group**: Text input field
- Price List**: Text input field
- Language**: Text input field
- Function**:
  - ☒ External
  - ☐ Internal
- Sorting**:
  - ☒ No.
  - ☐ Group
  - ☐ Description
- Checkboxes**:
  - ☒ Prices Incl. VAT
  - ☒ Prices Excl. VAT
  - ☐ Only Items with Balance
  - ☐ Only Items from this Price List
  - ☐ Multiply with Rate (Currency from Price List)
- Media**:
  - ☒ Screen
  - ☐ Printer
  - ☐ File
  - ☐ Print Queue
  - ☐ Clipboard
  - ☒ Print Dialog
- Run**: Button

Leave all the fields blank if the report is to cover all Price Lists. If it is necessary to restrict the coverage of the report, use the fields as described below.

**Item**

**Paste Special**

Item register

**Range Reporting**

Alpha

To limit the report to a single Item, enter an Item Number here.

<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
		To limit the report to a single Item Group, enter an Item Group Code here.
		If both a range of Items and a range of Item Groups is specified, the report will cover only those Items in the range which are members of the specified Item Groups.
<b>Price List</b>	<b>Paste Special</b>	Price Lists setting, Sales Ledger
		Specify which Price List is to be printed here.
		By default, all Items or, if you have also specified a range of Items and/or a range of Item Groups, all Items in the range, will be printed irrespective of whether or not they have been included in the Price List. The Price shown will be taken from the appropriate Price record or, if there isn't one, from the Base Price of the Item record.
		If you only want to print those Items which fall within the range and which have been included in the Price List, use the Only Items from this Price List option (below).
		Leave this field blank if you wish to print the Base Price of each Item, as entered to the 'Pricing' card of the Item screen.
<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
		Enter a Language Code here to produce a Price List using translated Item Names (as entered on the 'Texts' card of the Item screen). If there is no translation for the selected Language, the main Description entered in the header will be used.
<b>Function</b>		These options control the format of the report.
	<b>External</b>	Select this option to print sales prices together with the Item Code and Description.
	<b>Internal</b>	This option prints sales prices, cost prices, gross profit and gross margin.



**Prices Incl. VAT** Check this box to print prices including VAT in the report. This option applies to the External Price List only.

**Prices Excl. VAT** Check this box to print prices excluding VAT in the report. By checking this box and the one above, both inclusive and exclusive prices can be shown in the same report. This option applies to the External Price List only.

**Only Items with Balance**

Select this option if you only want Items of which you have stock to appear in the Price List.

**Only Items from this Price List**

By default, the report will list all Items in the selected range, irrespective of whether they have been included in the Price List. The Price shown will be taken from the appropriate Price record or, if there isn't one, from the Base Price of the Item record.

If you only want to show those Items which fall within the range and which have been included in the Price List, check this box.

**Multiply with rate (Currency from Price List)**

If the Price List has a Currency, but you would like to show its Prices converted to the home Currency using the current exchange rate, use this option.

**Sorting**

The report can be sorted by Item Number, Item Group or Item Name.

## Discount Matrices List

This report found in the Pricing module prints a list of Customers together with the Discount Matrix allocated to each (on the 'Pricing' card). The report can take the form of a simple list or it can show full details of the discount structure in each Matrix.

Leave all the fields blank if the report is to cover all Customers and Discount Matrices. If it is necessary to restrict the coverage of the report, use the fields as described below.

<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
	Use this field to restrict the report to a particular Customer or range of Customers. Only Customers in the range with a Discount Matrix will be shown in the report.	
<b>Category</b>	<b>Paste Special</b>	Customer Categories setting, Sales Ledger
	This field can be used to report on all Customers in a particular Category. Again, only Customers in the Category with a Discount Matrix will be shown in the report.	
<b>Disc Matrix</b>	<b>Paste Special</b>	Discount Matrices setting, Sales Ledger
	Enter a Discount Matrix Code to list all Customers with that Matrix.	
<b>Function</b>	The Overview option produces a simple list showing Customer Code and Name, Discount Matrix Code and Quantity Dependent Discount Code. The Detailed option shows the full structure of each Discount Matrix.	

# Varieties

## Introduction

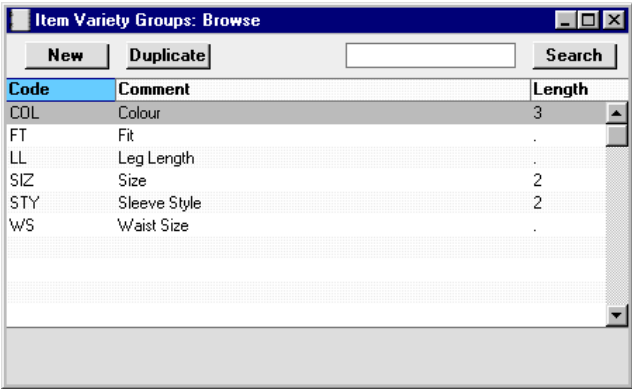
You can use the Varieties feature in Hansa if you buy and sell Items with different sizes, colours or styles, in any combination. This feature allows you to have a single record in the Item register for each overall Item, while maintaining stock levels for each style. Examples might be clothes and shoes in different sizes and colours, and furniture with different finishes.

In this section, we will illustrate the use of the Varieties using two examples: shirts that can be sold in different sizes, colours and styles (short- and long-sleeved); and trousers that can be sold with different waist sizes, leg lengths and fit options.

## Defining Varieties

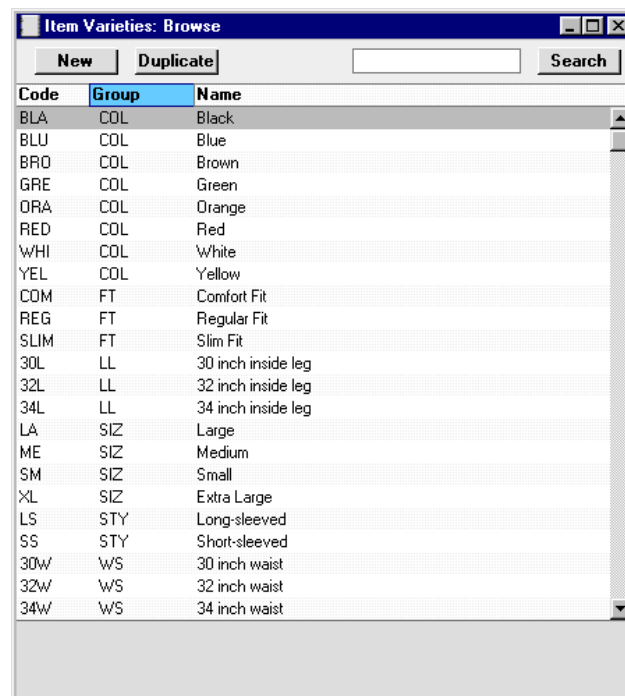
You will use three settings to configure the Varieties feature. These are all in the Stock module. Using the Modules menu, ensure you are in the Stock module, and follow these steps—

- 1. Use the Item Variety Groups setting to define the types of Variety that you sell. In the example, we need three Item Variety Groups for the shirt (Colour, Size and Style) and three for the trousers (Fit, Leg Length and Waist Size)—



- 2. In the Item Varieties setting, define all the possible Varieties that you sell. For example, Small, Medium and Large will all be Item Varieties

belonging to the “Size” Variety Group, and Short-sleeved and Long-sleeved will be Item Varieties belonging to the “Style” Variety Group—



Code	Group	Name
BLA	COL	Black
BLU	COL	Blue
BRO	COL	Brown
GRE	COL	Green
ORA	COL	Orange
RED	COL	Red
WHI	COL	White
YEL	COL	Yellow
COM	FT	Comfort Fit
REG	FT	Regular Fit
SLIM	FT	Slim Fit
30L	LL	30 inch inside leg
32L	LL	32 inch inside leg
34L	LL	34 inch inside leg
LA	SIZ	Large
ME	SIZ	Medium
SM	SIZ	Small
XL	SIZ	Extra Large
LS	STY	Long-sleeved
SS	STY	Short-sleeved
30w	WS	30 inch waist
32w	WS	32 inch waist
34w	WS	34 inch waist

3. You cannot use Varieties with Items that you have already used at least once in a sales or stock transaction. Doing so will cause your stock records to become corrupted. So, working in the Item register, you should now enter in the normal way the Items that you will be using with Varieties.



***Do not use Varieties with Items that you have used before.***

4. Use the Variety Masks setting to specify the Varieties that can be used with each Item.

Steps 1, 2 and 4 are now described in detail.

## Item Variety Groups

Use this setting to define the types of Variety that you sell. Examples might be Colour, Size, Style, Veneer or Finish.

Do not enter the Varieties themselves in this setting. For example, when selling clothes, an appropriate Item Variety Group might be Size: the sizes themselves (e.g. Small, Medium, Large, etc) should be entered in the Item Varieties setting described below.

To define a new Item Variety Group, first move into the Stock module using the Modules menu. Then click [Settings] in the Master Control panel or select 'Settings' from the File menu. Double-click 'Item Variety Groups' in the resulting list and, when the 'Item Variety Groups: Browse' window appears, click [New]. Once entered, click [Save] to save the record.

### Code

Enter a code by which the Item Variety Group can be identified. You can use up to five alphanumeric characters.

### Code Length

When you use an Item that has Varieties in a transaction of any kind, you will use a combined Item/Variety Number. This consists of the Item Number itself, from the Item register, and a suffix that indicates the Variety. This suffix is divided into sections, depending on how many types of Variety there are.

You can separate the various constituent parts of a combined Item/Variety Number using full stops, or you can specify the length (number of characters) of each part. Depending on which option you want to use for the section of the combined Item/Variety Number that represents this Variety Group, enter a full stop or a number of characters here.

If you enter a number of characters, every Variety that belongs to this Variety Group should have a Code that consists of exactly this number of characters. In the example Variety Group illustrated above, all Colours will have three-character Codes.

If you enter a full stop, the number of characters in each Variety Code will not matter.

Please refer to the ‘Item Numbers of Items with Varieties’ section below for more details and an example.

**Comment** Specify a name for the Variety Group.

**Item Varieties**

Use this setting to record the different Varieties that you sell.

To define a new Item Variety, first move into the Stock module using the Modules menu. Then click [Settings] in the Master Control panel or select ‘Settings’ from the File menu. Double-click ‘Item Varieties’ in the resulting list and, when the ‘Item Varieties: Browse’ window appears, click [New]. Once entered, click [Save] to save the record.

	Language	Text
1	FR	Noir
2	GER	Schwarz
3		
4		
5		
6		
7		
8		

**Code** Enter a code by which the Item Variety can be identified.

If you specified a number of characters in the Code Length field in the parent Variety Group, you should enter a Code consisting of exactly that number of characters. The example Variety shown above belongs to the Variety Group illustrated on the previous page and so has a three-character Code. When entering the Variety Group in the field to the right, the required number of characters is shown in the ‘Paste Special’ list as a reminder.

If you entered a full stop in the Code Length field in the parent Variety Group, you can enter up to five characters here (the exact number does not matter).

<b>Group</b>	<b>Paste Special</b>	Item Variety Groups setting, Stock module
		Specify here the Variety Group to which the Variety belongs.
<b>Name</b>		Specify a name for the Variety. This will be used as part of the Item description whenever the Variety is used (e.g. in Invoices, Orders and Goods Receipts).

The table in the lower part of the window can be used to enter various translations of the name of the Item Variety. Specify a Language in the first column using 'Paste Special' if necessary, and the appropriate translation in the second column. When using the Variety in Orders or Invoices, the Language of the Order or Invoice will determine which translation is used. There is no need to enter a row for your home Language.

### Variety Masks

Use the Variety Masks setting to specify which Varieties can be used with each Item.

Once you have entered a Variety Mask for a particular Item, and have then used the Item in at least one sales or stock transaction, you should not change the Mask. Doing so will cause your stock records to become inaccurate. If the Mask contains an error, or the specification of the Item changes, you should not change or remove the Mask. Instead, you should enter a new Item and Mask. You can change the Report Order on flip B and the Subsets on flip C.



***A Variety Mask should not be changed.***

To edit Variety Masks, ensure you are in the Stock module, open the 'Settings' list and double-click 'Variety Masks'. The following window appears—

	From Item	To Item	Length	Mask
1	10126	10126	5	COL,SIZ,STY
2	10127	10127	5	COL,SIZ,STY
3	10128	10128	5	COL,SIZ,STY
4	10129	10129	.	WS,FT,LL
5				
6				
7				
8				
9				

To edit a Variety Mask, simply click in the field to be changed and overwrite the existing entry. As mentioned above, you should only edit a Variety Mask if you are absolutely sure you have not used it in a sales or stock transaction. To add a new Variety Mask record, scroll down to and type in to the first blank line. The information required for each Variety Mask record is as follows—

#### *Flip A*

#### **From Item, To Item**

##### **Paste Special**

Item register

Use these two fields to specify the range of Items that will use the Mask.

#### **Length**

When you use an Item that has Varieties in a transaction of any kind, you will use a combined Item/Variety Number. This consists of the Item Number itself, from the Item register, and a suffix that indicates the Variety. This suffix is divided into sections, depending on how many types of Variety there are.

You can separate the various constituent parts of a combined Item/Variety Number using full stops, or you can specify the length (number of characters) of each part. Depending on which option you want to use for the section of the combined Item/Variety Number that represents the Item Number, enter a full stop or a number of characters here.



If you enter a number of characters, every Item in the range specified in the From Item and To Item fields should have an Item Number that consists of exactly this number of characters. In the example illustration, the Items in the first three rows should all have five-character Codes.

If you enter a full stop (as in the fourth row in the illustration), the number of characters in each Item Number will not matter.

Please refer to the 'Item Numbers of Items with Varieties' section below for more details and an example.

## Mask

### Paste Special

Item Variety Masks setting,  
Stock module

Specify here the Variety Groups that should be used with the Items in the range.

You can enter as many Variety Groups as necessary, separated by commas. If you need to use 'Paste Special' to enter several Variety Groups, type the comma before opening the 'Paste Special' list. This will cause Hansa to add the next Variety Group to those already entered. Otherwise, the previous Variety Group will be overwritten.

In the example illustration, we have specified that the first three Items should all be used with the Variety Groups "COL" (Colour), "SIZ" (Size) and "STY" (Style). This means that whenever we buy or sell these Items, we must specify a colour, a size and a style, in that order. So, for example, we will not be able to sell any of these Items without knowing the size.

If you use the 'Item Status' window from Orders and Invoices to view the stock levels of the Items that you are selling, the order in which you list the Variety Groups within the Mask is important. Referring to the first Item in the illustration above as an example, we would be able to use the 'Item Status' window to view the stock level of Item 10126 (i.e. all Varieties) and of Item 10126 in a particular colour (all sizes and styles). However, as size is not the first Group in the Mask, we could not use the 'Item Status' window to view the stock

level of Item 10126 in a particular size (all colours and styles). This is illustrated towards the end of this section.

If you need to specify a Variety Group that can be used with an Item but want to prevent the use of a particular Variety (e.g. a shirt is only available in black and white), use the Subsets field on flip C.

Flip B

**Report Order**      **Paste Special**      Item Variety Groups setting, Stock module

Out of the Variety Groups listed in the Mask field on flip A, specify here which ones you would like to be included in the Varieties in Stock report. You must make an entry here, otherwise the report will be empty. Please refer to the description of the Varieties in Stock report below for details and an example.

Flip C

	From Item	To Item	Subsets
1	10126	10126	
2	10127	10127	BLA,*,*
3	10128	10128	BLA,WHI,SM,LA,*,*
4	10129	10129	
5			
6			
7			
8			
9			

**Subsets**      **Paste Special**      Item Varieties setting, Stock module

Considering each Variety Group in the order in which they were entered in the Mask field on flip A, you should list here the Varieties that can be used with the Items in the range.

Start by listing the allowable Varieties for the first Variety Group. Separate these Varieties with commas. Then, enter a semi-colon (;) to mark the division between the first and second Variety Groups. Then enter

the allowable Varieties for the second Variety Group, again separated by commas, and so on.

If every Variety in a particular Group can be used, enter an asterisk (\*). If every Variety in every Group can be used, the field can be left blank.

In the example illustrated above, the first three Items have the same Mask: “COL” (Colour), “SIZ” (Size) and “STY” (Style). The Subset for the first Item has been left blank, meaning it is available in all colours, sizes and styles. The second Item has a Subset of “BLA;\*;\*”, so it can only be sold in black, but in any size and style. The Subset of the third Item is “BLA,WHI;SM,LA;\*”. This Item is available in black and white, small and large, and in any style.

## Item Numbers of Items with Varieties

When you use an Item that has Varieties in a transaction of any kind, you should use a combined Item/Variety Number. This consists of the Item Number itself, from the Item register, and a suffix that indicates the Variety. This suffix is divided into sections, depending on how many types of Variety there are.

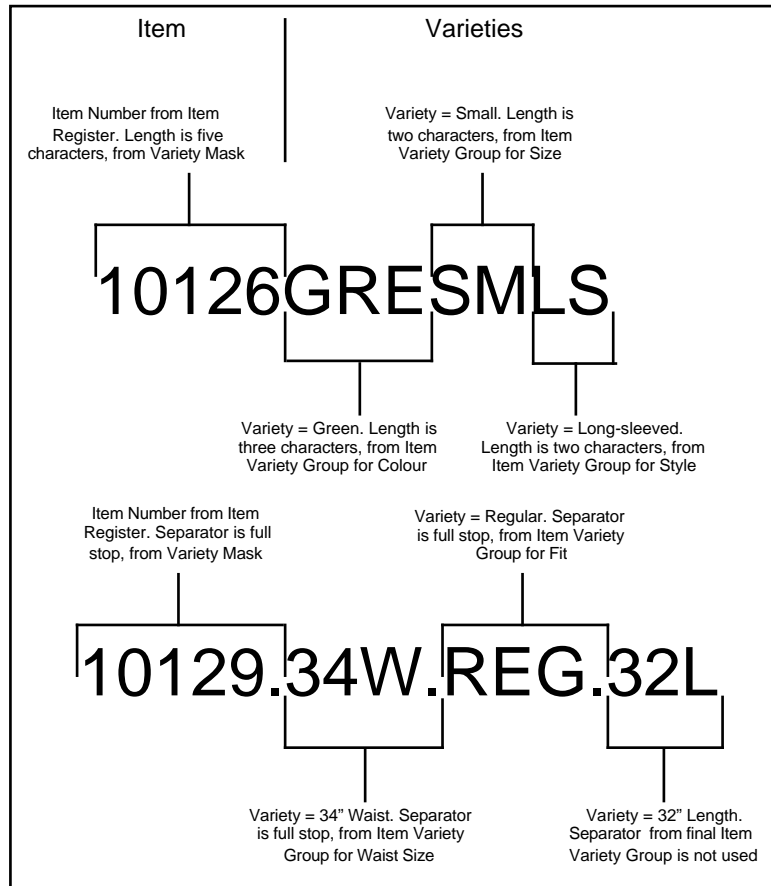
You can separate the various constituent parts of a combined Item/Variety Number using full stops, or you can specify the length (number of characters) of each part. The full stop method can be easier to manage if you will be typing combined Item/Variety Numbers in to your transactions, as you will not need to remember how many characters are required in each part of the Number. This method also produces Item/Variety Numbers that are easier to read. However, the length method might be preferable if you are using certain types of bar code reader.

If you want to use full stops, you should enter a full stop in the Length field in the Variety Masks setting and in the Code Length field in each Item Variety Group record.

If you want to specify the number of characters of each part of the combined Item/Variety Number, you should enter the length of the first part (the Item Number) in the Length field in the Variety Masks setting, and the number of characters of each section of the suffix in the Code Length field in each Item Variety Group record.

The example combined Item/Variety Numbers illustrated in the diagram below use the Varieties, Variety Groups and Variety Masks illustrated in the

preceding sections. Item 10126 is one where we have specified the length (number of characters) of each part. The Item Number is five characters, the first Variety is three characters, and the second and third Varieties are two characters each. Item 10129 is one where the various constituent parts of the combined Item/Variety Number are separated using full stops: the numbers of characters in the Item Number and the Varieties do not matter—



The following points are important—

- The order of the Variety Groups (Colour, Size, Style in the case of Item 10126; Waist Size, Fit, Leg Length in the case of Item 10129) is the same as was listed on flip A of the Variety Masks setting.
- If you are specifying the length (number of characters) of each part, as in Item 10126, the number of characters in the first part (the Item Number) must be the same as recorded in the Variety Masks setting. This must

therefore be the number of characters in the Item Number in the Item register. Similarly, the number of characters in each section of the second part must be the same as recorded in the Item Variety Groups setting. If there is any variation, Hansa will not be able to interpret the combined Item/Variety Number correctly.

- If you are separating each section with a full stop, the number of characters does not matter.
- It is recommended that you do not mix the two separation methods. In the example above, the Variety Group for Colour cannot be used with the full stop separator, and so cannot be used with Item 10129.
- Bear in mind when entering your Varieties that the maximum number of characters that can be used in a combined Item/Variety Number is 20. This includes full stops if you are using that separation method. Depending on the length of your Item Numbers, this imposes a practical limit of three or four Variety Groups for each Item.

### **Using Items with Varieties in Transactions**

When you use an Item with Varieties in a transaction, you should usually enter the combined Item/Variety Number, as follows—

- You should always enter the combined Item/Variety Number in any stock transaction (e.g. Delivery or Goods Receipt) and in an Invoice. If you only enter an Item Number, you will not be able to save the record.
- There is no requirement to enter the combined Item/Variety Number in a Quotation. When a Quotation is issued, the Customer might not know precisely which Varieties they want. However, this information can be entered in a Quotation if it is known.
- There is no requirement at first to enter the combined Item/Variety Number in an Order. However, you must enter the combined Item/Variety Number before you can create a Delivery.
- There is no requirement to enter the combined Item/Variety Number in a Purchase Order. When you create a Goods Receipt from a Purchase Order, you will not be able to approve the Goods Receipt until you enter the combined Item/Variety Number.

### Using 'Paste Special' with Items with Varieties

When you need to use an Item with Varieties in a transaction, the 'Paste Special' feature gains a second stage to help you choose the correct Variety. In this example, we choose an Item and Variety in an Invoice—

1. With the cursor in the Item Number field, use Ctrl-Enter or ⌘-Enter to open the familiar Item 'Paste Special' list.

**Invoice: New**

No. 2045  
Customer 001

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

**Terms** [Inv. Date: 1/8/2003] [Pay. Terms: 30] [Due Date: 31/8/2003] [Trans. Date: 1/8/2003]

No.	Group	Description	Alt. Code	Base Price
10117		Omnidirectional Speakers		
10118	2	Personal Stereo		20.00
10119	2	Moving Magnet Cartridge		25.00
10120		Speaker Cabling (per metre)		10.00
10121		Horn Speakers		75.00
10122		Home Cinema System		2500.00
10123		200 ASA 36 Exposure film		5.50
10124		Hi-Fi Monthly		10.00
10125		Video Starter Kit (10 x VHS E180 Cass., SCA		15.00
10126		Shirt		25.00

**Item** [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12]

**Quantity** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Description** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Alt. Code** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Base Price** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Sub-Total** 0.00

**TOTAL** 0.00

**OK** [ ] **Ext. Tax** 0.00 **VAT** 0.00 **Base** 0.00

Find the correct Item, and double-click. The Item Number is copied in to the Invoice.

2. Leave the cursor in the Item Number field and activate the 'Paste Special' feature for a second time. This time, instead of the usual 'Paste Special' list, the 'Assisted Variety Entry' window opens.

The screenshot shows the 'Invoice: New' window with the 'Assisted Variety Entry' sub-window open. The main window has tabs for 'Terms', 'Items', 'Currency', 'Delivery', and 'Identifiers'. The 'Assisted Variety Entry' window is titled 'Item 10126' and contains three input fields: 'Colour', 'Size', and 'Style'. The main window displays a table with 12 rows, where the first row (Item 1) is populated with '10126' in the 'Item' column. The 'Description' column is empty. The bottom of the main window shows a summary section with fields for 'Currency' (GBP), 'Freight', 'VAT' (0.00), 'Sub-Total' (0.00), 'Ext. Tax' (0.00), 'Base' (0.00), and 'TOTAL' (0.00). There is also an 'OK' button.

Item	Qty	Description
1		10126
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Assisted Variety Entry

Item 10126

Colour

Size

Style

Inv. Date 1/8/2003 Our Ref.

Pay. Terms 30 Attn. Joseph Conrad

Due Date 31/8/2003 Object

Trans. Date 1/8/2003 Official Ser. No.

Currency GBP Freight  VAT 0.00 Sub-Total 0.00

Ext. Tax 0.00 Base 0.00 TOTAL 0.00

☐ OK

In this example, Item 10126 requires Varieties belonging to three different Variety Groups. As a result, the 'Assisted Variety Entry' window has three fields, one for each required Variety Group.

3. Using 'Paste Special' in the usual way from each of these three fields in turn, enter a Variety belonging to each Group in the appropriate field.

Invoice: New

Operations New Duplicate Cancel Save

No. 2045 Name Against All Odds Trading Co

Customer 001

Terms Items Currency Delivery Identifiers

Inv. Date 1/8/2003 Our Ref.

Pay. Terms 30 Attn. Joseph Conrad

Due Date 31/8/2003 Object

Trans. Date 1/8/2003 Official Ser. No.

Item	Qty	Description
1	10126	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Assisted Variety Entry

Item 10126

Colour GRE

Size SM

Style LS



Currency GBP Freight VAT 0.00 Sub-Total 0.00

OK Ext. Tax 0.00 Base 0.00 TOTAL 0.00



4. Close the 'Assisted Variety Entry' window by pressing the Shift-Enter key combination. The combined Item/Variety Number will be pasted into the Invoice. When you press the Tab or Return key to move the cursor in to the Quantity field, the names of each Variety will be added to the Item Name in the Description field—

**Invoice: New**

Operations   New Duplicate Cancel Save

No. 2045 Name Against All Odds Trading Co

Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 1/8/2003 Our Ref. Salesman JNW

Pay. Terms 30 Attn. Joseph Conrad

Due Date 31/8/2003 Object

Trans. Date 1/8/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10126GRESMLS	Shirt, Green, Small, Long-sleeved	25.00		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 0.00 Sub-Total 0.00

☐ OK Ext. Tax 0.00 Base 0.00 TOTAL 0.00

If you forget to activate the 'Paste Special' feature for the second time to choose a Variety (step 2 above) and instead press the Tab or Return key to move the cursor in to the Quantity field, Hansa will beep, and the Description field will be left blank. This provides a reminder that you have not chosen a Variety. The same thing will happen if you choose a Variety that has not been allowed (in the Subsets field on flip C of the Variety Masks setting). An example might be when a shirt is only available in black and white and you choose "blue" in the 'Assisted Variety Entry' window.

In Quotations and Orders, where it is not necessary to enter the combined Item/Variety Number, you do not need to activate the 'Paste Special' feature for the second time. Hansa will not beep, and the Item Name will be copied to the Description field.

Varieties and Reports

Hansa contains various reports to help you work with Varieties. Please refer to the 'Reports' section earlier in this chapter for an introduction to producing reports in Hansa.

Varieties Enquiry

Use this report (which can be found in the Stock module) to display the stock level of a particular Variety, or the Varieties of a particular Item that you have in stock.

To produce this report, ensure you are in the Stock module using the Modules menu and click the [Reports] button in the Master Control panel. When the 'Reports' list opens, double-click 'Varieties Enquiry'. The 'Specify Varieties Enquiry' window appears—

Specify Varieties Enquiry

Run

Item No.

Group

Location

Varieties

☒ Or

☐ And

☐ Per Location

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Enter an Item Number (or range of numbers) to produce a report for specific Item(s). Use a colon (:) to separate the first and last number.		
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
Enter an Item Group Code to produce a report listing the Items in a particular Item Group.		

<b>Location</b>	<b>Paste Special</b>	Locations setting Stock module
		To produce a report for one stock Location, enter its Location Code here.
		If this field is left empty, the report will contain separate stock figures for each Variety in each Location.
<b>Varieties, Or, And Paste Special</b>		Item Varieties setting, Stock module
		If you need to know the stock level of a particular Variety, specify that Variety here.
		You can enter a number of Varieties separated by commas. If you also use the And option on the right, only those Items featuring all the Varieties listed will be shown in the report. If you use the Or option on the right, any Item featuring at least one of the Varieties listed will be shown in the report.
		For example, if you need to know the stock level of small black shirts, enter the Item Number for the shirt in the Item No. field above and the Varieties for small and black in this field, and use the And option on the right. If you need to know many shirts you have that are either small or black, use the Or option on the right.
		If this field is left empty, the report will contain separate stock figures for each Variety of the specified Item(s).
<b>Per Location</b>		The report is normally sorted by combined Item/Variety Number and then by Location. So, if you have more than one Location, stock figures for a particular Variety of an Item in the various Locations will be shown together. Use this option if you would like the report to be sorted by Location and then by combined Item/Variety Number.

### Varieties in Stock

This report (to be found in the Stock module) provides similar information to the Varieties Enquiry report described above. However, where that report is a simple list of Varieties, this one displays the information in a table format.

Before producing this report, you must specify a Report Order for the relevant Item(s) on flip B of the Variety Masks setting. If you have not done this, the report will be empty.

In this example, the Report Order for Item 10129 is “WS,FT,LL” (waist size, fit, leg length)—

	From Item	To Item	Length	Mask
1	10126	10126	5	COL,SIZ,STY
2	10127	10127	5	COL,SIZ,STY
3	10128	10128	5	COL,SIZ,STY
4	10129	10129	.	WS,FT,LL
5				
6				
7				
8				
9				

The Varieties in Stock report for this Item looks like this—

Varieties in Stock		Hansa, Print date: 5/8/2003 19:17		
Radio Import/Export Ltd				
<u>10129</u> Trousers				
30 inch inside leg				
	Comfort Fit	Regular Fit	Slim Fit	
30 inch waist	78	68	27	
32 inch waist	14	56	42	
34 inch waist	48	82	41	
32 inch inside leg				
	Comfort Fit	Regular Fit	Slim Fit	
30 inch waist	26	48	23	
32 inch waist	45	78	65	
34 inch waist	21	67	8	
34 inch inside leg				
	Comfort Fit	Regular Fit	Slim Fit	
30 inch waist	24	54	63	
32 inch waist	85	68	12	
34 inch waist	17	35	65	

The row titles (“30 inch waist”, etc) are Varieties belonging to the “WS” Variety Group (waist size), the first Variety Group in the Report Order field. The column headings (“Comfort Fit”, etc) are Varieties belonging to the second Variety Group in the Report Order field. The group headings (“30 inch inside leg”, etc) belong to the third Variety Group in the Report Order field. The figures show the quantity in stock of each Variety (e.g. there are 78 Comfort Fit trousers with a 30” waist and 30” inside leg in stock).

Changing the Report Order from “WS,FT,LL” to “FT,WS,LL” produces this report—

Varieties in Stock				
Operations		<input type="text"/> <input type="button" value="Search"/>		
Varieties in Stock		Hansa, Print date: 5/8/2003 19:28		
Radio Import/Export Ltd				
10129 Trousers				
30 inch inside leg				
	30 inch waist	32 inch waist	34 inch waist	
Comfort Fit	78	14	48	
Regular Fit	68	56	82	
Slim Fit	27	42	41	
32 inch inside leg				
	30 inch waist	32 inch waist	34 inch waist	
Comfort Fit	26	45	21	
Regular Fit	48	78	67	
Slim Fit	23	65	8	
34 inch inside leg				
	30 inch waist	32 inch waist	34 inch waist	
Comfort Fit	24	85	17	
Regular Fit	54	68	35	
Slim Fit	63	12	65	

This change causes the column headings and row titles to be swapped over.

In this final example, there are four Variety Groups in the Report Order field: “WS,FT,LL,FLY” (waist size, fit, leg length, fly type)—

Varieties in Stock

Operations

Search

Varieties in Stock

Radio Import/Export Ltd

Hansa, Print date: 7/8/2003 01:33

All Locations

10130

Trousers with four Variety Groups

30 inch inside leg

Comfort Fit

Regular Fit

Slim Fit

30 inch waist

156

136

54

32 inch waist

28

112

84

34 inch waist

96

164

82

32 inch inside leg

Comfort Fit

Regular Fit

Slim Fit

30 inch waist

52

96

46

32 inch waist

90

156

130

34 inch waist

42

134

16

34 inch inside leg

Comfort Fit

Regular Fit

Slim Fit

30 inch waist

48

108

126

32 inch waist

170

136

24

34 inch waist

34

70

130

10130

Trousers with four Variety Groups

Button

Comfort Fit

Regular Fit

Slim Fit

30 inch waist

128

170

113

32 inch waist

144

202

119

34 inch waist

86

184

114

Zip

Comfort Fit

Regular Fit

Slim Fit

30 inch waist

128

170

113

32 inch waist

144

202

119

34 inch waist

86

184

114

The second set of group headings (“Zip” and “Button”) are Varieties belonging to the “FLY” Variety Group, the fourth Variety Group in the Report Order field. The figures show the quantity in stock of each Variety (e.g. from the first set of group headings, there are 156 Comfort Fit trousers with a 30” waist and 30” inside leg in stock, including trousers with both types of fly; and from the second set of group headings, there are 128 Comfort Fit trousers with a 30” waist and button fly in stock, with all inside leg measurements).

Unlike the Mask field on flip A of the Variety Masks setting, you can change the Report Order field at any time, so you can produce different reports. One option is that if, for example, there are four Variety Groups in the Mask field, you do not need to quote all four in the Report Order field.

To produce this report, ensure you are in the Stock module using the Modules menu and click the [Reports] button in the Master Control panel. When the 'Reports' list opens, double-click 'Varieties in Stock'. The 'Specify Varieties in Stock report' window appears—

**Item No.**                      **Paste Special**                      Item register

**Range Reporting**                      Alpha

Enter an Item Number (or range of numbers) to produce a report for specific Item(s). Use a colon (:) to separate the first and last number.

**Location**                      **Paste Special**                      Locations setting Stock module

To produce a report for one stock Location, enter its Location Code here.

**Include all Possible Varieties**

Usually the report will only show the Varieties that you have in stock. Check this box if you would like every Variety to be shown.

## Stock List

When an Item with Varieties is included in the Stock List report, it will immediately be recognisable because its Item Number will be underlined. This signifies that it has Hansa's drill-down feature, allowing you to display extra information. This is an example Stock List report (Overview option) showing an Item with Varieties—

Stock List				
Operations		Search		
Stock List		Hansa, Print date: 5/8/2003 19:03		
Radio Import/Export Ltd		Items 10129		
		All Groups		
		Exchange Rates at Goods Receipt		
		Method: FIFO		
Item No	Name	Balance	P-Price	Value
<u>10129</u>	Trousers	1,260	20	25,200
		1,260		25,200

Clicking on the Item Number opens the Varieties in Stock report for the Item in question—

Varieties in Stock

Operations

</



This report will be empty if you have not specified a Report Order for the relevant Item on flip B of the Variety Masks setting.

The Varieties in Stock report also has a drill-down feature. Clicking once again on the Item Number opens the Varieties Enquiry report for the Item—

Detailed Variety Information				
Operations		Search		
Detailed Variety Information		Hansa, Print date: 5/8/2003 22:35		
Radio Import/Export Ltd				
Item No	Name	Balance	P-Price	Value
10129.30W.COM.30L	Trousers, 30 inch waist, Comfort Fit, 30 inch inside leg	78	20	1,560
10129.30W.COM.32L	Trousers, 30 inch waist, Comfort Fit, 32 inch inside leg	26	20	520
10129.30W.COM.34L	Trousers, 30 inch waist, Comfort Fit, 34 inch inside leg	24	20	480
10129.30W.REG.30L	Trousers, 30 inch waist, Regular Fit, 30 inch inside leg	68	20	1,360
10129.30W.REG.32L	Trousers, 30 inch waist, Regular Fit, 32 inch inside leg	48	20	960
10129.30W.REG.34L	Trousers, 30 inch waist, Regular Fit, 34 inch inside leg	54	20	1,080
10129.30W.SLIM.30L	Trousers, 30 inch waist, Slim Fit, 30 inch inside leg			

If the original Stock List report was produced using the Detailed option, drilling down produces a more detailed Varieties Enquiry report showing the inward stock transactions for each Variety—

Detailed Variety Information

Operations

Search

Detailed Variety Information

Hansa, Print date: 5/8/2003 19:37

Radio Import/Export Ltd

Item No	Name	Balance	P-Price	Value
10129.30W.COM.30L	Trousers, 30 inch waist, Comfort Fit, 30 inch inside leg			
	PURCH:6043 1/8/2003	78.00	20	1,560.00
		78	20	1,560
10129.30W.COM.32L	Trousers, 30 inch waist, Comfort Fit, 32 inch inside leg			
	PURCH:6043 1/8/2003	26.00	20	520.00
		26	20	520
10129.30W.COM.34L	Trousers, 30 inch waist, Comfort Fit, 34 inch inside leg			
	PURCH:6043 1/8/2003	24.00	20	480.00
		24	20	480
10129.30W.REG.30L	Trousers, 30 inch waist, Regular Fit, 30 inch inside leg			
	PURCH:6043 1/8/2003	68.00	20	1,360.00
		68	20	1,360
10129.30W.REG.32L	Trousers, 30 inch waist, Regular Fit, 32 inch inside leg			
	PURCH:6043 1/8/2003	48.00	20	960.00

Similar drill-down features providing information at the Variety level can be found in other reports (e.g. Item Statistics).

The Stock List is described in full in Volume 3 of these manuals.



## Varieties and the 'Item Status' Window

The 'Item Status' window provides instant feedback for each Item concerning the quantity in stock, the quantity on order, how many can be shipped and the current gross profit. This window can be opened from the 'Items: Browse' and 'Items: Inspect' windows, and from Sales Orders, Purchase Orders, Invoices, Deliveries, Stock Depreciation records and Stock Movements by choosing 'Item Status' from the Operations menu.

When you open the 'Item Status' window from the 'Item: Inspect' window, it displays information about the current Item. When you open it from the 'Items: Browse' window, it displays information about the Item highlighted in the list. This information will change as you click on different Items in the list. In both cases, the figures shown in the 'Item Status' window will refer to the Item as a whole (i.e. all Varieties).

When you open the 'Item Status' window from other windows, for example, from an Invoice or Order, it displays information about the Item in the row containing the cursor. In this case, it responds to Item Numbers, combined Item/Variety Numbers and to partially entered Item/Variety Numbers. For example, entering an Item Number in an Invoice, and then selecting 'Item Status' from the Operations menu produces the following result—

Invoice: New

Operations   New Duplicate Cancel Save

No. 2047 Name Against All Odds Trading Co

Customer 001

**Item Status**

Item	Stock	Order	Purch.Ord.	Shpble	GP	GM	Disc.U.Pr.	Stock 2
10129	1,260	0	0	1,260				0

Due Date 6/9/2003 Object

Trans. Date 7/8/2003 Official Ser. No.

	Item	Qty	Description	Unit Price	%	Sum
1	10129		Trousers	35.00		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Currency GBP Freight VAT 0.00 Sub-Total 0.00



Ext. Tax 0.00 Base 0.00 TOTAL 0.00

☐ OK

This shows that there are 1260 pairs of trousers in stock, of all Varieties.

If we enter the Item Number and the first Variety, the result is as follows—

**Invoice: New**

Operations   New Duplicate Cancel Save

No. 2047 Name Against All Odds Trading Co

Customer 001

**Item Status**

Item	Stock	Order	Purch.Ord.	Shpble	GP	GM	Disc.U.Pr.	Stock 2
10129.32W	465	0	0	465				0

Due Date 6/9/2003 Object

Trans. Date 7/8/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10129.32W	Trousers	35.00		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 0.00 Sub-Total 0.00

☐ OK Ext. Tax 0.00 Base 0.00 TOTAL 0.00

This shows that we have in stock 465 pairs of trousers with a 32" waist. This includes trousers of all fits and with any inside leg measurement.

In a similar manner, the 'Item Status' window will respond to the Item Number and the first two Varieties, and to the complete Item/Variety Number. However, it will not respond to the Item Number and the second Variety only (fit in the example), so we could not use this method to establish how many Regular fit trousers with any waist and inside leg measurement we have. So, you should consider this feature when deciding the order that you list your Variety Groups in your Variety Masks.

There is a [Var] button on the far right of the 'Item Status' window. Clicking this button produces a Varieties in Stock report for the Item in question.

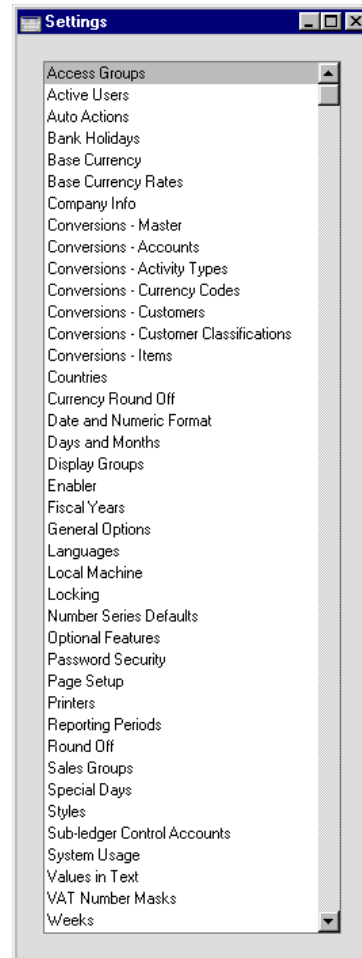
***Hansa Financials***  
***HansaWorld***  
***System Module***

## Chapter 7: The System Module

This module contains settings and registers used collectively by the other modules, including the Chart of Accounts and Objects. It is also where the administration of users, including the allocation of access rights to the other modules, is carried out.

### Settings

The following settings are available in the System module—

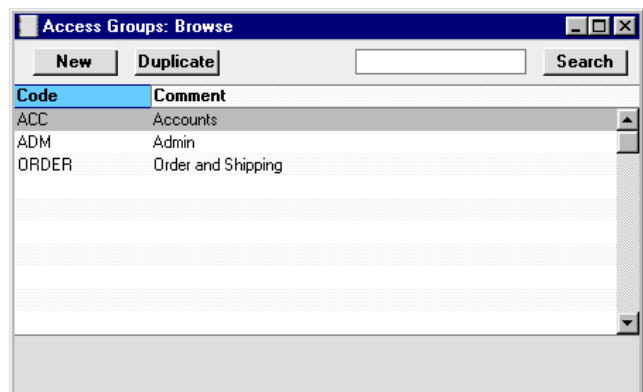


To edit a setting, ensure you are in the System module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

## Access Groups

Access Groups are a part of Hansa's security system. You can define a number of Access Groups, each of which can be allowed access to one or more parts of the program. Each member of personnel, when entered to the Person register (described later in this chapter), can then be allocated to the relevant Access Group.

Double-click on 'Access Groups' in the 'Settings' list to open the 'Access Groups: Browse' window. A list of the defined Groups is shown—



To create a new Access Group, click [New] in the Button Bar. To edit an existing record, double-click one of the items in the list.

In either case, the following window appears—

	Type	Item	Level
1	Module	Sales Orders	Full
2	Module	Stock	Full
3	Setting	Number Series - Gr	None
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Members of the Access Group “ORDER” in the above illustration will have access to two modules - Sales Orders and Stock. The Sales Orders module is featured in the first row of the grid, so this will be the active module when they first log in to Hansa. They will be allowed access to all functions within those modules, except the Number Series - Goods Receipts setting. In this manner, you can determine in great detail to which parts of Hansa the members of each Access Group have access.

As you create Access Groups, give each a unique identifier in the Code field, and enter a description in the Text field.

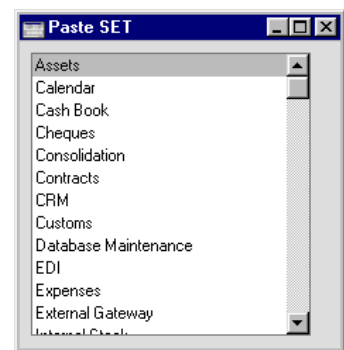
The grid is used to determine the areas of Hansa to which members of the Access Group will be given access, and the level of that access. You can allow or disallow access to any module or any component of a module (such as a particular register or setting).



First, specify the component in the Type field, using the ‘Paste Special’ function to show a full list of the components available—

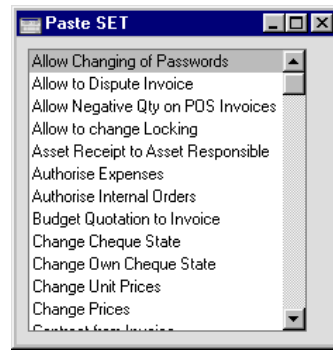


Next, use the second field in the grid to specify the individual item. For example, if you enter “Modules” in the Type field, the ‘Paste Special’ list from the Item field will contain a list of modules—



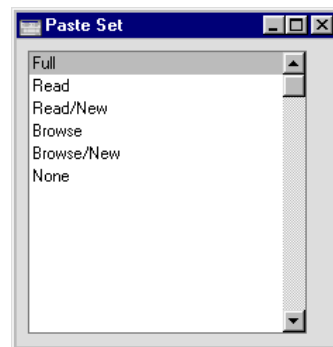
The list will show all Hansa’s modules, including those that you may not have installed. Make sure you only select modules that are included in your particular installation of Hansa.

As illustrated overleaf, if you enter “Action” in the Type field, the ‘Paste Special’ list from the Item field will contain a list of functions to which you can restrict access if necessary. These include the checking of the OK box in transactions of all kinds, the Operations menu functions and some miscellaneous features such as deleting records.



If you enter "Reports" in the Type field, 'Paste Special' from the Item field will list all reports, and so on.

Finally, use the last column to determine the access level of the Group. A further 'Paste Special' list displays the available options—



'Read', 'Read/New', 'Browse' and 'Browse/New' should only be applied to registers or settings, as follows—

- |                   |   |
|-------------------|---|
| <b>Browse</b>     | Allows access to the browse and 'Paste Special' windows only. Searches can be performed. Records cannot be entered or modified.                             |
| <b>Browse/New</b> | Allows access to the browse and 'Paste Special' windows and the creation of new records. Existing records cannot be viewed, changed or copied.              |
| <b>Read</b>       | Allows access to the browse window and the double-clicking of items so that they can be viewed in an inspect window. Records cannot be entered or modified. |

This attribute can also be applied to reports, allowing them to be printed to screen but not to a printer or to a text file.

**Read/New**

Allows access to the browse window and the double-clicking of items so that they can be viewed in an inspect window. New records can be created. Existing records cannot be modified, but they can be copied.

If you want to allow 'Paste Special' access to a register or setting to which access is otherwise denied, you should grant Browse or Read access to that register or setting. For example, if a user only has access to the Sales Ledger, you should grant them Browse or Read access to the Account register if you want them to be able to choose Sales Accounts in Invoices.

You can allocate access to the various parts of Hansa using one of two methods, by specifying one of the two Start From alternatives. These can be described as follows—

**No Access**

This option excludes members of the Access Group from all modules except those listed in the grid. You should use the first row(s) of the grid to specify the module(s) that members of the Access Group are to be allowed to use, selecting 'Full' in the third 'Paste Special' list. This will give full access to those modules (including to all registers, settings and reports). You can then exclude users from particular parts of those modules if necessary. No access will be given to modules that you have not listed.

**Full Access**

If this option is used, members of the Access Group will be allowed full access everywhere except those areas listed in the grid.

Note that it is only possible to restrict access to Persons that belong to an Access Group. Persons that do not belong to an Access Group will have full access to your Hansa system.

## Logging In

By default, the Nominal Ledger is the first module that you will see when you log in to Hansa. If you want another module to be active on log-in but otherwise do not want to restrict access in any way, this can be achieved using Access Groups. Enter an Access Group that Starts from Full Access and with a single module listed in the grid: the module that is to be active on log in. Assign this Access Group to the Persons as appropriate.

	Type	Item	Level
1	Module	Stock	Full
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Members of the Access Group illustrated above will see the Stock module when they enter Hansa.

System Administrator

In multi-user systems, it is recommended that at least one member of staff acts as a system administrator, able to use the Technics module on a client machine when other users are logged in. To implement this, the Person record for that administrator should belong to an Access Group that Starts from Full Access and explicitly grants full access to the Technics module—

Access Group: Inspect

New

Duplicate

Cancel

Save

CodeSYSAD

Start From

TextSystem Administrators

No Access

Full Access

Block A/Cs

	Type	Item	Level
1	Module	Technics	Full
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

## Block Accounts

The Block A/Cs field can be used to prevent details of particular Accounts being shown in the Nominal Ledger report when it is produced by members of the Access Group.

You can enter a range of Accounts, a number of individual Accounts separated by commas, or a number of ranges of Accounts, again separated by commas. If you need to use 'Paste Special' to enter several Accounts, type the comma or colon before opening the 'Paste Special' list. This will cause Hansa to add the next Account to those already entered. Otherwise, the previous Account will be overwritten.

**Access Group: Inspect**

Code: ACC

Text: Accounts

Block A/Cs: 300,890,950:999

Start From: \_\_\_\_\_

☐ No Access

☒ Full Access

	Type	Item	Level
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

In the example above, when members of the Access Group "ACC" produce a Nominal Ledger report, Accounts 300 and 890 and all Accounts between 950 and 999 will be omitted. These Accounts will appear in other reports such as the Profit & Loss report and Balance Sheet, but drilling down from these reports to the Nominal Ledger report for these Accounts will not be possible.

## Active Users

This setting lists the current users in a network (multi-user) installation of Hansa.

## Auto Actions

This setting determines the rules for automatic document printing.

The documents involved are the Order Confirmation/Acknowledgement, the Internal Order, the Delivery Note, the Freight Label and the Invoice. The default setting is that no documents are printed automatically.

You can choose to have Order Confirmations and Internal Orders printed every time a new Order is saved for the first time, or after every alteration of an Order. For Invoices, Freight Labels and Delivery Notes, the document can be printed each time an Invoice or Delivery Note is approved and saved. In the case of Freight Labels, if you choose the One per Item Row or One per Item option, you can prevent their being printed for certain Items. To do this, place these Items in an Item Group whose Do Not Print Freight Labels for this Group option is switched on. Invoices can also be printed automatically when they are created using the 'Invoice' function on the Operations menu of the Contract screen. At the time that these are printed, the Invoices are unapproved, so they are marked with the text "Test Printout". Finally, Cash Invoices can also be printed automatically from the Point of Sales module when they are approved and saved.

The screenshot shows a dialog box titled "Automatic: Inspect" with a "Save" button in the top right corner. The dialog contains two columns of settings, each with a section header and three radio button options.

Section	Options
<b>Order Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At Insert <input type="radio"/> At Insert & Update
<b>Internal Order Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At Insert <input type="radio"/> At Insert & Update
<b>Invoice Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At OK
<b>Contract Invoice Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At Creation
<b>Delivery Note Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At OK
<b>Delivery Freight Labels</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At OK, 1 Per Package <input type="radio"/> At OK, 1 Per Item Row <input type="radio"/> At OK, 1 Per Item
<b>Create EDI Invoice</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At OK
<b>Cash Invoice Printing</b>	<input checked="" type="radio"/> No Auto <input type="radio"/> At OK

## Base Currency

Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details of this setting.

## Base Currency Rates

Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details of this setting.

## Company Info

This setting is used to enter your company's name and address, and other particulars such as phone and fax numbers, and the bank and bank account number. This will be printed as appropriate on all documents.

To open the Company Info setting, double-click on 'Company Info' in the 'Settings' list. The 'Company Info: Inspect' window is opened. When the window is complete, confirm the entry by clicking [Save], or cancel it by closing the window using the close box.

The screenshot shows a window titled "Company Info: Inspect" with a "Save" button in the top right corner. The window contains several input fields organized as follows:

- Company Name:** Radio Import/Export Ltd
- Address:** The Wharf Estate, London, E18 6TH
- Tel:** 0171 422 5569
- Fax:** 0171 422 1144
- Reg. No.:** 0225874
- VAT No.:** GB 675 8879 76
- Bank Customer ID:**
- Commercial Reg.No.:**
- Home Community:**
- Bank 1:**
- Bank 2:**
- Country:**
- ANA Code:**



Apart from the Company Name, Address etc, this window should be completed as follows—

### Reg Card

**Bank 1, Bank 2** Your company's main bank account number(s) should be entered here. This information can then be printed on any appropriate documentation.

### Bank Customer ID

This is an ID number used for automatic (modem) communication with certain credit institutions in some countries. Please contact your local Hansa representative for details.

**Country** **Paste Special** Countries setting, System module

Hansa contains a feature whereby any VAT Numbers entered for Customers and Suppliers are checked to make sure they comply with the official format for their Countries. For Customers and Suppliers whose Country is unspecified, this validation check will use the Country entered here. Please refer to the section below describing the VAT Number Masks setting for full details of this feature.

### Commercial Reg. No.

The Intrastat system is used to collect statistics on the physical trade in goods (i.e. the actual movement of goods) between the various member countries of the European Union (EU). If your business is situated in an EU country and its trade with companies in other EU countries is greater than the threshold value, it will be necessary to send an Intrastat report periodically to the relevant authorities. You can do this by printing a document or exporting a text file. In both cases, the report should include your company name and address (from the 'Address' card above), your VAT Number (above) and a company or branch identifier (entered in this field). You should have a separate identifier for each branch if you will be submitting Intrastat returns from different branches using the same VAT Number.

**ANA Code** Record the unique number assigned by the Article Numbering Association to your company here. This is

required if you will be using the EDI (Electronic Data Interchange) module. Please refer to your local representative for details.

## Fonts Card

### Character Set

This field is used to control sorting in Hansa. In the UK, it should be set to zero. In countries where the alphabet differs to that of the UK/US, sorting by ASCII codes produces a list that is not in the correct alphabetical order: this field is used to overcome this problem.

### VAT Law

This field is used to ensure the behaviour of Hansa conforms to certain local conventions of the country in which it is being used. The following values can be used—

Byelorussia	46
Denmark	7
Estonia	27
Finland	13
France	1
Germany	2
Hungary	26
Iceland	15
Ireland (Republic of)	35
Italy	3

Latvia	28
Lithuania	24
Netherlands	4
Norway	9
Poland	25
Portugal	8
Russia	32
Spain	6
Sweden	5
Ukraine	45
United Kingdom	0 (zero)

**DB Encoding** If you are using Hansa to send and receive email, this field should be set to “mac” (all lower case) if the server uses a PowerPC processor (e.g. AS/400, AIX, Macintosh, Z-series). If the server is Intel-based, the field should be left blank. In Russia, enter “acyr” for PowerPC servers and “cp1251” for Intel servers.

#### **Def. Mail Encoding**

All emails are encoded to protect special characters in the text. This allows the recipient to read these characters as they were written. If you are using Hansa to send and receive email, the ISO-8859-1 (Western European) encoding standard will be used if you leave this field empty. If you need to use a different encoding standard, specify that here. For example, users in Russia should enter “koi8-r” to this field. Please refer to your local Hansa representative for further information.

#### **Edit Font, Report Font, Report Font Size**

These allow you to select different fonts for use on screen and in reports respectively. If nothing is entered in these fields, Hansa’s default fonts will be used. These fonts are selected for maximum readability, and should only be changed if you have good reasons to do so. In non-English versions of Hansa, these fields are used to select fonts with special character sets.

**Language** **Paste Special** Languages setting, System module

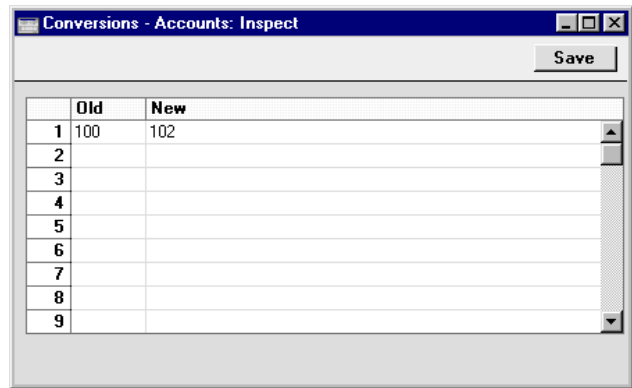
When printing amounts in words (rather than figures) in documents, these can be printed in different Languages using rules defined in the Values in Text setting. In most

cases, the Language used will be determined by the Language of the Customer or Supplier in question. For Customers and Suppliers whose Language is unspecified, the Language entered here will be used. Please refer to the section below describing the Values in Text setting for full details of this feature.

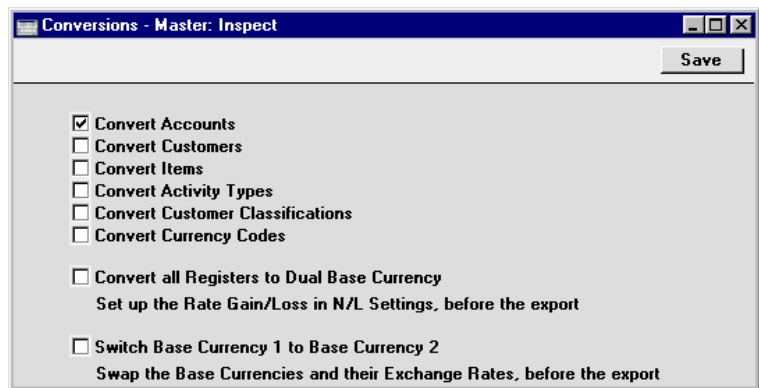
## **Conversions - Master, Conversions - Accounts**

These settings allow you to move all postings to one or more Accounts to another Account. Assume that you have been using Account 100 for sales of a particular product, and that for some reason you want to use Account 102 instead. These settings allow you to change Account 100 wherever it appears in the Transaction register to Account 102 and to recalculate all previous entries to the old Account, so that they will appear under the new Account in all reports. To do this recoding you must follow the steps below—

1. Make a back-up of your entire database and quit Hansa.
2. Remove the Hansa database file (named “Hansa.HDB”) from the folder or directory containing your Hansa application. Ensure, however, that the “DBDef.txt” and “Default.txt” files are present.
3. Launch Hansa again. Because there is now no “Hansa.HDB” file, a new database is created. Enter new Company information to the dialogue (a Code and Name is sufficient): click [Save] and double-click the new Company in the subsequent list.
4. When the ‘Import files available’ window appears, close it by clicking the close box. Do not import anything yet.
5. Select ‘System Module’ from the Modules menu, and ‘Settings’ from the File menu. Double-click ‘Conversions - Accounts’. Enter the old and new Account numbers one by one in the window as shown in the illustration. Finish by saving the setting by clicking [Save].



6. From the 'Settings' list, select 'Conversions - Master' and enter a check mark in the Convert Accounts check box. Save the setting by clicking [Save].



7. Select 'Imports' from the File menu and import the back-up using the 'Automatic' or 'Automatic, manual file search' import routines. Quit Hansa and restart if so prompted.
8. The routine will renumber the Account records in the Account register as required. In the example, Account 100 will be given the new number of 102. If Account 102 already existed, the old Account (100) would be deleted. Check the Account register to make sure that this has happened.
9. Produce a Nominal Ledger report for one of the new Accounts and check that all the Transactions have been converted as you expected.
10. You must now inspect and change all *report definitions* in the Nominal Ledger where the old Account number has been used.

11. Return to the Conversions - Master setting in the System module and turn off the option to Convert Accounts.
12. Return to the Conversions - Accounts setting and delete everything line by line.

During the import of the back-up, all references to the old Account numbers will be replaced in all transactions (including Sales and Purchase Ledger transactions and Sales Order records) and in all settings (including Account Usage S/L and Payment Modes).

Note that if you have more than one Company in your database, the conversion will apply to all Companies in that database. If you want the conversion to take place in one Company only, follow the procedure described above with the following differences—

- i. Before step 1, and working in the Company where the conversion is to take place, enter the old and new Account numbers one by one in the Conversions - Accounts setting. Check that the setting is empty in all other Companies, or, if you want a different conversion to take place in another Company, enter old and new Account numbers in that Company as necessary.
- ii. Omit step 5.

So, if the Conversions - Accounts setting in all Companies is empty when the original database is exported in step 1, any conversion on import will be determined by what you enter to the setting in step 5. If the Conversions - Accounts setting in a particular Company is not empty when the original database is exported, its contents in that Company only will override what you enter to the setting in step 5. Therefore, it's important to empty the Conversions - Accounts setting after conversion in all Companies in step 12: this is not done automatically. If you do not do this, the conversion may have unexpected results the next time you carry it out.

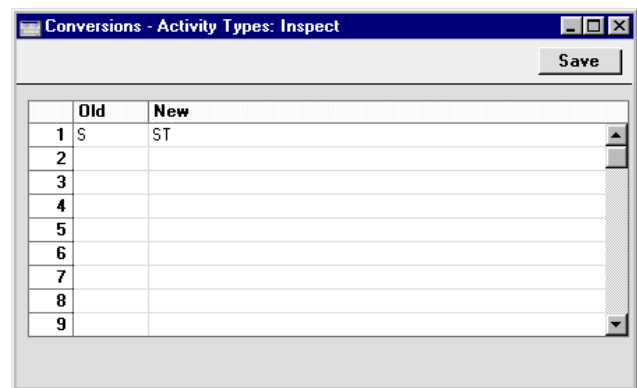
The next five options in the Conversions - Master setting are described in the following sections, while the last two options are described in the 'Multi-Currency' chapter in Volume 2b of these manuals.

## **Conversions - Master, Conversions - Activity Types**

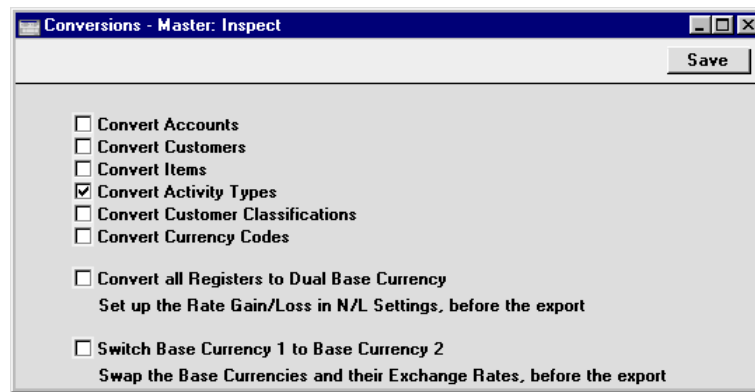
These settings allow you to change the Activity Type in all Activities. For example, assume that you have been using Activity Type "S", and that for some reason you want to use Activity Type "ST" instead. These settings allow you to change Activity Type "S" in every past Activity in which it has been used to Activity Type "ST". The Activities will appear under the new

Activity Type in all reports. To do this recoding you must follow the steps below—

1. Make a back-up of your entire database and quit Hansa.
2. Remove the Hansa database file (named “Hansa.HDB”) from the folder or directory containing your Hansa application. Ensure, however, that the “DBDef.txt” and “Default.txt” files are present.
3. Launch Hansa again. Because there is now no “Hansa.HDB” file, a new database is created. Enter new Company information to the dialogue (a Code and Name is sufficient): click [Save] and double-click the new Company in the subsequent list.
4. When the ‘Import files available’ window appears, close it by clicking the close box. Do not import anything yet.
5. Select ‘System Module’ from the Modules menu, and ‘Settings’ from the File menu. Double-click ‘Conversions - Activity Types’. Enter the old and new Activity Types numbers one by one in the window as shown in the illustration. Finish by saving the setting by clicking [Save].



6. From the ‘Settings’ list, select ‘Conversions - Master’ and enter a check mark in the Convert Activity Types check box. Save the setting by clicking [Save].



7. Select 'Imports' from the File menu and import the back-up using the 'Automatic' or 'Automatic, manual file search' import routines. Quit Hansa and restart if so prompted.
8. The routine will apply the new Activity Type to all Activities with the old Type. In the example, Activities which were of Type "S" will be given the new Type of "ST". Any use of the old Activity Type elsewhere (e.g. in the Target Time setting) will also be changed.

If the Activity Type "ST" existed as a record in the Activity Types setting in the old database, the old Activity Type ("S") will be deleted. If the Activity Type "ST" did not exist in the old database, the old Activity Type will have its Code changed from "S" to "ST".

9. Return to the Conversions - Master setting in the System module and turn off the option to Convert Accounts.
10. Return to the Conversions - Activity Types setting and delete everything line by line.

Note that if you have more than one Company in your database, the conversion will apply to all Companies in that database. If you want the conversion to take place in one Company only, follow the procedure described above with the following differences—

- i. Before step 1, and working in the Company where the conversion is to take place, enter the old and new Activity Types one by one in the Conversions - Activity Types setting. Check that the setting is empty in all other Companies, or, if you want a different conversion to take place in another Company, enter old and new Activity Types in that Company as necessary.
- ii. Omit step 5.



So, if the Conversions - Activity Types setting in all Companies is empty when the original database is exported in step 1, any conversion on import will be determined by what you enter to the setting in step 5. If the Conversions - Activity Types setting in a particular Company is not empty when the original database is exported, its contents in that Company only will override what you enter to the setting in step 5. Therefore, it's important to empty the Conversions - Activity Types setting after conversion in all Companies in step 10: this is not done automatically. If you do not do this, the conversion may have unexpected results the next time you carry it out.

## Conversions - Master, Conversions - Currency Codes

The Conversions - Master and Conversions - Currency Codes settings can be used to change the Currency Code of a Currency record. All transactions such as Quotations, Orders, Invoices and Transactions will be changed as well.

To do this, follow the numbered steps described in the 'Conversions - Master, Conversions - Activity Types' section above, using the Conversions - Currency Codes setting in place of the Conversions - Activity Types setting, and checking the Convert Currency Codes box in step 6.

## Conversions - Master, Conversions - Customers

The Conversions - Master and Conversions - Customers settings can be used in much the same manner as described in the 'Conversions - Master, Conversions - Activity Types' section above to change the Customer Number of a Customer record. For example, Customer Number "001" can be changed to "002", and all transactions such as Quotations, Orders, Invoices and Activities will be changed as well.

To do this, follow the numbered steps described in the previous section, using the Conversions - Customers setting in place of the Conversions - Activity Types setting and with the following differences—

- i In step 5, the Conversions - Customers setting can be used to carry out a simple change of Customer Number as already described. It can also be used to add a prefix or suffix to existing Customer Numbers, as follows—

Old	New	Result
+	A	"A" will be placed in front of all Customer Numbers
-	A	"A" will be placed at the end of all Customer Numbers

The prefix or suffix will be added to all Customer Numbers in the database.

- ii In step 6, check the Convert Customers box instead of the Convert Activities box.
- iii. The routine will convert all occurrences of the old Customer Number to the new one (in the Customer register and in the transaction registers).

If the new Customer Number (002 in the example) existed as a record in the Customer register in the old database, the record with the old Customer Number (001) will be deleted. In this circumstance, the Customer Number in transaction registers such as Orders and Invoices will be changed from 001 to 002, but the Customer Name in those records will not be changed to that of the new Customer. If the new Customer did not exist in the old database, the old Customer will have its Number changed from the old one (001) to the new one (002).

## **Conversions - Master, Conversions - Customer Classifications**

The Conversions - Master and Conversions - Customer Classifications settings can be used to change the Customer Classification in Customers, Contact Persons and Customer Letters. The Customer Classifications setting will be updated as well.

To do this, follow the numbered steps described in the 'Conversions - Master, Conversions - Activity Types' section above, using the Conversions - Customer Classifications setting in place of the Conversions - Activity Types setting, and checking the Convert Customer Classifications box in step 6.

## **Conversions - Master, Conversions - Items**

The Conversions - Master and Conversions - Items settings can be used to change the Item Number of a Item record. For example, Item Number "10101" can be changed to "10102", and all transactions such as Quotations, Orders, Invoices, Deliveries and Goods Receipts will be changed as well.

To do this, follow the numbered steps described in the 'Conversions - Master, Conversions - Activity Types' section above, using the Conversions - Items setting in place of the Conversions - Activity Types setting, and checking the Convert Items box in step 6.

## Countries

This setting is used to define the correct spelling of the name of each country, in different Languages. This country name can be used to produce correct business documents in several different Languages.

Double-click on 'Countries' in the 'Settings' list to view a list of Countries already entered. Then double-click on one of the rows, e.g. FIN to bring up the record for Finland.

	Lang.	Text
1	FIN	Suomi
2	ENG	Finland
3	FRA	Finlande
4		
5		
6		
7		
8		
9		
10		
11		

Use 'Paste Special' to enter the Language Code in each row, together with the appropriate translation.

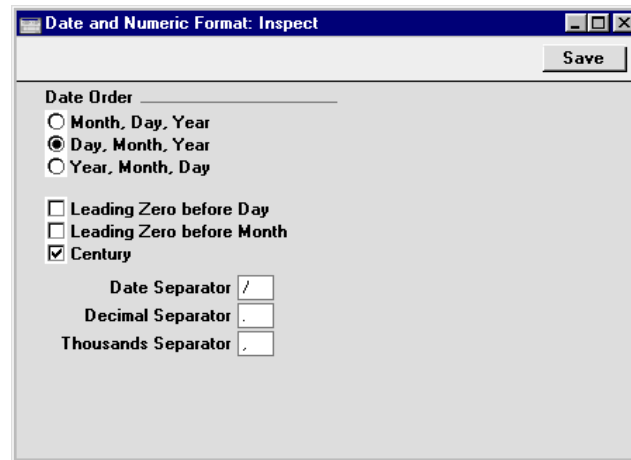
The Duty Code is used by the Customs module: please refer to your local Hansa representative for details.

## Currency Round Off

Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details of this setting.

## Date and Numeric Format

Use this setting to ensure your Hansa installation uses your preferred date and number formats.



Internally, Hansa features full Year 2000 compatibility: all dates are stored with four-digit years (e.g. “2000”). If the Century check box is switched on, Hansa will display the century digits in all dates. However, you do not have to type the extra two century digits, they will be added automatically by Hansa. If you enter “100400” in a date field, Hansa will change it to “10-04-2000”.

In the current version of Hansa, the Century check box must be checked for the long dates to appear in back-up and in Hansa’s different Export files. If the box is not checked, all dates in the exported files will be written as short dates, without the century digits. This will create a problem if you later import a back-up or an export file containing dates from both centuries.

Our recommendation is always to check the Century box. This will make certain that your Hansa program will behave correctly, both internally and when you communicate with other applications.

Whenever a change is made to this setting, its effect will be immediate and universal, with one exception. A change to any of the separators will not affect the Autotransactions setting in the Nominal Ledger. All records in this setting will have to be changed manually.

In multi-user systems, the Date and Numeric Format setting is unusual in that any changes made to it from a client machine will not be saved in the database on the server. Therefore these changes will not affect the other clients. If you want to change the Date and Numeric Format setting on the

server, you must either work on the server itself or log on from a client in “Admin Client” mode. Details about “Admin Client” mode can be found in the section describing the Company register later in this chapter.

Although it is possible to have date and numeric formats on a client that are different to those on the server, this is not usually recommended. If the date formats differ, dates may not be displayed in a consistent manner. If the separators differ, Autotransactions whose formulae contain decimals may produce unexpected results.

### Dates and Export Files

Be careful when opening a Hansa Export file with Microsoft Excel with the intention of editing it before importing it to a new database. Under certain circumstances, Excel will, when opening a text file, convert some variables that it interprets as dates into its own internal date format. Where you are expecting a date to appear in the spreadsheet you may see a number such as “35475”. When the spreadsheet is saved again as a text file these variables will not be converted back to date format. So, if you import this text file to Hansa, the dates will all be wrong. To avoid this problem, make sure you use the third step of Excel’s Import Wizard to set all imported columns to ‘text’ format (highlight all the columns in the Data Preview area using the Shift key and select ‘Text’ as the Column Data Format).



Files created using the ‘Database Text Backup’, ‘Company Text Backup’ and ‘Client Text Backup’ functions cannot be opened in Excel as they are not text files.

## Display Groups

This setting allows you to divide the employees of your company into groups. These groups might represent different types of work or the various departments in your company. Dividing employees into Display Groups will help with resource planning and with classifying Activities in the CRM module. Many reports in the CRM module can list the Activities recorded, scheduled or carried out by the Persons belonging to a particular Display Group. The Employee Time Statistics report can compare the work carried out by the various Display Groups.

Double-clicking 'Display Groups' in the 'Settings' list in the System module opens the 'Display Groups: Inspect' window listing the Display Groups that have already been entered. To add a new record, simply enter its details on the first blank line and click [Save] to save and close. Click the close box to close without saving changes.

	Code	Def
1	SALES	FF,JP,NB
2	TECH	JNW,ML,NB
3	ACC	AM
4		
5		
6		
7		
8		
9		

**Code** Specify a unique identification Code for each Display Group. You can use up to five alphanumeric characters.

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

Enter the initials of each Person that belongs to the Display Group, separated by commas.

If you need to use 'Paste Special' to enter several sets of initials, type the comma before opening the 'Paste Special' list. This will cause Hansa to add the next set of initials to those already entered. Otherwise, the previous initials will be overwritten.

A particular Person can belong to more than one Display Group, as shown in the illustration.

The Activities, Period report in the CRM module shows how Display Groups can be used. The report uses a timetable format to display what each member of a particular Display Group is doing for each day of the report period. The information is taken from Calendar Activities. The example report illustrated below shows the Calendar Activities of the members of the “SALES” Display Group for the second week in November. The format of the report means that it is easy to see which members of a particular department are available to carry out a sales task, and when they could carry it out.

Activities for Period											
Operations											Search
11/11/2002											
Empl.	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
FF		Chase u	Chase u	Sales v	Sales v		Phone a	Trainin	Trainin	Trainin	
IP								Trainin	Trainin	Trainin	
NB								Trainin	Trainin	Trainin	
12/11/2002											
Empl.	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
FF		Chase u	Chase u	Sales v	Sales v		Phone a	Trainin	Trainin	Trainin	
IP								Trainin	Trainin	Trainin	
NB								Trainin	Trainin	Trainin	
13/11/2002											
Empl.	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
FF		Chase u	Chase u	Sales v	Sales v		Phone a	Trainin	Trainin	Trainin	
IP								Trainin	Trainin	Trainin	
NB								Trainin	Trainin	Trainin	
14/11/2002											
Empl.	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
FF		Chase u	Chase u	Sales v	Sales v		Phone a	Trainin	Trainin	Trainin	

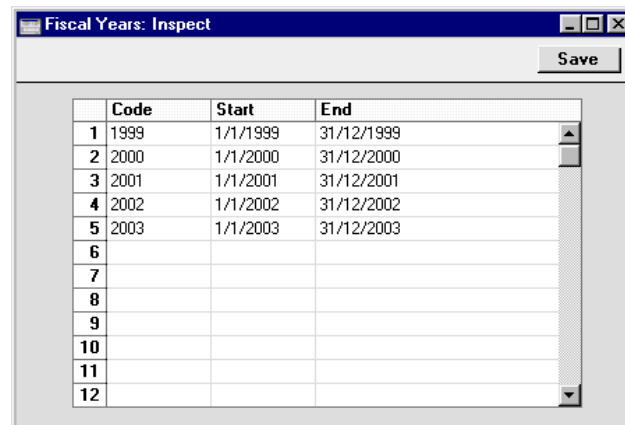
## Enabler

Please refer to the section entitled ‘The Database Key’ in the first chapter of this manual for full details of this setting.

## Fiscal Years

Hansa has a multi-year database. In this setting you can define several financial years. Each year must have a Code, and can be between 6 and 18 months in duration. The Code will be used as a prefix for Transactions entered directly to the Transaction register in the Nominal Ledger.

Note that Fiscal Years should always be listed in chronological order as shown in the illustration. You cannot insert new Fiscal Years at the top of the list, or remove old Fiscal Years. You should not make any changes to a Fiscal Year once a transaction has been posted.



The screenshot shows a window titled "Fiscal Years: Inspect" with a "Save" button. It contains a table with four columns: an index, Code, Start, and End. The table lists fiscal years from 1999 to 2003, with empty rows for 2004 through 2012.

	Code	Start	End
1	1999	1/1/1999	31/12/1999
2	2000	1/1/2000	31/12/2000
3	2001	1/1/2001	31/12/2001
4	2002	1/1/2002	31/12/2002
5	2003	1/1/2003	31/12/2003
6			
7			
8			
9			
10			
11			
12			

Hansa will issue a warning whenever an attempt is made to post a transaction whose date does not fall in a Fiscal Year as defined in this setting.

## General Options

Use this setting to specify how discounts are to be calculated in Hansa (in Contracts, Invoices, Quotations, Sales Orders, Work Sheets and Project Budgets).

To open the General Options setting, double-click on 'General Options' in the 'Settings' list in the System module. The 'General Options: Inspect' window is opened—



The screenshot shows a window titled "General Options: Inspect" with a "Save" button. It contains a section labeled "Use Discount As" with three radio button options: "Discount" (selected), "Margin Factor", and "Markup %".



When a Discount of 10% is applied to a Unit Price of 200.00, the various calculation options produce the following results—

**Discount**                       $200 - (200 \times 10\%) = 180$

**Margin Factor**               $200 \times 10\% = 20$

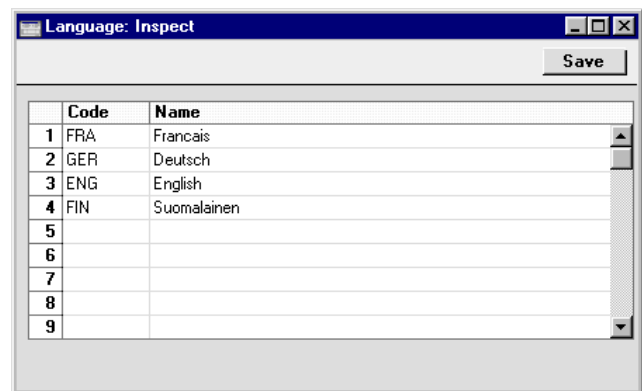
**Markup %**                     $200 + (200 \times 10\%) = 220$

Confirm the entry by clicking [Save], or cancel it by closing the window using the close box.

Note that this setting does not affect Purchase Orders, which always use the 'Discount' method.

## Languages

This setting allows you to define foreign Languages: Language Codes can then be assigned to Customers or Suppliers. These can be used to ensure the correct Forms are used: e.g. French invoice forms to French customers, Finnish documents for Finnish customers etc. In addition, Language Codes can be used to show the correct translations of Item Names, Payment Terms, Delivery Terms, etc. on printed documentation.



The screenshot shows a window titled "Language: Inspect" with a "Save" button in the top right corner. Below the button is a table with two columns: "Code" and "Name". The table has 9 rows, numbered 1 to 9 in the first column. Rows 1 to 4 contain data: FRA (Francais), GER (Deutsch), ENG (English), and FIN (Suomalainen). Rows 5 to 9 are blank.

	Code	Name
1	FRA	Francais
2	GER	Deutsch
3	ENG	English
4	FIN	Suomalainen
5		
6		
7		
8		
9		

To enter a new Language, simply enter a Language Code and Name on the first blank line and click [Save] to save and close. Click the close box to close without saving changes.

## Local Machine

If you are using the Restaurant module on several terminals, you may wish to restrict the Items that are sold on each machine. For example, you may want to be able to sell drinks on one machine and food on another. To do this, you should assign a unique code to each machine using this setting. Then, using the Item Group register in the Restaurant module, define the Items that can be sold by each machine. Please refer to your local Hansa representative for full details of the Restaurant module.

This setting is also used in the Point of Sales module, again to identify each terminal. When a Cash Invoice is saved for the first time, the Local Machine Code of the machine being used is copied to the field on the 'Date' card.

## Locking

This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. This is done by specifying a cut-off date. Once this has been done, no transactions whose Transaction Date is on or before the cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically.

Hansa does not force you to close months or periods, but this setting allows the use of such a feature if necessary.

Lock TR	
Warn TR	30/12/2002
Not Prel TR	
Lock Others	
Warn Others	30/12/2002
Lock S/L Inv	10/8/2002
Warn S/L Inv	10/9/2002
Lock P/L Inv	
Warn P/L Inv	
Delete Before Date	

☐ Warn when creating new records with older dates than existing records

Note: This action can not be reversed

### Lock TR

If a date has been entered in this field, the entry of Transactions whose Transaction Date is on or before this

date will not be permitted. This applies only to Transactions entered directly to the Transaction register in the Nominal Ledger.

If it is discovered that a Transaction which falls within a closed month contains an error, it can only be corrected using the 'Correction Mark' function. Please refer to the 'Correcting Transactions' section of the 'Nominal Ledger' chapter in Volume 2b for full details.

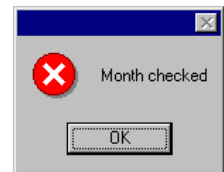
If an attempt is made to enter a Transaction whose Transaction Date is on or before the Lock TR date, the following warning is shown—



### **Warn TR**

If a date has been entered in this field, a warning will be displayed on the entry of Transactions whose Transaction Date is on or before this date. This applies only to Transactions entered directly to the Transaction register in the Nominal Ledger.

If an attempt is made to enter a Transaction whose Transaction Date is on or before the Warn TR date, the following warning is shown—



### **Not Prel TR**

If Preliminary Transactions are allowed (this is controlled in the Transaction Settings setting in the Nominal Ledger) and a date has been entered to this field, only those Transactions whose Transaction Date is after this date will be treated as Preliminary (i.e. modifiable). All Transactions whose Transaction Date is on or before this date will not be modifiable.

If the Not Prel TR date is later than the Lock TR date, it will be possible to enter Transactions with a Transaction

Date that falls between them. Such Transactions will be treated as actual Transactions as soon as they have been saved (i.e. they will never be modifiable).

<b>Lock Others</b>	If a date has been entered in this field, the creation of records in any of Hansa's transaction registers whose Transaction Date is on or before this date will not be permitted. This covers all transaction registers except Invoices or Purchase Invoices, which have separate controls (below).
<b>Warn Others</b>	If a date has been entered in this field, a warning will be displayed on the creation of records in any of Hansa's transaction registers whose Transaction Date is on or before this date. Again, all transaction registers except Invoices and Purchase Invoices are affected.
<b>Lock S/L Inv</b>	If a date has been entered in this field, the creation of Invoices whose Transaction Date is on or before this date will not be permitted.
<b>Warn S/L Inv</b>	If a date has been entered in this field, a warning will be displayed on the creation of Invoices whose Transaction Date is on or before this date.
<b>Lock P/L Inv</b>	If a date has been entered in this field, the creation of Purchase Invoices whose Transaction Date is on or before this date will not be permitted.
<b>Warn P/L Inv</b>	If a date has been entered in this field, a warning will be displayed on the creation of Purchase Invoices whose Transaction Date is on or before this date.



***After locking the accounts at a certain date, you may not enter Transactions with earlier dates, and you may not alter earlier Transactions.***

#### **Delete Before Date**

Under normal circumstances, it is not possible to delete Nominal Ledger Transactions or approved records in the transaction registers. However, it can be necessary to delete such records in certain situations, perhaps because disk space is at a premium and the previous year's accounts have been committed to an archive file.

To allow the deletion of such transactions, a Delete Before Date must be entered in this field. It will only be possible to delete Nominal Ledger Transactions and records in Hansa's transaction registers whose Transaction Date is on or before this Delete Before Date.

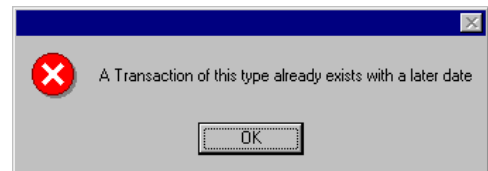
Deletions can be carried out for individual records using the 'Delete' function on the record menu and for groups of records using 'Delete Old Transactions' Maintenance function in the System module. This latter function will only delete records whose Transaction Date is on or before the Delete Before Date specified here.



***Use great care when attempting to delete records, and make sure you have a backup before you remove any data.***

#### **Warn when creating new records with older dates than existing records**

Use this option if you would like to be warned when entering a date to an accounting transaction if a record with a later date already exists in the same register. The existing record can be approved or unapproved. The warning appears as follows—



As it is a warning, you will still be able to save and approve the new record.

Once you have entered a date in any of the fields in this setting, you will usually only be able to change that date to a later one. You will not be able to change it to an earlier date. When a period or month is locked, you should print and file all management reports (e.g. Balance Sheet, Profit & Loss report, etc), and so it will not be appropriate to re-open the period to post new transactions. However, in some exceptional circumstances, it may be appropriate to change a locking date to an earlier one. If you want to do this, you must belong to an Access Group where Full access has been granted to the 'Allow to Change Locking' Action (illustrated overleaf).

**Access Group: Inspect**

Code: ACC      Start From: \_\_\_\_\_

Text: Accounts      ☐ No Access

Block A/Cs: \_\_\_\_\_      ☒ Full Access

	Type	Item	Level
1	Action	Allow to change Lc	Full
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Access Groups are described at the beginning of this chapter.

## Number Series Defaults

Hansa allows the definition of several Number Series (number sequences) for use in generating Order Numbers, Invoice Numbers, Transaction Numbers and so on. By default, Hansa will select the next available number from the first Number Series defined for the current period whenever a new record is created.

If you have several number sequences in each Number Series setting, you can specify here which one is to be used as the default when creating new records in each register. This default will be overridden if the current user has a Number Series specified on the 'Ser Nos' card of their record in the Person register.

Take care to specify a number in each field that falls in a recognised Number Series. If a number is specified that is not in a Number Series, new records in the affected register will not be given serial numbers when they are created. The implications of this are quite far reaching: for example, Invoices will not be created by any of the remote Invoice creation functions (e.g. from Sales

Orders). This situation will be most common in cases where Number Series are tied to a period such as a calendar year and that period ends.

If you are not using Number Series, Hansa will normally start numbering transaction records from 1.

Click [Save] to save any changes and close, or the close box to close without saving changes.

## Password Security

This setting allows you to set rules for passwords. These rules will apply to the passwords assigned to each Person record (allowing users to log in to your Hansa system) and to each Customer record (allowing Customers to log in to your Web Shop).

To open the Password Security setting, double-click on 'Password Security' in the 'Settings' list in the System module. The 'Password Security: Inspect' window is opened—

Enter your password requirements as necessary and confirm the entry by clicking [Save], or cancel it by closing the window using the close box. When

a password is changed, the Check Old Password option will make sure the new password is different to the old one. The Letter option requires that every password contains at least one uppercase alpha character.

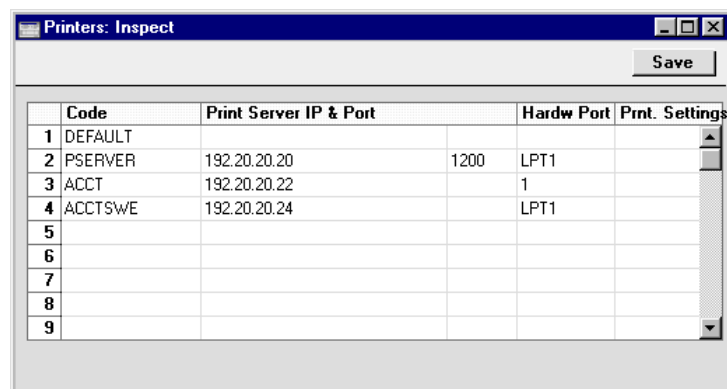
## Printers

This setting is associated with the use of printers other than the primary printer selected in the Windows Control Panel or the Macintosh Chooser. The Printers setting lets you redirect the printer output to a different printer.

This is practical if for instance you want to print reports to a laser printer and documents, e.g. invoices, to a dot matrix printer using pre-printed continuous stationery.

The printers defined here are used when printing documents. Reports are always printed to the printer specified in the first row of this setting. If this setting is configured as recommended below, this will be the printer selected in the Control Panel (Windows) or the Chooser (Macintosh). Windows users can direct reports to specific printers by opening a list of reports, highlighting one in the list, selecting 'Page Setup' from the File menu and selecting a printer there.

Double-clicking 'Printers' in the 'Settings' list in the System module opens the 'Printers: Inspect' window listing the Printers that have already been entered. To add a new Printer, simply enter its details on the first blank line and click [Save] to save and close. Click the close box to close without saving changes.



The screenshot shows a window titled 'Printers: Inspect' with a 'Save' button in the top right corner. Below the button is a table with the following columns: Code, Print Server IP & Port, Hardw Port, and Prnt. Settings. The table contains four rows of data and five empty rows for additional entries.

	Code	Print Server IP & Port	Hardw Port	Prnt. Settings
1	DEFAULT			
2	PSERVER	192.20.20.20	1200	LPT1
3	ACCT	192.20.20.22	1	
4	ACCTSWE	192.20.20.24		LPT1
5				
6				
7				
8				
9				

If no Printers are listed, Hansa will always use the Printer selected in the Control Panel (Windows) or Chooser (Macintosh), for both reports and documents. It is likely that this will be the case in single-user installations of Hansa.



The Printer described in the first row should be the one that you wish to be used as a default printer: it will be used if no Printer has been specified for use with a particular document. It is recommended that this row be left blank (apart from the Code) as in the illustration, signifying that the Printer selected in the Control Panel (Windows) or Chooser (Macintosh) will be the default Printer.

For each available printer, the fields should be completed as outlined below—

**Code** Enter here an arbitrary name for the printer. When defining documents, this Code will be used to determine which printer will be used to print them out (see example below).

#### **Print Server IP & Port**

Enter here the full network IP address of the computer to which the printer is attached. If the printer is attached to a printer server, that server must be switched on and Hansa must be running.

In the example illustrated, the Printer known to Hansa as “PSERVER” is attached to a print server whose IP address is 192.20.20.20, while the “ACCT” Printer is attached to a computer with the IP address of 192.20.20.22. The “DEFAULT” printer has a blank IP address, signifying that the printer is attached to your own computer: the first row of the Printers setting should always have a blank IP address.

The IP address of a particular computer can be obtained from the appropriate communications Control Panel.

The Hansa print server facility and the third column of the grid are described below.

**Hardw. Port** Enter here the port of the computer named in the previous field to which the printer is attached. The following values can be used—

**Blank or P** Leaving the Port blank (or entering “P”) will cause the default printer of the specified computer to be used (i.e. that which has been selected in the Control Panel or Chooser). In this case, the built-in printer drivers will be used.

**LPT1 - LPT5** To print directly to a parallel port of the Windows machine whose IP address appears in the Print

Server field, enter the port number here (between LPT1 and LPT5). The built in Windows printer driver will be bypassed.

**COM1 - COM5** To print directly to a serial port of the Windows machine whose IP address appears in the Print Server IP field, enter the port number here (between COM1 and COM5). The built in Windows printer driver will be bypassed.

In some Windows NT4 installations, the serial port entry can be case sensitive. An entry of "com1" can sometimes be successful where "COM1" fails.

**LP0 - LP3** To print directly to a parallel port of the Linux machine whose IP address appears in the Print Server field, enter the port number here (between LP0 and LP3).

**1 or 5** To print directly to the printer port of the Macintosh whose IP address appears in the Print Server IP field, enter "1" or "5" here. Use "1" if the printer communicates at 9.6kbps (standard) or "5" if it communicates at 57kbps. The built in Macintosh printer driver will be bypassed.

**F** This signifies that the machine whose IP address appears in the Print Server IP field is a Fax Server. In the third column of the grid, enter the port number of the Hansa Fax Server. This should be the port specified in the Print Server Port field in the Program Mode register on the Hansa Fax Server.

In all cases when a Port is indicated, Hansa will only send variable data for a document through the port. All text items and formatting information will be lost, but the physical positioning on the page is preserved. It is thus assumed that pre-printed stationery is being used.

Note that if you have a printer installed (using a driver in the Control Panel or Chooser) but are printing directly to the serial/parallel port, the driver can interfere with the direct printing from Hansa. If you have problems try to deinstall the printer drivers.

### Defining when Printers are to be used

Hansa's documents are user-definable, a process which can include specifying which printer is to be used for a specific document. For example, you may wish to print a document to a specific printer that you know will always contain the correct stationery. The following example will use the Invoice Definition window to illustrate the process, but the procedure can be followed for any of Hansa's user-definable documents.

Having entered all available printers in the Printers setting as described above, move to the Sales Ledger and click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Highlight 'Invoices' in the 'Documents' list window and select 'Define Document' from the Operations menu.

The following window opens—

Seq	Lang	Us. Gr.	Ser. No.	Form	Printer
1	ENG			INVOICE	ACCT
2	SWE			FAKTURA	ACCTSW
3					
4					
5					
6					
7					
8					
9					

In this example, which refers to the Printer setting illustrated on the previous page, Swedish language Customers will have their Invoices printed using a Swedish language invoice Form "FAKTURA". The printout is sent to the printer attached to the LPT1 port of the Windows computer with IP address 192.20.20.24. English language Customers will have their Invoices printed on the printer attached to the Macintosh with IP address 192.20.20.22, and they will use the English language Form "INVOICE". The 'Paste Special' function can be used from the Printer field to obtain a list of printers.

The "FAKTURA" and "INVOICE" Forms are designed using the Form register described later in this chapter.

If the Printer field is blank in any row in the 'Define Document' window, the first record in the Printers setting will be used.

## Setting up a Print Server

In some larger installations it can be useful to set up a print server to look after the printing of documents. Hansa can be configured to act as a print server. It periodically interrogates the data server for print jobs. When a user prints a document, it is held on the data server until the next interrogation by the print server. It is then taken from the data server by the print server. The data server is therefore made available for the next data processing task more quickly while the print server looks after communications with the printer.

The copy of Hansa that acts as the print server should be on its own dedicated machine (i.e. not on the same machine as the data server or any of the clients). Up to six printers can be attached to this machine. Because the print server is on a separate machine, it must be backed up separately.

To configure the Hansa print server, follow these steps—

1. Create a new database on the machine that is to act as your dedicated print server following the instructions in the section entitled 'Creating a New Database' in the first chapter of this manual. Only one Company is necessary: specify a suitable name such as "Hansa Print Server".
2. Using the Modules menu, change to the System module and open the System Usage setting. Ensure that the Server box on card 1 is checked. This may result in you needing to apply for a new database key for the print server database.
3. Select 'Technics' from the Modules menu and click the [Prog Mode] button in the bottom left-hand corner of the screen (or select 'Program Mode' from the Registers menu).

4. Complete the 'Server' and 'Print Server' cards of this setting as follows—

### *Server Card*

#### **Server Port**

Enter an arbitrary four-digit code to identify the database. Even though the sole purpose of this database is to act as a print server and so no clients will be logging on, a Server Port number is still required to activate TCP/IP. The Port specified here must be unique (i.e. it must be different to the Server Port specified in the data server).

### *Print Server Card*

**Print Server Port** Enter the Server Port specified in the Program Mode register on the data server. This is used to enable the print server to locate the correct copy of Hansa on the server. If you are using the Hansa parallel server facility, enter the Server Port from the distributor.

A consequence of this field is that if you have more than one data server machine (with different databases), you will need a separate print server for each one.

#### **Auto Connect Serv IP**

Specify here the IP address of the data server machine. This can be obtained from the TCP/IP control software

on the server and is used to enable the print server to locate the correct data server on the network. If you are using the Hansa parallel server facility, enter the IP address of the distributor.

**Auto Connect Time (secs)**

The print server periodically interrogates the data server for print jobs. Specify here in seconds how often it should do this (10 is the recommended figure).

**Fax Interval (secs)** This field is used for fax servers only. Please refer to the section below entitled 'Setting up a Fax Server' for details.

**Port** This field should be the same as the Print Server Port above.

**Auto Connect as Print Server**

This box must be checked on the print server to ensure it checks the data server for print jobs every so often.

5. Once the 'Server' and 'Print Server' cards of this register are complete, click the [Save] button in the Button Bar to save. If you have entered any Port numbers for the first time (or changed the ones that were already there), quit Hansa and restart to allow the changes to take effect.
6. If you have used the Timed Operations setting in the Technics module on the main data server to ensure it creates a daily back-up file or to specify that it starts up and shuts down automatically, you should use the same setting on the print server to shut it down during this time. The print server interrogates the data server periodically: it will not get a response when the data server is backing itself up or is shut down.

If you have used the Timed Operations setting on the main data server to create a daily back-up file (i.e. you have entered an Operation Time, checked the backup box and specified a Backup Path), the Database Closing Time on the print server should be set to three minutes before the Operation Time on the data server. The Database Opening Time on the print server should be a few minutes after the back-up process on the data server has finished.

If you have used the Timed Operations setting on the main data server to shut it down during the night, perhaps to allow third-party back-up software to operate (i.e. you have entered Database Opening and Closing Times), the Database Closing Time on the print server should be set to three minutes before the Database Closing Time on the data server. The

Database Opening Time on the print server should be a few minutes after the Database Opening Time on the data server.

In both cases, the Database Opening Time on the print server should be before the time when users begin logging in to the data server.

7. The final task is to select 'Server' or 'External Gateway' from the Modules menu. The 'Server Status' screen appears. The print server can now be left alone. 'External Gateway' is recommended as you can change from there to the Technics module to check settings etc when necessary. If you do this, return to the External Gateway module when you've finished, to prevent messages appearing that will stop the program running. In the Server and External Gateway, these messages will be written to the log file and will not appear on screen.
8. Changing to the data server (or to one of the clients with access to the System module), the Printers setting should now be configured to make the print server available. If you choose to do this work on the server and it is running, ensure no other user is logged in, select 'Quit, remove autoserver' from the File menu and restart Hansa. You will then be able to change the Printers setting. If your server does not have a graphical interface, you will need to change the Printers setting from a client machine.

The screenshot shows a window titled 'Printers: Inspect' with a 'Save' button in the top right corner. Below the button is a table with the following columns: 'Code', 'Print Server IP & Port', 'Hardw Port', and 'Print. Settings'. The table contains the following data:

	Code	Print Server IP & Port	Hardw Port	Print. Settings
1	DEFAULT			
2	PSEVER	192.20.20.20	1200	LPT1
3	ACCT	192.20.20.22	1	
4	ACCTWE	192.20.20.24		LPT1
5				
6				
7				
8				
9				

The first row of this setting should be blank (apart from the Code) as in the illustration, signifying that the Printer selected in the Control Panel (Windows) or Chooser (Macintosh) will be the default Printer.

In the illustration, the print server has been entered on the second row. The IP address of the print server machine has been entered in the Print Server IP field and the Port field shows the same number that was entered to the Print Server Port field in the Program Mode register on the

print server (step 4 above). Use the Hardware Port to instruct the print server which printer is to be used. If several printers have been attached to the print server, you should enter separate rows in this setting with appropriate Hardware Ports to allow documents to be printed on the correct printer.

When the Printers setting is complete, save it by clicking the [Save] button in the Button Bar.

9. Finally, following the instructions in the 'Defining when Printers are to be used' section above, go to the 'Define Document' window for each document that is to be printed through the print server and specify the print server in the Printer field.

	Seq	Lang	Us. Gr.	Ser. No.	Form	Printer
1					PURCHASE_ORDER	PSERVER
2						
3						
4						
5						
6						
7						
8						
9						

### Setting up a Fax Server

In some larger installations it can be useful to set up a fax server to fax documents to their recipients. Hansa can be configured to act as a fax server. In the same manner as the print server described above, it periodically interrogates the data server for fax jobs. When a user prints a document that is to be sent by fax, it is held on the data server until the next interrogation by the fax server. It is then taken from the data server by the fax server. The data server is therefore made available for the next data processing task more quickly while the fax server looks after communications with the recipient's fax machine.

The copy of Hansa that acts as the fax server should be on its own dedicated machine (i.e. not on the same machine as the data server or any of the clients) although it can be the copy of Hansa that is being used as the print server. If so, remember that there may be a delay in printing if a document is being faxed. The machine must be a Macintosh containing or connected to a fax modem and with a fixed IP address. The operating system should be OS 9.



Because it is on a separate machine, the fax server must be backed up separately.

To configure the Hansa fax server, follow these steps—

1. Create a new database on the machine that is to act as your dedicated fax server following the instructions in the section entitled ‘Creating a New Database’ in the first chapter of this manual. Only one Company is necessary: specify a suitable name such as “Hansa Fax Server”.
2. Using the Modules menu, change to the System module and open the System Usage setting. Ensure that the Server box on card 1 and the Fax box on card 5 are both checked. This may result in you needing to apply for a new database key for the fax server database.
3. Select ‘Technics’ from the Modules menu and click the [Prog Mode] button in the bottom left-hand corner of the screen (or select ‘Program Mode’ from the Registers menu).
4. Complete the ‘Server’ and ‘Print Server’ cards of this setting in the same manner as described for the print server above. The Fax Interval is the time in seconds that the fax server should wait between faxes. The fax server is fully occupied when it is sending a fax and can’t be used, so there needs to be an interval time to allow you to check the fax queue between faxes if necessary. If you leave the Fax Interval field blank, the interval will be 30 seconds.

Click the [Save] button in the Button Bar to save. If you have entered any Port numbers for the first time (or changed the ones that were already there), quit Hansa and restart to allow the changes to take effect.

If you have already set up your print server and want it to be the fax server as well, there is no need to do this step.

5. Staying in the Technics module, open the Fax Settings setting—

<b>Fax Modem Type</b>	<b>Paste Special</b>	Choices of possible entries
		Specify here the type of fax modem that is connected to your fax server machine. If your fax modem is not listed in the 'Paste Special' list, please contact your local Hansa representatives, although "US Robotics 56K" can be used for the majority of modems.
<b>Fax Baud Rate</b>	<b>Paste Special</b>	Choices of possible entries
		Enter the speed of your fax modem in bps here.
<b>Port</b>	<b>Paste Special</b>	Choices of possible entries
		Specify here the hardware port used for communication between the fax server computer and the modem.
<b>Dial Prefix</b>		If the modem needs to dial a number (e.g. to get an outside line) before the fax number itself, enter that number here.
<b>Speaker</b>		Click an option to choose when you want to hear sound from the modem.
<b>Resolution</b>		Click an option to choose the resolution of faxed documents.

When the setting is complete, save it by clicking the [Save] button in the Button Bar.

6. If you have used the Timed Operations setting in the Technics module on the main data server to ensure it creates a daily back-up file or to specify that it starts up and shuts down automatically, you should use the same

setting on the fax server to shut it down during this time. The fax server interrogates the data server periodically: it will not get a response when the data server is backing itself up or is shut down.

If you have used the Timed Operations setting on the main data server to create a daily back-up file (i.e. you have entered an Operation Time, checked the backup box and specified a Backup Path), the Database Closing Time on the fax server should be set to three minutes before the Operation Time on the data server. The Database Opening Time on the fax server should be a few minutes after the back-up process on the data server has finished.

If you have used the Timed Operations setting on the main data server to shut it down during the night, perhaps to allow third-party back-up software to operate (i.e. you have entered Database Opening and Closing Times), the Database Closing Time on the fax server should be set to three minutes before the Database Closing Time on the data server. The Database Opening Time on the fax server should be a few minutes after the Database Opening Time on the data server.

In both cases, the Database Opening Time on the fax server should be before the time when users begin logging in to the data server.

7. The final task is to select 'Server' from the Modules menu. The 'Server Status' screen appears. The fax server can now be left alone. 'External Gateway' is recommended as you can change from there to the Technics module to check the fax queue when necessary. If you do this, return to the External Gateway module when you've finished, to prevent messages appearing that will stop the program running. In the Server and External Gateway, these messages will be written to the log file and will not appear on screen.
8. Changing to the data server (or to one of the clients with access to the System module), open the System Usage setting in the System module and ensure that the Fax box on card 5 is checked. This may result in you needing to apply for a new database key for the main database. If you choose to do this work on the server and it is running, ensure no other user is logged in, select 'Quit, remove autoserver' from the File menu and restart Hansa. You will then be able to change the System Usage setting. If your server does not have a graphical interface, you will need to change the System Usage and Printers (step 9 below) settings from a client machine.

9. The Printers setting should now be configured to make the fax server available.

The screenshot shows a window titled 'Printers: Inspect' with a 'Save' button in the top right corner. Below the button is a table with the following columns: 'Code', 'Print Server IP & Port', 'Hardw Port', and 'Prnt. Settings'. The table contains five rows of data, with the first row being a header and the subsequent four rows representing different printer configurations. The first row is blank except for the 'Code' column which contains '1'. The second row has '2' in the 'Code' column, 'PSERVER' in the 'Print Server IP & Port' column, '1200' in the 'Hardw Port' column, and 'LPT1' in the 'Prnt. Settings' column. The third row has '3' in the 'Code' column, '192.20.20.22' in the 'Print Server IP & Port' column, '1' in the 'Hardw Port' column, and 'LPT1' in the 'Prnt. Settings' column. The fourth row has '4' in the 'Code' column, '192.20.20.24' in the 'Print Server IP & Port' column, '1200' in the 'Hardw Port' column, and 'F' in the 'Prnt. Settings' column. The fifth row has '5' in the 'Code' column, '192.20.20.28' in the 'Print Server IP & Port' column, and is blank in the other columns. The table has a scrollbar on the right side.

	Code	Print Server IP & Port	Hardw Port	Prnt. Settings
1	DEFAULT			
2	PSERVER	192.20.20.20	1200	LPT1
3	ACCT	192.20.20.22	1	LPT1
4	ACCTSWE	192.20.20.24	1200	F
5	FSERVER	192.20.20.28		
6				
7				
8				
9				

The first row of this setting should be blank (apart from the Code) as in the illustration, signifying that the Printer selected in the Control Panel (Windows) or Chooser (Macintosh) will be the default Printer.

In the illustration, the fax server has been entered on the bottom row. The IP address of the fax server machine has been entered in the Print Server IP field and the Port field shows the same number that was entered to the Print Server Port field in the Program Mode register on the fax server (step 4 above). The Hardware Port has been set to "F", to instruct the fax server that the fax modem is to be used. Separate machines are being used as the fax and print servers.

When the Printers setting is complete, save it by clicking the [Save] button in the Button Bar.

10. Finally, following the instructions in the 'Defining when Printers are to be used' section above, go to the 'Define Document' window for each document that is to be printed through the fax server and specify the fax server in the Printer field.

	Seq	Lang	Us. Gr.	Ser. No.	Form	Printer
1	1				PURCHASE_ORDER	PSERVER
2	2				PURCHASE_ORDER	FSERVER
3						
4						
5						
6						
7						
8						
9						

In the example illustration, it has been determined that Purchase Orders will first be printed on the print server (providing a hard copy for checking and filing) and then on the fax server. The fax number will be taken from the appropriate Supplier record. Note that because the same document is being printed twice, the Seq. field has been used to specify the order of printing.

Note that any pictures included in the Form (i.e. PICT and EPS files on Macintosh, BMP in Windows) will not be faxed.

Note too that fax numbers should not contain spaces, dashes or other non-numeric characters if you will be sending faxes through the fax server. These characters can be removed using the 'Update Fax Numbers' Maintenance function, described later in this chapter.

### *Managing the Fax Server*

When a user prints a document that is to be sent by fax, it is held on the data server until the next interrogation by the fax server. It is then taken from the data server by the fax server, where it is placed in a queue. You can view this queue on the fax server machine by opening the Fax Queue register in the Technics module.

The Fax Queue register has the following features—

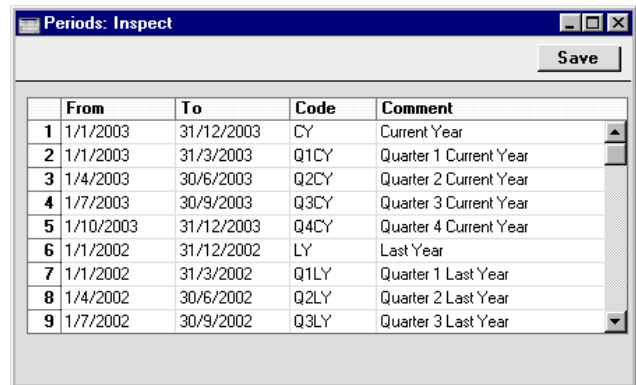
- Invoices and Quotations are placed in the Queue with a higher priority than Customer Letters.
- Successful faxes will be deleted from the Queue automatically.
- If a fax is not sent the first time, two more attempts will be made to send it. If it is still unsuccessful, it will not be deleted from the Queue, from where you can delete it or try sending it again. The Failed column in the

'Fax Queue: Browse' window will show how many attempts have been made to send a particular fax.

- To try sending an unsuccessful fax again, open it from the 'Fax Queue: Browse' window and choose 'Retry Fax' from the Operations menu. You can change the Fax Number before selecting this function. If you want three more attempts to be made to send the fax, set the number of Tries back to zero and save. To try sending all unsuccessful faxes again, choose 'Retry All' from the Operations menu of the 'Fax Queue: Browse' window.
- To pause all fax activity, select 'Add Pause Fax Job' from the Operations menu of the 'Fax Queue: Browse' window. A dummy record is added to the head of the Fax Queue. No faxes will be sent until you delete this record. The fax server is fully occupied when it is sending faxes and can't be used, so you should use this feature if you need to work on the fax server machine (e.g. you need to check the contents of the Fax Queue).
- To remove a fax from the Queue, open it from the 'Fax Queue: Browse' window and choose 'Remove Fax Job' from the Operations menu. To remove all faxes from the Queue, choose 'Remove All Fax Jobs' from the Operations menu of the 'Fax Queue: Browse' window.

## Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when producing reports: using 'Paste Special' from the Period field of a report specification window will bring up a list of the Report Periods entered using this setting. For example, if you want to produce monthly reports you should define each month in the setting.



The screenshot shows a window titled "Periods: Inspect" with a "Save" button in the top right corner. Below the button is a table with four columns: "From", "To", "Code", and "Comment". The table contains nine rows of data, numbered 1 through 9 in the first column. The data represents various time periods, including current and last years, and quarters.

	From	To	Code	Comment
1	1/1/2003	31/12/2003	CY	Current Year
2	1/1/2003	31/3/2003	Q1CY	Quarter 1 Current Year
3	1/4/2003	30/6/2003	Q2CY	Quarter 2 Current Year
4	1/7/2003	30/9/2003	Q3CY	Quarter 3 Current Year
5	1/10/2003	31/12/2003	Q4CY	Quarter 4 Current Year
6	1/1/2002	31/12/2002	LY	Last Year
7	1/1/2002	31/3/2002	Q1LY	Quarter 1 Last Year
8	1/4/2002	30/6/2002	Q2LY	Quarter 2 Last Year
9	1/7/2002	30/9/2002	Q3LY	Quarter 3 Last Year

Once memorised, the Code can be used as a fast way of choosing a Report Period. For example, using the Report Periods illustrated above, type "Q1CY" in the Period field of a report specification window when you want the report to cover the period "1/1/2003:31/3/2003".

To enter a new Reporting Period, simply click in the first blank line and enter details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.

Note that the Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful option is always offered as a default. To delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

## Round Off

In this setting you control the way calculations are rounded off. The setting is used by Quotations, Sales and Purchase Orders and Sales and Purchase Invoices. Any amounts lost or gained from the rounding off process are posted to the Round Off Account specified in the Account Usage S/L setting.

This Account is used in Transactions generated both from the Sales Ledger and from the Purchase Ledger.

**Round Off: Inspect** [Save]

**Total**

- ☒ Two Decimals
- ☐ 0.05
- ☐ One Decimal
- ☐ No Decimals
- ☐ Hundreds
- ☐ Thousands

**VAT**

- ☒ Two Decimals
- ☐ 0.05
- ☐ One Decimal
- ☐ No Decimals
- ☐ Hundreds
- ☐ Thousands

**Calc FIFO Value**

- ☐ Five Decimals
- ☐ Four Decimals
- ☐ Three Decimals
- ☒ Two Decimals
- ☐ One Decimal
- ☐ No Decimals

**Discount Calculation**

- ☒ Value Discount
- ☐ Price Discount

**VAT Calculation**

- ☒ Per VAT Code
- ☐ Per Row

**Total** This set of options is used to set the rule for rounding off Total figures (i.e. including VAT) in Invoices, Orders, Purchase Orders and Quotations whose Currency field is blank and for those whose Currency is not entered in the Currency Round Off setting.

**VAT** This set of options allows you to use a different rounding off rule for taxes. This rule applies to Quotations, Orders, Invoices, Purchase Orders and Purchase Invoices whose Currency field is blank and for those whose Currency is not entered in the Currency Round Off setting.

**FIFO** This set of options allows you to determine the rounding options used when calculating FIFO values in the Stock List report.

#### Discount Calculation

This set of options allows you to determine how discounts are calculated throughout Hansa (i.e. in Quotations, Sales and Purchase Orders, Invoices, Contracts, Work Sheets and Project Budgets). In certain circumstances (where there is a very small unit price and a large quantity), the two alternatives can produce different results due to rounding. If the Value Discount option is chosen, the discount will be calculated after the



multiplication of the unit price and the quantity. If the Price Discount option is chosen, the discount will be applied to the unit price before it is multiplied by the quantity.

For example, you receive an Order for 20,000 items priced at 0.05 with a 25% discount. With the Value Discount option selected, the calculated discount is 250—

$$20000 \times 0.05 = 1000. 25\% \text{ of } 1000 = 250$$

With the Price Discount option selected, the calculated discount is 200—

$$25\% \text{ of } 0.05 \text{ rounded to two decimal places is } 0.01. 0.01 \times 20000 \text{ is } 200$$

**VAT Calculation** Specify here how VAT is to be rounded off.

**Per VAT Code** A VAT subtotal is calculated for each VAT Code used in the transaction. These subtotals are then rounded as determined in the Currency Round Off setting or using the option chosen above (whichever is appropriate). The subtotals are then added together to produce the overall VAT total.

**Per Row** The VAT amount for each individual transaction row is rounded as determined in the Currency Round Off setting or using the option chosen above (whichever is appropriate). These amounts are then added together to produce the overall VAT total.

Note that the transaction row sum is rounded as determined in the Currency Round Off setting or to two decimal places (whichever is appropriate) before the VAT calculation is carried out.

Click [Save] to save any changes and close, or the close box to close without saving changes.

## Sales Groups

Sales Groups are used to divide the employees of your company into groups. These groups will be used by the Limited Access module.

Code	Name
I	International Sales
S	Showroom Sales
T	Telephone Sales

The 'Sales Groups: Browse' window lists the available Sales Groups: to enter a new record, click the [New] button in the Button Bar. The 'Sales Group: New' window appears: enter the details as appropriate and click [Save] to save the new record.

Once you have defined your Sales Groups, you should assign one Group to each Person record, using the Sales Group field on the 'Access' card—

Person: Inspect

Signature: FF ☐ Closed ☐ Allow FTP Access

Name: Francoise French

Access Group:  Limited Access: ☐ No Limitation ☐ Group Only ☐ User Only

Sales Group: I

Language:  ☐ Only Voice Login

Job Group: SEN Cost per Hour: 50.00

Job Descr.:  Price per Hour: 85.00

☐ Short Codes only

	Short Code	Project	Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			

Many registers (e.g. Customers, Invoices) have a Sales Group field. When a Person is assigned to a record in one of these registers, their Sales Group will be brought in automatically—

Customer: Inspect

Operations

NewDuplicateCancelSave

No.009ShortCategory

NameGiacomelli SPA

Department

ContactDeliveryTermsPricingCompanyWebUser Defined

Default ItemsCO

Price List

Discount Matrix

SalesmanFF

Sales GroupI

Price Based On

- Order Date
- Planned Del. Date
- Despatch Dates

Currency

Comment

Warning

Reg. No.1

Reg. No.2

CountryITALY

LanguageIT

VAT Code

Zone

- Domestic
- Within EU
- Outside EU

VAT Reg No

Web Conf.

Web Start Page

Freight Code

Main Classification3

Display on the Web

Where a register has a Sales Group field, the Button Bar of the browse window will contain three extra buttons—

Customers: Browse

Operations

NewDuplicateSearch

No.	Short	Cat	Name	Phone	Contact	Department
001		1	Against All Odds Trading Co	01857 122544	Joseph Conrad	
002		2	New World Import/Export	C00 852 2123 4567	Li Wuan Sok	
003			Schmidt GmbH	49 49 732 40		
004			OsloTrading Co	00 47 12 34 56 78		
005			Moscow Trading Co	00 7095 242 9400		
006			Estonian Export	00 372 123 4567		
007			Du Pont et cie	00 33 1 23 45 67 8		
008		USS	The American Dream Inc	00 1 651 987 6542	Mrs Williamson	
009			Giacomelli SPA	00 39 1 2345 678		
010			Gdansk Shipyard	00 48 12 345 67 8		

You can use these buttons if the Limited Access module is present, as follows—




Lists all records in the register.

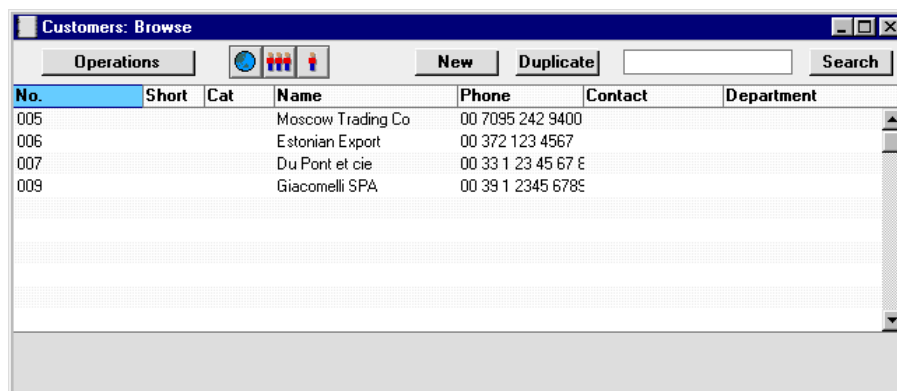


Lists records belonging to members of the same Sales Group as the current user (i.e. records whose Sales Group is the same as that of the current user).



Lists records belonging to the current user (i.e. records whose Person field contains the initials of the current user).

For example, in the illustration below, user FF has clicked the  button in the 'Customers: Browse' window so that it only lists the Customers whose Sales Group is I (i.e. the Sales Group in her Person record)—



No.	Short	Cat	Name	Phone	Contact	Department
005			Moscow Trading Co	00 7095 242 9400		
006			Estonian Export	00 372 123 4567		
007			Du Pont et cie	00 33 1 23 45 67 8		
009			Giacomelli SPA	00 39 1 2345 6789		

Referring back to the illustration of the Person record earlier in this section, you can also prevent a user from seeing all records in a register by restricting their view to their own records or to those of their Sales Group. This applies to registers whose browse windows have the three buttons shown above, and is done by choosing a Limited Access option for each Person. The options are—

**No Limitation**

The Person will be able to see all the records in the register. They will be able to reduce the list so that it only shows records belonging to members of their Sales Group or their own records, using the buttons described above.

**Group Only**

The Person will only be able to see those records belonging to members of their Sales Group. They will be able to reduce the list to show their own records only.

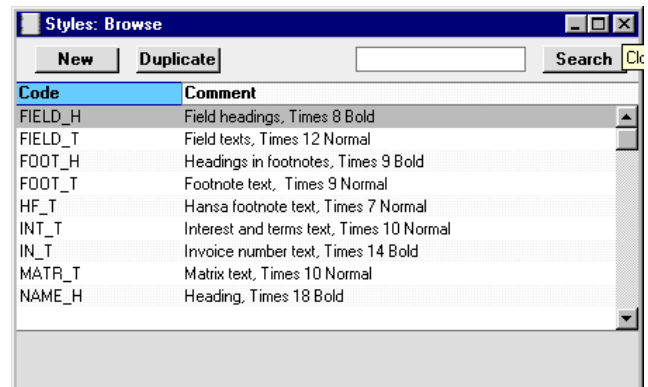
**User Only**      The Person will only be able to see their own records.

If you want to use these features, check the Limited Access box on card 4 of the System Usage setting in the System module. Remember that any changes made in this setting will require you to apply for a new Enabler key.

## Styles

In this setting, you can define the different font Styles to be used in the Fields and Text objects in your Forms, ensuring a consistency of appearance.

Double-click 'Styles' in the 'Settings' list in the System module to open the 'Styles: Browse' window and see a list of the defined Styles.



Double-click on a line to open the edit window.

**Code** The code for the Style.

**Comment** Any description.

**Mac/Windows/Linux Font**

**Paste Special** Fonts available on your computer

The name of the font file, as it appears in the Windows directory or the System folder.

**Mac/Windows/Linux Size**

The font size in points.

**Styles** Select one of the available style types.

**Character Spacing**

This is used when printing bank giro forms, where a fixed character spacing is required. Specify here the spacing in pixels from the start of one character to the start of the next. Usually this will be six pixels or less.

Styles with a Character Spacing can only be used in Fields and Text objects with a left or right justification. The Character Spacing will have no effect in Fields and Text objects with a centre justification.

This feature is Macintosh only.

**Do not use ANSI character set**

Use this option if the Style is to use a non-standard character set (for example, that used in barcodes).

If you are using Hansa on a mixed network with Linux, Windows and Macintosh clients in any combination, you should specify Fonts and Sizes for each platform in each Style record.

## **Sub-ledger Control Accounts**

In this setting you specify the Accounts that are to be part of the sub-ledger Control Accounts feature. This is activated for the Sales and Purchase Ledgers using the Sub-ledger Checking check boxes on card 1 of the Account Usage S/L and Account Usage P/L settings respectively.

The feature prevents the user posting to the specified Control Accounts manually from the Transaction register in the Nominal Ledger. Instead, it will only be possible to post to these Accounts (such as, on the Sales Ledger side, Debtor Accounts) from the sub-ledger (i.e. from Invoices or Receipts in the Sales Ledger). If you try to post to a controlled Account directly from the Nominal Ledger (using the Transaction register) you will get an alert message.

If this feature is in use, you will still be able to enter Receipts and Payments by journal in the Nominal Ledger. However, it will prevent you from using the Debtor and Creditor Accounts accidentally and incorrectly in other Nominal Ledger Transactions, thus rendering them inaccurate. For details of this process, please refer to the description of flip E of the Transaction screen in the 'Nominal Ledger' chapter in Volume 2b of these manuals.

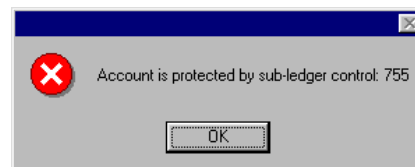
The Debtor and Creditor Control Accounts specified on card 1 of the Account Usage S/L and P/L settings are automatically protected when this feature is activated. All other Accounts that you want to be part of the sub-ledger control feature (i.e. the Accounts which are not to be used in the Transaction register) must be entered in this setting. To do this, double-click 'Sub-ledger Control Accounts' in the 'Settings' list. The 'Sub-ledger Control Accounts: Inspect' window is shown.

For each row, use the Code field to enter an Account Category. Two Account Categories are valid: 1 for accounts receivable (debtors), and 2 for accounts payable (creditors). In the Account field, enter the Account Number of the Control Account of which use in the Nominal Ledger is to be prohibited. Use 'Paste Special' if necessary. The text in the Type field is entered by the program, depending on the Account Category chosen.

	Cd	Account	Type
1	1	755	Debtors
2	2	805	Creditors
3	2	810	Creditors
4			
5			
6			
7			
8			
9			

Click [Save] to save the changes and close, or the close box to close without saving changes.

An attempt to enter or change a Transaction posting to a protected Account will give the following error message—



If you are using the Sub-ledger Checking feature and need to specify separate Debtor Accounts for each Customer Category, those Accounts must first be listed in this setting. Similarly, all Accounts that are entered as Creditor Accounts in Suppliers and Supplier Categories must also be listed here.

## System Usage

This setting is used to register which modules have been purchased, how many Companies there are in your Hansa database and how many users will have access to the system. Once this has been done, Hansa will generate a Control Code, which should be quoted when it is necessary to obtain an Enabler Key. The setting is fully described in the sections entitled 'Modules,



Users and Companies’ and ‘The Database Key’ in the first chapter of this manual.

## Values in Text

Many documents can be printed showing amounts in words, rather than figures. This will most commonly be required when printing cheques. Hansa needs to be informed of the words and rules to be used, because this can be done in different Languages. This work is done in the Values in Text setting, which can store a separate record for each Language.

Double-click ‘Values in Text’ in the ‘Settings’ list in the System module to open the ‘Values in Text: Browse’ window. This contains a list of the records already entered to this setting, one for each Language. Double-click on a line to open the edit window, or click the [New] button to create a new record.

When the record is complete, click the [Save] button in the Button Bar to save it, or use the close box to close it without saving changes.

### Card 1

The screenshot shows the 'Values in Text: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these, there are fields for 'Language' (set to 'ENG') and 'Comment' (set to 'English'). A tab bar shows '1' and '2', with '1' selected. The main area contains a grid of input fields for numerical values in words. The grid is organized as follows:

1		2		3		4	
Billions 1	billion	2-4	billion	5-9	billion	Tens	billion
Millions 1	million	2-4	million	5-9	million	Tens	million
Thousands 1	thousand	2-4	thousand	5-9	thousand	Tens	thousand
Hundreds 1	one hundred	2	two hundred	3	three hundred	Hund. 1(Single)	one hundred
Hundreds 4	four hundred	5	five hundred	6	six hundred		
Hundreds 7	seven hundred	8	eight hundred	9	nine hundred		

Enter a Language Code: Hansa will prevent you from entering more than one record for a particular Language. Use ‘Paste Special’ if necessary. Complete the remaining fields as shown in the illustration. Note how Hundreds are treated differently in that there is a separate field for each one and in each case you should type in the word for the number of Hundreds as well as the word “Hundred” itself. The Hund .1 (Single) field is used for one hundred when it's not followed by any tens or units (e.g. 100.00, 2100.00, 100.10), while the Hundreds 1 field is used at other times (e.g. 110.00, 101.00 and 2110.00).

## Card 2

Values in Text: Inspect

Language: ENG Comment: English

1 2

Text up to a Hundred	
1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine
10	ten
11	eleven
12	twelve
13	thirteen
14	fourteen
15	fifteen
16	sixteen
17	seventeen
18	eighteen
19	nineteen
20	twenty

Hundreds and Tens Conjunction: and

Decimals Conjunction:

Trailing Text: only

Zero: zero

Print Currency: ☒ After the Value ☐ Before the Value

The Minor Currency In: ☒ Numbers ☐ Text

☐ Cut Decimals

**Text up to a Hundred**

Use this grid to enter words for each number between one and 99.

In Languages that do not have genders, use the left-hand column only, as shown in the illustration. In Languages where each number has separate masculine and feminine forms to agree with Currency names of different genders, enter the masculine form in the left-hand column and the feminine form in the right-hand column.

**Hundreds and Tens Conjunction**

Enter here the word that is to appear between the hundreds and the tens in any amount. In English, the word “and” is used (for example, one hundred and twenty).

**Decimals Conjunction**

Enter here the word that is to appear between the Major and Minor Currency amounts. In English, it is not necessary to have such a word, so the field can be left blank (for example five pounds forty pence, or five pounds and forty pence to illustrate where the word would appear, if one were specified).

**Trailing Text**

Enter here any text that is to appear after the amount. For example, some users might require the word “only” to appear after the amount on their cheques.

**Zero**

Enter here the word to be used for zero.

**Print Currency**

Use these options to specify whether the word for the Currency appears before the amount or after it. In the latter case, it will appear before the Minor Currency amount. For example, £5.40 can be written as pounds five forty pence or as five pounds forty pence. The word for the Currency itself (“pounds” in the example) is entered in the Currency register, also in the System module.

**The Minor Currency In**

The Minor Currency is the one hundredth part of the Currency (for example, pence, cents or öre). Use this option to specify whether the amount is to appear in words or figures. Note that the word for the Minor Currency is not entered here but in the Currencies setting, also in the System module.

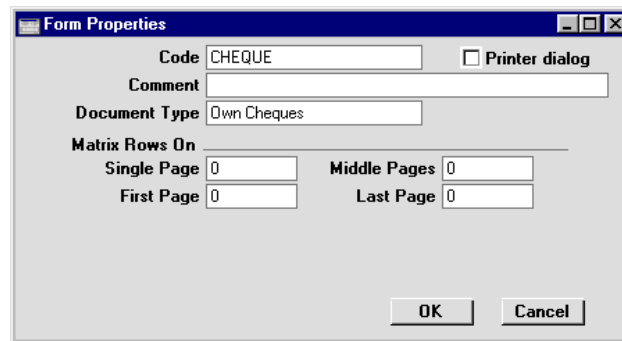
**Cut Decimals**

Check this box if you do not want Minor Currency amounts to be printed. For example, if this box is checked, an amount of £5.40 will be printed as five pounds. Unlike the other fields and check boxes described above, this option affects amounts both in words and in figures. It should only be used with Currencies where there are no Minor Currency values e.g. in Byelorussia.

## Including Amounts in Words in Documents

When it is necessary to include amounts in words as defined in this setting in a document, follow these steps—

1. In the System module, open the Form register by clicking the [Forms] button in the Master Control panel or by selecting 'Forms' from the Registers menu.
2. A list of Forms is opened. Find the one that is to feature the amount in words and double-click, or click [New] in the Button Bar to create a new one.
3. Amounts in words can be included in Forms of most types. To check, change or set the type of a Form, select 'Properties' from the Operations menu. The following window appears—

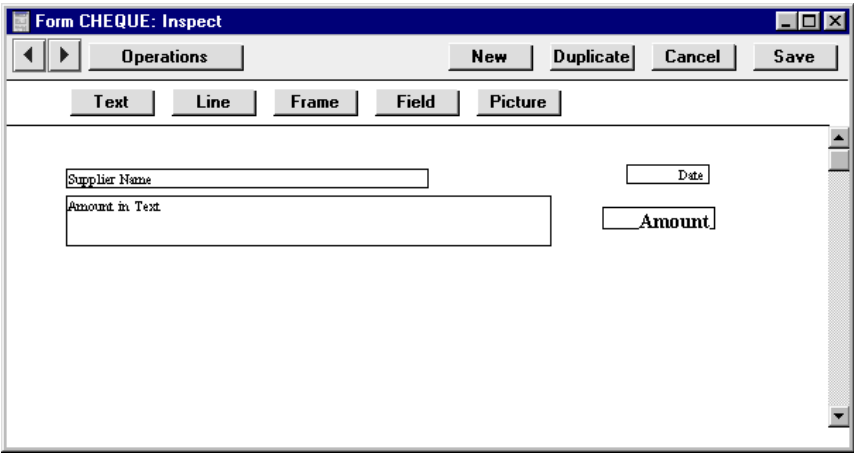
The image shows a 'Form Properties' dialog box with a blue title bar. It contains several input fields: 'Code' with the value 'CHEQUE', 'Comment' (empty), 'Document Type' with the value 'Own Cheques', and a section titled 'Matrix Rows On' containing four sub-fields: 'Single Page' (0), 'First Page' (0), 'Middle Pages' (0), and 'Last Page' (0). There is an unchecked checkbox labeled 'Printer dialog' to the right of the 'Code' field. At the bottom right, there are 'OK' and 'Cancel' buttons.

With the cursor in the Document Type field, use 'Paste Special' to bring up a list of Document Types. It is a good idea to give each Form a Document Type because when the time comes to include fields in the Form, the 'Paste Special' list of fields will only show those fields that can be used in Forms of that type. Click [OK] to save the Form's Properties.

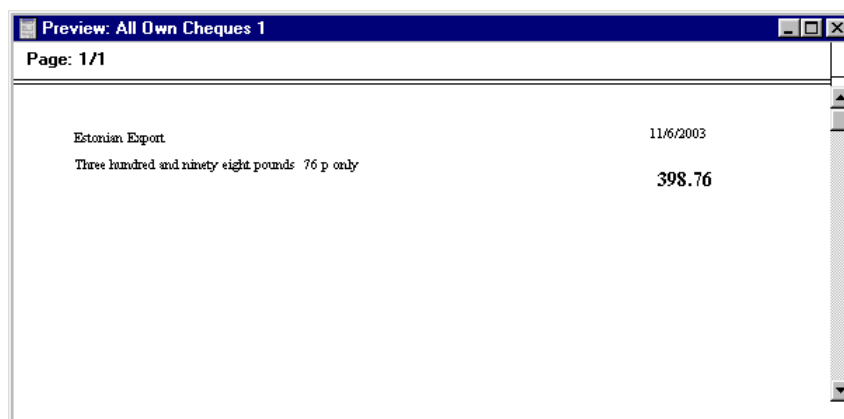
4. To include a field in your Form that will show an amount in words, click the [Field] button and then draw a box where the amount in words is to appear. In the dialogue box which opens when you release the mouse button, place the cursor in the Fieldname field and use 'Paste Special' to bring up a list of fields.



Depending on the Document Type, the name of the field containing the amount in words will be “Amount in Text” (as in the illustration) or “To Pay in Text”. Double-click one of these as appropriate. Design the rest of the Form (full details are to be found in the section entitled ‘The Form Register’ later in this chapter) and save it. An example (intended for printing on pre-printed stationery) is shown below—



When printed, it will look like this—



Depending on the document being printed, the Values in Text record used will be determined by the Language of the Customer or Supplier or that specified in the Company Info setting. In cases where the Customer or Supplier Language is blank, the Language in the Company Info setting will be used.

If a record in the Values in Text setting exists and nothing is printed where an amount in words is expected, the probable cause is that the Customer or Supplier Language is blank, and the Language on the 'Fonts' card of the Company Info setting is blank as well.

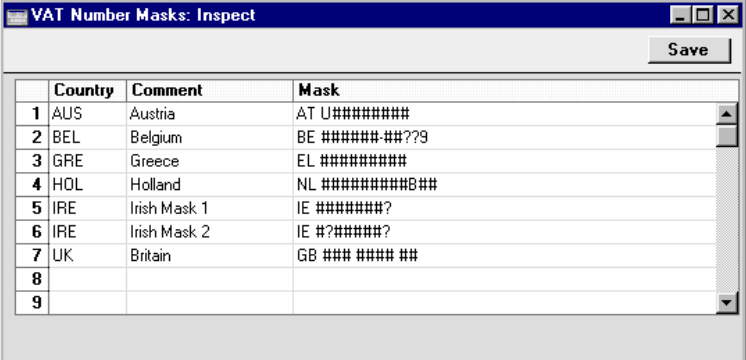
## VAT Number Masks

VAT Numbers are formatted differently according to their country of issue. For example, Belgian VAT Numbers start with "BE" and contain six digits followed by a dash, then two more digits, two alpha characters and finally a "9". This setting is used to ensure all VAT Numbers entered to Hansa are formatted correctly.

For each Country with which your business trades, use a separate row to enter the appropriate format (VAT Mask). Where a Country has more than one possible format, these should each be entered on a separate row, with an appropriate identifying Comment. 'Paste Special' can be used from the Country field to bring up a list of Countries, to ensure the correct code is entered.

The format of the VAT Number is defined in the Mask field. For example, the Belgian format will be entered as "BE#####-##?9", where # means any number and ? means any character, number or alpha. # is obtained by

pressing Option-3 on the Macintosh. Note that the validation check is case sensitive, so be sure to enter upper- or lower-case letters as appropriate.



	Country	Comment	Mask
1	AUS	Austria	AT U#####
2	BEL	Belgium	BE #####-##?9
3	GRE	Greece	EL #####
4	HOL	Holland	NL #####B##
5	IRE	Irish Mask 1	IE #####?
6	IRE	Irish Mask 2	IE #?#####?
7	UK	Britain	GB ### #### ##
8			
9			

When entering the VAT Number of a Customer or Supplier ('Company' card), Hansa will check the VAT Number Masks setting that the appropriate format has been used, determined by the Country of that Customer or Supplier (also on the 'Company' card). If the Country is blank, the Country from the Company Info setting will be used. If that is blank, no validation check will be made. The validation check is also carried out if a VAT Number is entered directly to an Invoice.

## Weeks

This setting is used to define the Week Numbers that are shown in the six-monthly and monthly Calendar views. Week Numbers can vary from country to country and depending on when the year started. The six-monthly and monthly Calendar views are described in Volume 6 of these manuals.

Click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Weeks' in the list. The 'Weeks: Browse' window lists the records that have already been entered: double-click one to modify it or click [New] to create a new record.

	Year	First Day of Week 1	No. of Weeks
1	1999	4/1/1999	52
2	2000	3/1/2000	52
3	2001	1/1/2001	52
4	2002	7/1/2002	52
5	2003	6/1/2003	52
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Complete the grid for each year of use as shown in the illustration (there is no need to have the years in order, but you should only enter each year once). Click [Save] in the Button Bar to save, and then click the close box to save the record.



## The Company Register

If your business is one where there are separate departments or subsidiary companies that keep separate accounts, these can be set up as separate accounting entities in Hansa using the Company register in the System module. Each department or subsidiary is termed a 'Company'. If you set up more than one Company in Hansa, each will be completely separate: there will be no common information, although it is possible to copy from one to another using the export and import functions. Separate account balances will be maintained, and each Company within a database can be backed up separately or together.

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

On launching Hansa for the first time, your first task will normally be to create a Company. Please refer to the first chapter of the manual for full details.



***You must enter at least one Company as your first task in using Hansa.***

The number of Companies that you can create is restricted by the System Usage setting (in the System module). In a new database, this number will always be one. If you need more than one Company, it is advisable to change this limit and then to enter as many Companies as you need straight away, so that you only need apply for an Enabler key once. The Enabler key is dependent upon the number of Companies entered, so you will need to apply for a new one if you add a new Company later. Remember that each Company will maintain completely separate accounts, so there is no need to create separate Companies for departments that are part of the same accounting whole.

### Entering Companies

This is the first task to be completed when creating a Hansa database. The process is fully described in the first chapter of this manual.

If you have been working with a Hansa database for some time and need to change or add to the information in the Company register, ensure you are in

the System module and click the [Companies] button in the Master Control panel or select 'Companies' from the Registers menu. The 'Companies: Inspect' window appears: this is the same as that used to enter Companies when starting to use Hansa. Please refer to the first chapter of this manual for details.

You can add new Companies at any time, but remember that doing so will mean that you will need to apply to your Hansa representative for a new Enabler key.

For security reasons, Hansa will shut down after any changes or additions have been made in the Company register. Restart the program to continue working.

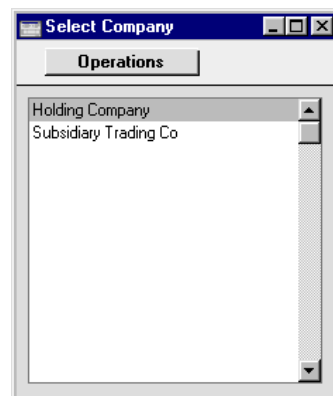
If you need to change or add to the information in the Company register in a multi-user system, you must do so either working on the server itself or having logged on from a client in "Admin Client" mode. "Admin Client" mode is described at the end of this section.



***The "Default.txt" file must be present when entering Companies.***

## Working with Companies

If you have set up more than one Company, you will need to inform Hansa which one you would like to work with each time you start work. Whenever you launch Hansa, the 'Select Company' list window will appear automatically—



Highlight the Company you wish to work with and press the Enter key (or double-click on the Company in the list).

If you need to change Companies in the middle of a work session, there is no need to quit Hansa and restart. Instead, go to the File menu and select 'Company'. The 'Select Company' list will appear, where you can choose a new Company to work with.

In a multi-user installation, choose any Company when starting the server. Users will then be able to log on to and work with any of the Companies stored within that database.

## The Admin Client

In multi-user systems, almost all work done on a client machine will be saved in the database on the server, and will therefore be available to the other clients immediately. For example, a change made from a client machine to the Printers setting will immediately affect printing from all other clients.

In a very small number of cases, the work will be saved in the database on the client machine and will therefore only affect the operation of that client. These special cases are the E-Mail Aliases, E-Mail POP3 Servers and Gateways settings in the Technics module, and the Date and Numeric Format and Page Setup settings and Company register in the System module.

To change these settings and registers in the server database you must either work on the server itself, or you must log on from a client as the system administrator, and then change to "Admin Client" mode. You must use the second method if your server does not have a graphical interface, or if it is otherwise inconvenient to work on the server (e.g. it is in another building). To do this, choose 'Company' from the File menu, 'Open Company Register' from the Operations menu and then 'Admin Client', again from the Operations menu. If you need to change the Company register on the server, close the 'Companies: Inspect' window and re-open it. It will now show the Companies on the server. Once you have completed the setup work, leave "Admin Client" mode by following the same sequence and choosing 'Normal Client' from the Operations menu as the final step.



***Ensure you leave "Admin Client" mode as soon as possible.***

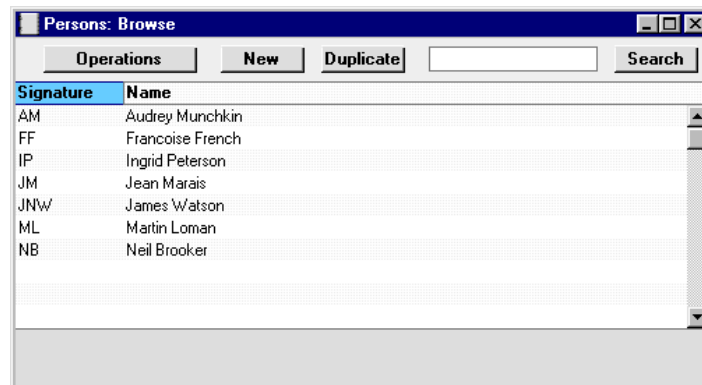
Before changing to "Admin Client" mode, you should check that no other users are logged in. If you change the Company register on the server, the server will shut down, so you will need to close the client as well.

## The Person Register

This register holds information about Persons, i.e. users, employees, sales persons etc. It can be used as part of your Hansa security system: each Person can be given their own password. Once a single record has been entered to the register, starting Hansa will require the entry of a Person's initials and, if appropriate, a password. However, if the Person register contains a blank record, the password and logging on window will not appear.

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

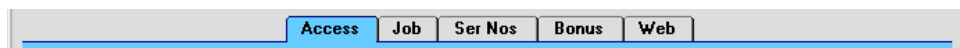
The 'Persons: Browse' window is opened, showing Persons that have already been entered.



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

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

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



By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Person you are working with.

### Header

### Signature

Enter the Person's initials to be used when logging on, or to identify the Person from elsewhere in Hansa.

If there is more than one Company in the database, records in the Person register (as with all registers) are specific to the Company in which they are entered. However, if you are using Hansa's Mail facilities, each Person's Mailbox will be open to all Companies in the database. This allows mail to be sent between Persons in different Companies. One implication of this is that all Persons across all Companies should have different initials. If there are two or more Persons in different Companies with the same initials, they will not be able to have separate Mailboxes.

### Name

The name of the Person.

**Closed** Check this box if the Person is no longer to be used. Closed Persons will appear in the 'Persons: Browse' window but not in the Persons 'Paste Special' list. You will not be able to enter Orders or Invoices for closed Customers. A closed Customer can be re-opened at any time.

**Allow FTP Access** If you are using the Hansa FTP facility and wish to allow this Person access to your FTP server, check this box. They will use their initials as a Login ID, and you can allocate them a password using the 'Change Password' function on the Operations menu of the 'Persons: Browse' window.

### Access Card

<b>Access Group</b>	<b>Paste Special</b>	Access Groups setting, System module
---------------------	----------------------	--------------------------------------

Enter an Access Group, perhaps representing the department in which the Person works. By allocating an Access Group, you can restrict the Person's access to certain modules or parts of modules. Please refer to the section covering Access Groups earlier in this chapter for full details.

### Sales Group, Limited Access

<b>Paste Special</b>	Sales Groups setting, System module
----------------------	-------------------------------------

Enter a Sales Group, perhaps representing the department in which the Person works. By allocating a Sales Group to a user, they will be able to see a reduced selection of records in certain browse windows and 'Paste Special' lists if the Limited Access module is present. This can be useful where a register contains many records, making it easier to find the correct one.

The browse windows and 'Paste Special' lists with this feature have three buttons in the bottom right-hand corner. These buttons can be used as follows—



Lists all records in the register.



Lists records belonging to members of the same Sales Group as the current user (i.e. records

whose Sales Group field is the same as that of the current user).



Lists records belonging to the current user (i.e. records whose Person field contains the initials of the current user).

It is also possible to prevent a user from seeing all records in a register by restricting their view to their own records or to those of their Sales Group. This applies to registers whose browse windows have the three buttons shown above, and is done by choosing a Limited Access option for each Person. The options are—

- |                      |   |
|----------------------|---|
| <b>No Limitation</b> | The Person will be able to see all the records in the register. They will be able to reduce the list so that it only shows records belonging to members of their Sales Group or their own records, using the buttons described above. |
| <b>Group Only</b>    | The Person will only be able to see those records belonging to members of their Sales Group. They will be able to reduce the list to show their own records only.   |
| <b>User Only</b>     | The Person will only be able to see their own records.  |

The Limited Access module must be active if you want to choose the Group Only or User Only option for any Person, or if you want to use the browse window buttons. To make this module active, check the Limited Access box on card 4 of the System Usage setting in the System module. Remember that any changes made in this setting will require you to apply for a new Enabler key.

#### **Language**

This field is only used in multi-language versions of Hansa. Enter the language used by this Person: all screens, menu items, field names and reports will appear in the correct language when this Person signs in to Hansa.

The language entered here must be one contained within the Hansa program, one that it can match to the appropriate set of translations. There is no 'Paste Special' link to the Languages setting in the System

module because the records entered in that setting are user-defined and may not match those in the program.

The following codes and languages may be used—

ENG	English
ESP	Spanish
EST	Estonian
FIN	Finnish
FRA	French
ICE	Icelandic
LAT	Latvian
LIT	Lithuanian
POL	Polish
POR	Portuguese
NOR	Norwegian
RUS	Russian
SWE	Swedish, Finnish-Swedish

Multi-language versions of Hansa are produced according to need and will not necessarily contain all of these languages. Standard versions of Hansa contain only one language, and this field can be left empty.

### Job Card

This window is used when the Job Costing module is installed. Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for a detailed description.

### Ser Nos Card

Access	Job	Ser Nos	Bonus	Web
Order No.		Receipt No.		
Del. No.		Trans No.		
Inv No.		Purch. Inv. No.		
Goods Rec No.		Payment No.		
Cash In No.		Cash Out No.		
POS Invoice		ID		
Our Ref				

Hansa allows the definition of several Number Series (number sequences) for use in generating Order Numbers, Invoice Numbers, Transaction Numbers and so on.

If you have several number sequences in each Number Series setting, you can specify here which one is to be used when this Person creates new records in



each register. Select a valid Number Series, as defined using the settings in each module. If a Number Series is chosen that is not valid, all new records in the affected register will not be given serial numbers when they are created by this Person. The implications of this are quite far reaching: for example, Invoices will not be created by any of the remote Invoice creation functions (e.g. from Sales Orders). This situation will be most common in cases where Number Series are tied to a period such as a calendar year and that period ends.

It is not necessary to assign a Number Series to every field on this screen. A Person may have his own number range for Invoices, for example, but be using default numbers for all other events. This default will be taken from the Number Series Defaults setting in the System module or, if nothing is specified there, from the first Number Series defined for the current period.

Using the Our Ref field, you can assign a short (up to 20 characters) reference text for the individual. This text will appear in the Reference fields of all transactions entered by this Person.

In countries where personal identity cards are carried, the Person's ID number from their card can be entered in the ID field. This can be made to appear on any printed documentation associated with the employee.

Any changes that you make to the 'Ser Nos' card will not take effect until you quit Hansa and restart.

### Bonus Card

As with the 'Ser Nos' card above, you should quit Hansa and restart for any changes made to the 'Bonus' card to take effect.

Access		Job		Ser Nos		Bonus		Web	
Bonus	<input type="text" value="10.00"/>								
Location	<input type="text"/>			Department	<input type="text"/>				
Account	<input type="text" value="826"/>			Object	<input type="text"/>				
Bank Name	<input type="text"/>			Bank A/C	<input type="text"/>				
Email Address	<input type="text"/>								
Specification	<input type="text"/>								
Comment	<input type="text"/>								

### Bonus

A bonus percentage can be entered for each individual. The figure can be used by the Bonus, Salesman report in the Sales Ledger. This report has options allowing bonuses to be calculated using percentages entered here, in the Item register ('Pricing' card), or in the Bonus setting in the Sales Ledger. The Bonus, Salesman report

and the Bonus setting are described in the ‘Sales Ledger’ chapter in Volume 2a of these manuals.

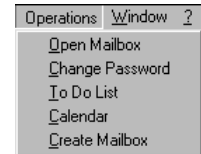
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module  If a Location is specified in this field, it will be used whenever this Person enters an Order, Purchase Order, Goods Receipt, Quotation or Invoice.
<b>Account</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module  This Account, used from the Expenses module, can be viewed as an Advances and Settlements Account. It will be credited whenever an Expense record in the name of the Person in question is approved and debited when Personnel Payment records are approved.  It is recommended that a separate Account be used for each Person (or, if this is not possible, a separate Account/Object combination). If this rule is not followed, the Periodic Personnel Statement report in the Expenses module may be misleading.
<b>Object</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module  Used in the Expenses module to assign an Object to the credit side of any Nominal Ledger Transactions created from expense claims by this Person. Only one Object can be entered per Person.
<b>Bank Name</b>	<b>Paste Special</b>	Banks setting, Purchase Ledger  The name of the employee’s Bank.
<b>Bank A/C</b>		The employee’s bank account number.
<b>Email Address</b>		The employee’s email address. This is used as a return address if the employee uses Hansa to send email.
<b>Specification, Comment</b>		

These fields can be used to record any comments about the Person.



***As soon as a single Person has been entered in the Person register, the password dialogue will appear each time you start Hansa.***

## Operations Menu



The Operations menu for Persons is shown above. It is available for the 'Persons: Browse' window: highlight a Person in the list before selecting the function.

### Open Mailbox

This command opens the Mailbox belonging to the Person highlighted in the 'Persons: Browse' window. If the Person does not have a Mailbox, the command has no effect. Mailboxes are described in Volume 6 of these manuals.

### Change Password

Once a user or employee has been entered to the Person register, they will be able to log in to and use your Hansa database. For security reasons, therefore, it is recommended that all Persons have their own passwords and that these are changed from time to time.

To set a password for a Person, highlight their name in the 'Persons: Browse' window and select 'Change Password' from the Operations menu. The following window is opened—

Enter the old password if there is one and then type in the new one twice to ensure that it is correct. Press the Shift-Enter key combination to close the window and save: use the close box if you do not want to save changes. The password is case-sensitive.

Each Person can also change their own password, even if they do not have access to the System module. Open the Master Control panel (or bring it to

the front) and select 'Change Password' from the Operations menu. Then, follow the instructions above.

If you want to set rules for passwords (e.g. to impose a minimum number of characters, or to require at least one alpha or numeric character), use the Password Security setting, described earlier in this chapter.

### **To Do List**

This command produces a To Do List report for the Person highlighted in the 'Persons: Browse' window. This is a report listing To Do Activities for the Person, sorted by Start Date and Time. By default, Activities marked as Done are not shown in the report, so in effect it is a list of Activities that have not yet been completed (i.e. a check list of tasks to be undertaken). Activities are described in Volume 6 of these manuals.

### **Calendar**

This command opens the Calendar for the Person highlighted in the 'Persons: Browse' window. The Calendar is described in Volume 6 of these manuals.

### **Create Mailbox**

To create a Mailbox for a Person, first click on the Person in the 'Persons: Browse' window and then select 'Create Mailbox' from the Operations menu. Only one Mailbox can be entered for a particular Person: if a Mailbox already exists, the function will have no effect.

The Mailbox is opened in a new window entitled 'Conference/Mailbox: New'. This means that it has not yet been saved. After amendment if necessary, save the Mailbox by clicking the [Save] button in the Button Bar. Alternatively, if you no longer require the Mailbox, click [Cancel].

The Person's initials and Name will be copied from the Person record to the new Mailbox, and the Class will be set to "Mailbox". This leaves only the Conference Access Groups to be specified.

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

For more details about Mailboxes, please refer to the 'Mail' chapter in Volume 6 of these manuals.

## The Account Register

This is where you define the Chart of Accounts. Each Account has a number and a name, and belongs to a class of Accounts.

Hansa has no pre-assigned Accounts. Each user must define a Chart of Accounts, or import an existing one. The simplest method is to use the standard Chart of Accounts supplied with Hansa. See the section entitled 'Setting up a Basic Accounts System' in the first chapter of this manual for details of how to do this.



***If you use your own Chart of Accounts, or modify that supplied with Hansa, it is important that all the Account numbers used in the settings and report definitions for each module are made to agree with your own numbers.***

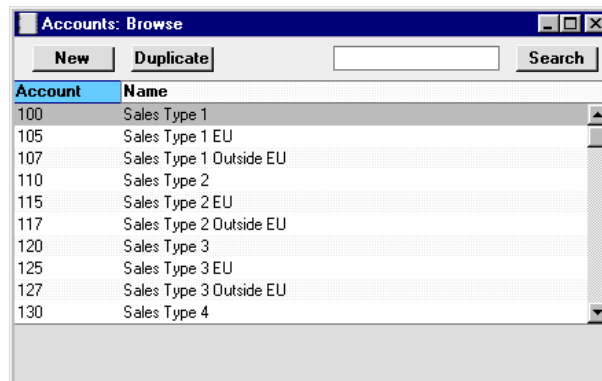
In Hansa you always have access to the Chart of Accounts through the 'Paste Special' feature, for example when you enter Transactions and cannot remember an Account Number.

In the Account register you can—

- Show all Accounts on screen
- Search for a certain Account
- Inspect or change a certain Account
- Create new Accounts
- Remove Accounts you don't need
- Print the Chart of Accounts.

## Showing all Accounts on screen

In the System module, select 'Accounts' from the Registers menu, or click the [Accounts] button in the Master Control panel. The 'Accounts: Browse' window is opened, showing Accounts that have already been entered.

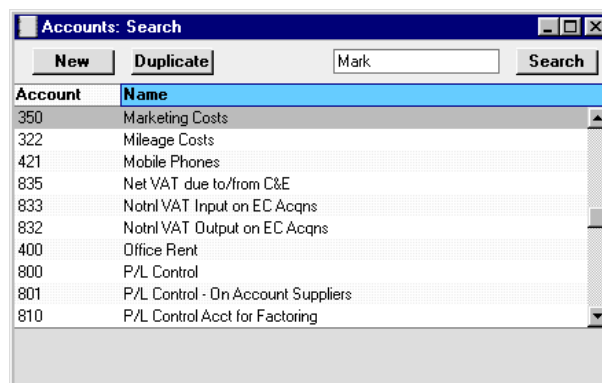


Account	<u>Name</u>
100	Sales Type 1
105	Sales Type 1 EU
107	Sales Type 1 Outside EU
110	Sales Type 2
115	Sales Type 2 EU
117	Sales Type 2 Outside EU
120	Sales Type 3
125	Sales Type 3 EU
127	Sales Type 3 Outside EU
130	Sales Type 4

The list contains two columns: Account Number and Account Name. The list is sorted by the column whose heading is underlined. Click on the column heading if you want to change the sort order, and double-click on the column heading to reverse the sort order.

## Searching for an Account

In the 'Accounts: Browse' window shown above, you can scroll up and down through the list of Accounts as usual. You can also search for a particular Account by entering the first few characters of its Number or Name in the Search field in the top right-hand corner of the window. Enter a Name if the list is sorted by Name, a Number otherwise. Hansa will find the first record that matches the text you have entered.



Account	<u>Name</u>
350	Marketing Costs
322	Mileage Costs
421	Mobile Phones
835	Net VAT due to/from C&E
833	Notnl VAT Input on EC Acqns
832	Notnl VAT Output on EC Acqns
400	Office Rent
800	P/L Control
801	P/L Control - On Account Suppliers
810	P/L Control Acct for Factoring

## Inspecting or Changing an Account

If you want to look at the details of an Account, double-click its name in the 'Accounts: Browse' window to open the Account record.

The 'Account: Inspect' window contains the following information—

### Header

**Account** The unique number of the Account. Up to ten characters can be used, with a minimum of two.

**Name** The name or description of the Account.

### Misc Card

**Auto. Trans.** **Paste Special** Autotransactions setting, Nominal Ledger

You can link an Autotransaction with a particular Account by entering the code of the Autotransaction in this field. When the Account number is entered in a Transaction record, the Autotransaction will be entered on the following rows automatically.

**VAT Code** **Paste Special** VAT Codes setting, Nominal Ledger

A VAT Code can be assigned to each Account. It will be entered automatically every time the Account is used in a Purchase Invoice or Nominal Ledger Transaction.

<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
		An Account can be assigned a foreign Currency. It will be used automatically every time the Account is used in a Transaction. Only postings in that Currency will be permitted. If no Currency is assigned to the Account, postings in all Currencies will be permitted.
<b>Account Type</b>		An Account can belong to one of five types: Assets, Liabilities, Equity, Revenues or Expenses. This information is used to control how the balance of this Account will be stored, as a negative or a positive figure. Assets and costs are treated as positive values, while accounts for liabilities, equity, and incomes are treated as negative. If it is necessary to change the sign of negative (credit) values for reporting purposes, use the Presentation of Balances setting in the Nominal Ledger.
<b>SRU Code</b>		This field is required in Sweden where the SIE Export function in the Nominal Ledger is used to export accounting information in a standard format to other systems. The SRU Code is a form of classification used by this export to group Accounts of a particular type together. For more details, please contact your local Hansa representative.
<b>Consolidation Acc</b>		Please refer to the 'Consolidation' chapter in Volume 4 of these manuals for details of this field.
<b>Accrual</b>	<b>Paste Special</b>	N/L Accruals setting, Nominal Ledger
		You can link an Account with a particular record in the N/L Accruals setting by entering the Code of the N/L Accrual in this field. When the Account number is entered in an Invoice or Purchase Invoice, this reference to the N/L Accrual record will be brought in automatically. N/L Accruals are described in the 'Nominal Ledger' chapter in Volume 2b of these manuals.
<b>Normal Amount</b>		Click one or both of the check boxes to indicate what type of posting is the usual for the Account. If you use this option, and try to debit an Account usually used for credit, Hansa will alert you to the possible error.



**Closed**

Check this box if you want to close the Account for further Transactions. You will no longer be able to use it, and it will not appear in the 'Paste Special' selection window. If you want to open the Account again later, you simply click in the box again to remove the check mark.

**Group Account**

This check box is designed for use in Portugal, where hierarchical Charts of Accounts including report headings and subtotals are commonly used.

The Accounts in an example section of such a Chart of Accounts might be defined as follows—

A/C	Group Acc. box	Name	Comment
70	On	Banks	Shows total amount in all banks
701	On	Current Accounts	Shows total amount in current accounts (7011+7012)
7011	On	Bank 1	Shows total amount in current accounts in bank 1 (70111+70112)
70111	Off	Curr. Account 1	Receipts and Payments post to this Account
70112	Off	Curr. Account 2	Receipts and Payments post to this Account
7012	On	Bank 2	Shows total amount in current accounts in bank 2 (70121+70122)
70121	Off	Curr Account 3	Receipts and Payments post to this Account
70122	Off	Curr. Account 4	Receipts and Payments post to this Account
702	On	Deposit Accounts	Shows total amount in deposit accounts

The report headings are entered to the Account register in the form of separate records. The Group Account box is switched on for these records, Accounts 70, 701, 7011, 7012 and 702 in the example. Because the Group Account box is on, you will not be able to post to these Accounts, and they will not appear in the 'Paste Special' selection window. Their purpose is solely to appear as

report headings (together with subtotals) in the Analytical Balance report in the Nominal Ledger, when the 'With Group Accounts' Presentation option is used. They will not appear in other reports, even when the option to show unused Accounts is chosen.

The report heading hierarchy is established using the initial digits of the Account Number. So, in the example Account 70 shows the total amount in all banks, establishing that all Accounts and Group Accounts concerned with banks should begin with "70". Account 701 shows the total amount in current accounts, so all Accounts and Group Accounts concerned with current accounts should begin with "701" and so on. The Accounts with five digits (70111, 70112, 70121 and 70122) are the only ones which can be used in transactions, the others show subtotals of the balances of these Accounts in various combinations.

**Reduce Minorities** Please refer to the 'Consolidation' chapter in Volume 4 of these manuals for full details of this check box.

### Texts Card

The table on the 'Texts' card can be used to enter various translations of the Account Name. Specify a Language in the first column using 'Paste Special' if necessary, and the appropriate translation in the second column. There is no need to enter a row for your home Language.

The translations entered here will be used by the Balance Sheet, Nominal Ledger, Profit & Loss and Transaction Journal reports, which can be printed in different Languages. To define translations of the report headings and sub-headings (applicable to the Balance Sheet and Profit & Loss report only), use the report definition feature (fully described in the section describing the 'Balance Sheet' report in the 'Nominal Ledger' chapter in Volume 2b of these manuals).

## Entering an Account

There are two ways to add new Accounts to the Chart of Accounts: creating a new Account or copying and then editing an existing one.

In the 'Accounts: Browse' window, click [New] in the Button Bar, or highlight the Account to be copied and click [Duplicate] in the Button Bar. The 'Account: New' window appears. This is as described in the previous section.

Enter the new information or change the copied record as appropriate. Click [Save] to save the new record or [Cancel] to close without saving the record.

## Deleting Accounts

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

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

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



***You cannot undo the deletion of an Account. Used Accounts cannot be deleted.***

## Printing the Chart of Accounts

The Chart of Accounts can be printed using the 'System Documentation' report in the System module. To print the Chart of Accounts with Consolidation Accounts and percentages, use the 'Consolidation Chart of Accounts' report. These reports are fully described in the 'Reports' section of this chapter.

## The Object Register

Hansa supports the use of Objects, to allow your accounts to be classified and reported in several different categories or dimensions.

You can assign default Objects to Customers, Items, Suppliers, individual Invoices and Nominal Ledger entries. When an Object is assigned to a Customer, for example, Hansa will assign that Object automatically to all Invoices raised in the name of that Customer and to all Transactions generated by those Invoices. This gives you excellent possibilities to report for example sales per Object. In general, Objects are tools to improve the internal cost accounting capabilities in your business.

Objects may be used as selection criteria in many reports. If, for example, you have several profit centres in your business, and use Objects to separate income and expenditure for each of these, you may produce separate profit and loss statements for each profit centre.

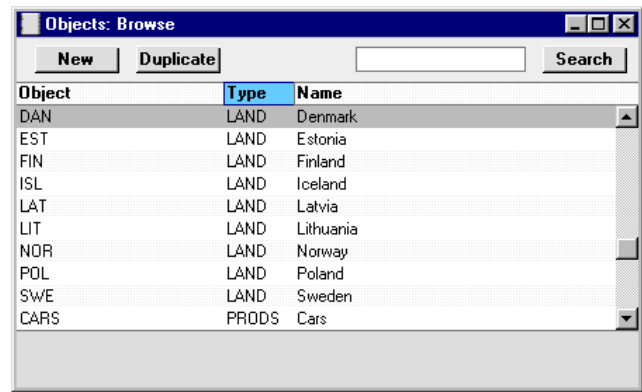
Object Types are a means of grouping similar Objects together. They are defined using the Object Types setting in the Nominal Ledger, but since they are so closely connected with Objects, they will be dealt with together.

Let us look at an example. We will look at the simplest form of a “Contribution”: sales income less cost of sales.

In our example we have created a “PRODS” Object Type using the Object Types setting in the Nominal Ledger—

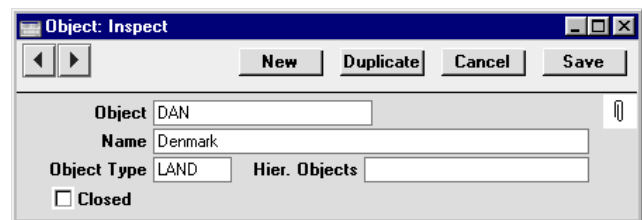
Object Type: Inspect	
<div> <span>◀</span> <span>▶</span> <span>New</span> <span>Duplicate</span> <span>Cancel</span> <span>Save</span> </div>	
Code	LAND
Comment	Country of Origin
Start Str.	
Length	

The following Objects belong to the “PRODS” Object Type—



Object	Type	Name
DAN	LAND	Denmark
EST	LAND	Estonia
FIN	LAND	Finland
ISL	LAND	Iceland
LAT	LAND	Latvia
LIT	LAND	Lithuania
NOR	LAND	Norway
POL	LAND	Poland
SWE	LAND	Sweden
CARS	PRODS	Cars

The following illustration shows the definition of one of these Objects, “MACH”—



Object: Inspect	
Object	DAN
Name	Denmark
Object Type	LAND
Hier. Objects	
<input type="checkbox"/> Closed	

Each Item can then be allocated the appropriate Object. If you sell different groups of products or services, it is easy to set up various groups of Objects in this manner. It is then simple to separate the transactions belonging to different Object or Object Types when producing reports such as profit and loss, key ratios, etc.



***You control the definition and use of Object and Object Types entirely. They are your own tools for your cost accounting.***

All Objects in Hansa can span several years. This is a consequence of Hansa’s continuous database, where the end of year is simply a user-defined reporting interval. Object balances are thus automatically transferred from one financial year to the next. This gives you the ability to keep track of the budget and results of an Object (e.g. a building project) for several years.

An Object can also be closed, to prevent further use. With the Object on screen in a record window, check the Closed check box to close it. If you

want to open the Object again later, you simply click in the box again to remove the check.)

Do try out the Objects, Object Types and the different reports. This is an interesting way to get an insight into the status of the company - and there may be money to gain!

## **Defining, Inspecting, Changing and Deleting Objects**

When you select 'Objects' from the Registers menu in the System module or click the [Objects] button in the Master Control panel, the 'Objects: Browse' window is opened with a list of the currently defined Objects.

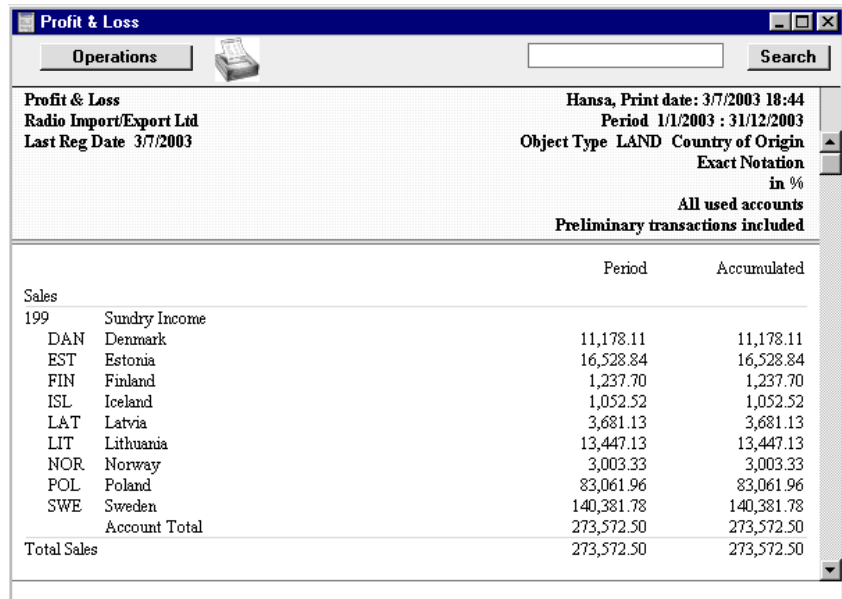
This operates in the same manner as all browse windows in Hansa: you can sort the list by clicking on one of the headings, or search using the search box in the top right-hand corner.

Open an Object record by double-clicking one of the items in the list, or create a new Object using the [New] or [Duplicate] buttons in the Button Bar.

Delete an Object by opening it and then selecting 'Delete' from the Record menu. Remember that, as elsewhere in Hansa, deletions are permanent and cannot be reversed by the 'Undo' facility. You will not be able to delete Objects that have been used in Transactions.

## Using Objects - an example

All invoiced sales are recorded with an Object of the “LAND” Object Type (representing their country of origin). The following reports are produced based on the data entered. First, we produce a Profit and Loss report for the “LAND” Object Type—



Profit & Loss		Period	Accumulated
Sales			
199	Sundry Income		
DAN	Denmark	11,178.11	11,178.11
EST	Estonia	16,528.84	16,528.84
FIN	Finland	1,237.70	1,237.70
ISL	Iceland	1,052.52	1,052.52
LAT	Latvia	3,681.13	3,681.13
LIT	Lithuania	13,447.13	13,447.13
NOR	Norway	3,003.33	3,003.33
POL	Poland	83,061.96	83,061.96
SWE	Sweden	140,381.78	140,381.78
	Account Total	273,572.50	273,572.50
Total Sales		273,572.50	273,572.50

Similarly, ordering a report for an individual Account (the Nominal Ledger Report) and for one Object will list only Transactions for that Object.

## Multiple Objects

Hansa allows you to assign more than one Object to a transaction. An example is when you have assigned a certain group of Objects to Customers, and another group of Objects to Items. Both groups of Objects will be used in Nominal Ledger transactions generated by Invoices for those Items made out to those Customers. With some careful organisation, you may then produce a very detailed and precise analysis of your business for the different combinations. To set up the right combination of Objects is usually quite a difficult analytical exercise, and it is quite easy to create nonsense results.

When entering transactions of any type, up to 30 Objects separated by commas can be assigned separately to the transaction and to each row: each Object field can contain up to 60 characters. However, it is recommended

that Object Codes with at least two characters are used, imposing a more usual limit of 20 Objects.

## The Currency Register

Please refer to the 'Multi-Currency' chapter in Volume 2b of this manual for full details of this register.

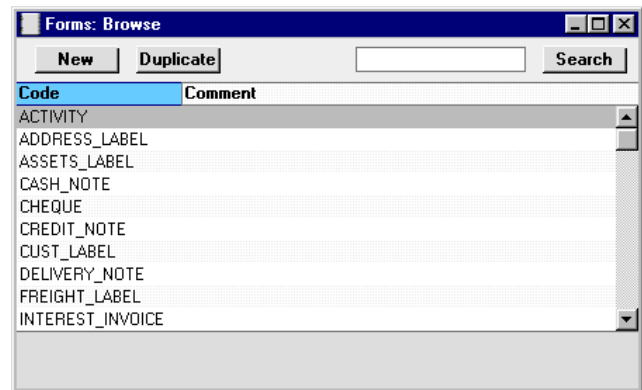
## The Exchange Rate Register

Please refer to the 'Multi-Currency' chapter in Volume 2b of this manual for full details of this register.



## The Form Register

Hansa has a built-in forms editor, which allows the design of all documents used in the program. In the System module, select 'Forms' from the Registers menu or click [Forms] in the Master Control panel to show a list of all available Forms.



Double-click on a document to open the editing window, or click [New] or [Duplicate] to create a new Form. When you have designed the Form, click [Save] in the Button Bar to save it in the normal way.

The 'Form: Inspect' window shows the selected Form or document. At the top of the window there are five buttons: [Text], [Line], [Frame], [Field] and [Picture]. In the editing area, each printing object in the Form is shown either

as a framed box, or as text. You can select an object by clicking on it with the mouse and then drag it to another place, re-size it etc. as in most drawing programs.

## Editing Objects

To edit an object, double-click on it with the mouse. This will open a dialogue box, where you can perform certain editing functions. These are described for each object type below. For all object types the fields Left, Top, Right and Bottom indicate the location in pixels of the four sides of the object. The Justification options allow you to justify the text as you wish. Style refers to a Style setting, where you can set font, font size and font style.

### Text Objects

To add a new text element to the Form, click the [Text] button and then draw the object where you want the text to appear.

When you release the mouse button, the following dialogue box will appear—

#### Text

The text that is to be printed on the Form. This can be up to 80 characters long, but it is limited to one line. To create a text area with more than one line, use the appropriate number of separate one-line text objects.

#### Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When creating a new text box, the measurements of the box that you have just drawn will appear here.

<b>Style</b>	<b>Paste Special</b>	Styles setting, System module
		Use this field to assign a font and font style to the text. Styles are defined using a separate setting which is fully described earlier in this chapter. If no Style is entered here, the first record in the Styles setting will be used.
<b>Escape Sequence</b>		The Escape Sequence is used when printing cash receipts: please refer to your local Hansa representative for details of this feature.
<b>Justification</b>		Use these options to specify where the text will appear inside the text box.

**Exclude from page**

Please refer to the ‘Single- and Multi-Page Forms’ section below for details about these options.

Click [OK] to close. The text field is visible on the screen, and you can move it around the Form with the mouse.

To edit a text object once it has been created, double-click it to open the ‘Text’ dialogue box.

**Lines and Frames**

Use these tool buttons to draw lines and frames on the Form. Click either button and then draw the object. When you release the mouse button, a dialogue box will appear where you can indicate the width in pixels of the line or frame, and the pages on which it is to be printed.

**Fields**

A field is an area on the Form where information from Hansa’s database is to be printed. The following example from an Invoice Form explains how—

Fields appear as framed boxes containing the field name, e.g. “Del Date”. The box frames are for identification only: they will not be printed. The [Frame] button can be used to add a printing frame if necessary. Above each field is a text object which identifies the information shown in the field.

These would not be necessary if the Form is to be printed on pre-printed stationery.

To add a field, click the [Field] button, and mark the position of the field. A dialogue box opens—

Enter the Field Name (use 'Paste Special' to see all available Field Names for the Document Type), and paste a style in the Style field. Some fields consist of more than one line (e.g. the text in Letters and Mails, and the fields listing the Items in Quotations, Orders and Invoices). You can modify the spacing between lines (in pixels) with the Vertical Spacing field. Usually the number of pixels that you specify here should be the same as the font size. If you leave this field empty, the lines of text may be printed on top of each other. Click [OK] to save.

Document Types are described in the section covering the 'Properties' Operations menu function below.

### *Notes and Comments*

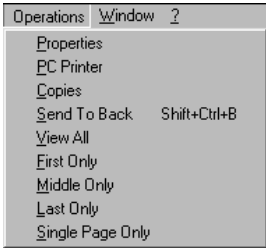
Usually each field that you place in a Form corresponds to a field in the original record. For example, the Customer No field in the illustration above will print the contents of the Customer Number field in each Invoice. An exception is the "Note" field. If you include the "Note" field in your Form design, this will print the first note or comment that you attach to the original record using the Attachments feature.

### **Pictures**

Use the [Picture] button to include a picture in your design. As with other tools, click the button and draw a frame for the picture on the Form. A

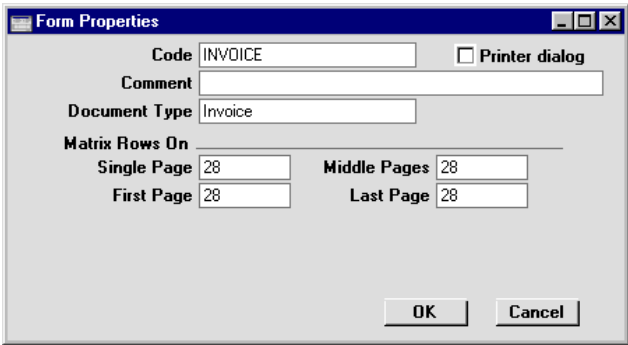
dialogue box then appears. In the Picture Name field, enter the file name of the picture as it is on your hard disk. Use 'Paste Special' to ensure that the file name is spelt correctly. The picture must be stored in the same directory or folder as the Hansa database and application. In multi-user systems, the picture should be on both the server and the clients. In the Windows environment, files of BMP format are supported. For Macintosh users, EPS and PICT formats are supported. If the Form is one that will be faxed through a fax server, bear in mind that any pictures will be omitted.

Operations Menu



Properties

This menu command opens the 'Form Properties' dialogue box. Here you can record the basic specification for the Form currently being edited.



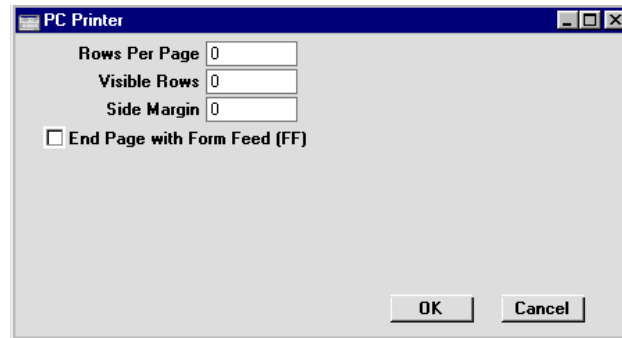
- Code** A unique code for the Form. If you have created a new Form by copying a template, you must enter a new Code here before you can save it.
- Comment** A description of the Form, e.g. Invoice.
- Matrix Rows On** Please refer to the 'Single- and Multi-Page Forms' section below for details about these options.

**Document Type** Using 'Paste Special', enter one of the available Document Types into this field. When the time comes to add fields to the Form, only the fields available for that Document Type will be available in the 'Paste Special' list in the 'Field' dialogue box.

**Printer Dialog** Check this box to force a printer dialogue to be shown each time the Form is printed.

### PC Printer

If a dot matrix printer is used, use this dialogue box to define the page size.

A screenshot of a Windows-style dialog box titled "PC Printer". It contains three input fields: "Rows Per Page" with the value "0", "Visible Rows" with the value "0", and "Side Margin" with the value "0". Below these fields is a checkbox labeled "End Page with Form Feed (FF)" which is currently unchecked. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

A dot matrix printer needs certain settings for printing on continuous stationery. If you are printing a document to pre-printed forms, you may need to define the number of rows in the page, the number of visible rows and the left margin for the forms used.

### Copies

Use this function to define the number of copies to be printed each time the Form is used, their respective headings and the printer tray from which each copy is to be printed. If you want the headings to be printed, be sure to include the Copy Type field in your Form design.

### Send to Back

If you wish certain objects on the Form to appear behind other objects, select them and select this function.

### View All, First Only, Middle Only, Last Only, Single Page Only

These functions are described in the next section, 'Single- and Multi-Page Forms'.

## Single- and Multi-Page Forms

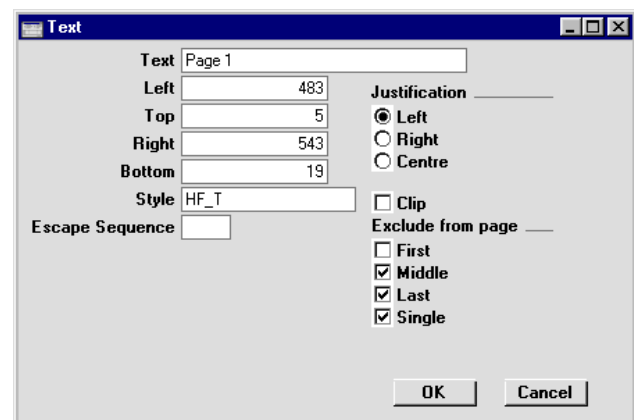
When designing Forms, you should consider what is to happen when the printing of a document requires more than one page. Two options are available—

1. The “simple” option, where the same page design is used for each page.
2. The “multi-page” option allows the use of up to four page designs, as follows—

<b>First</b>	The first page of a multi-page document.
<b>Middle</b>	In a multi-page document, the pages between the first and last pages.
<b>Last</b>	The last page of a multi-page document.
<b>Single</b>	The sole page of a single-page document.

Usually, the First and Single page designs will be the same.

When an object of any kind (i.e. text, line, frame or field) is added to the Form design, the Exclude From Page check boxes can be used to specify the pages on which the object is to be printed. If none of these boxes is checked, the object will be printed on every page. This will be the case when using the “simple” option. If you want the object to be printed on certain pages only, check one or more of the boxes. For example, if the object is to be printed on all pages except the first, check the First box. If it is only to be printed on the first page, check all boxes except the First box (i.e. it will be excluded from all pages except the first). The Text object in the illustration below will be printed on the first page only—



To help with the design process, you can choose to display the objects from a particular page. To do this, select 'First Only', 'Middle Only', 'Last Only' or 'Single Page Only' as appropriate from the Operations menu. For example, select 'First Only' to view the objects that are to be printed on the first page (i.e. those whose First box has not been checked). Select 'View All' to see all objects, irrespective of the page on which they are to be printed.

The number of pages printed will vary from record to record, depending on the number of rows that the record has. An Invoice with one Item will be printed on a single page (i.e. using those objects whose Single box is not checked). An Invoice with 100 Items (i.e. 100 rows) will be printed over several pages. You should specify the maximum number of rows that can be printed on each page by selecting 'Properties' from the Operations menu. This opens the 'Form Properties' window, which has four fields under the overall heading of Matrix Rows On—

In the case of the "simple" option, the same number should be entered to each of these four fields. Otherwise, enter different numbers as appropriate. For example, in an Invoice Form, First and Single are set to 5, Middle to 6 and Last to 7. Invoices will be printed as follows, depending on the number of rows—

Invoice rows	Pages	Type of Page
Up to 5	1	Single
5-12	2	First and Last
13-19	3	First, Middle and Last
19-25	4	First, 2 x Middle, Last



## Printing Forms

Once a Form has been designed, you should inform Hansa when it is to be printed. This is done by attaching the Form to an item in the 'Documents' list in the appropriate module. This is only necessary if you have given your Form a new Form Code using the 'Properties' Operations menu function.

For example, when printing an Invoice, Hansa, by default, will use a Form with the Form Code of "INVOICE". A template Form with this Code is supplied with Hansa. If you have used this template as a basis for designing your own invoice form and haven't changed the Form Code, the new design will be used automatically. However, if you have changed the Form Code to, for example, "INVOICE1", you should inform Hansa that this is now the Form to be used for printing Invoices.

To do this, follow these steps—

1. Select the Sales Ledger module using the Modules menu.
2. Select [Documents] in the Master Control panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Invoices'.
3. Select 'Define Document' from the Operations menu.
4. In the first row, "INVOICE" will be shown in the Form field. Change this to the Form Code of your new invoice Form ("INVOICE1" in the example). Use the 'Paste Special' feature to see the available forms in your Forms register and to ensure the spelling is correct.
5. Click [Save] to save the Invoice definition. From now on, whenever Invoices are printed, the "INVOICE1" Form will be used.

'Define Document' (steps 3 and 4 above) can also be used to specify that different invoice Forms are used depending on the Language of the Customer, the Access Group of the user or the number sequence in which the Invoice Number falls. It is also possible to specify that more than one Form is to be printed (for example, you might require that a Delivery Note is printed with each Invoice).

The 'Define Document' function is available for many of the documents printed by Hansa, allowing a high level of flexibility in the production of printed output from Hansa. Further details are given in the chapters of this manual covering the individual modules.

## **Related Items**

The Printers setting in the System module is used to inform Hansa of the different printers available in your network. Once this has been done, the 'Define Document' function can be used to specify which printer is to be used when printing a particular Form.

The Styles setting, also in the System module, is used to define the various type styles, fonts, etc available for use when designing Forms.

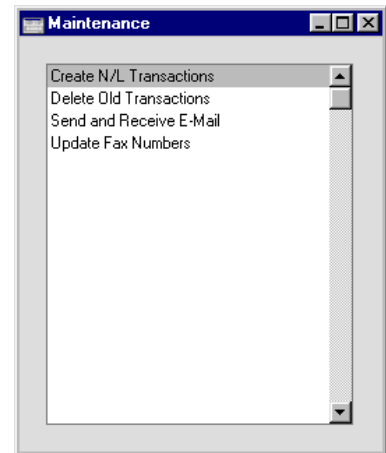
## **The Activity Register**

Please refer to Volume 6 of these manuals for full details of this register.

# Maintenance

## Introduction

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



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

## Create N/L Transactions

The integration between Hansa's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. This feature is controlled using the Sub Systems setting in the Nominal Ledger.

If you are not using this feature, this function allows you to create appropriate Nominal Ledger Transactions in batches from different Sub Systems.

Select a Sub System from which Nominal Ledger Transactions are to be created by clicking one of the radio button options. You should first temporarily turn on the equivalent option in the Sub Systems setting. If you wish to create Transactions for a particular range of Sub System records, specify this in the Ser No field. In the illustration, Nominal Ledger Transactions will be created for Goods Receipts numbers 6020 to 6030.

If a Sub System transaction contains an error, an error message will be shown and the routine will be stopped.

Nominal Ledger Transactions will not be created for unapproved Sub System transactions.

## Delete Old Transactions

This option allows you to remove old transactions from the database, for example when they are no longer needed for accounting or statistical purposes.

Select one or more registers from which records are to be deleted. Only transactions which fall within the specified time period and/or number range will be removed. No records later than the Delete Before Date specified in the Locking setting in the System module will be deleted.

In some cases, a record will not be deleted even if its date is earlier than the Delete Before Date. For example, Invoices and Purchase Invoices will not be deleted if they have not been paid or if the payment was received or issued after the Delete Before Date.



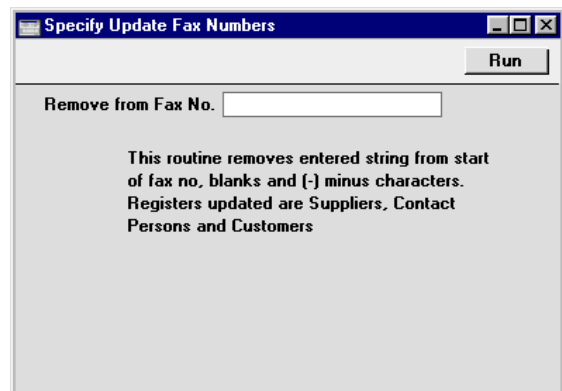
***Use this feature with great care, and make sure you have a backup before you remove any data.***

## Send and Receive E-Mail

This function is a duplicate of the 'Send and Receive E-Mail' function on the Operations menu of the Master Control panel. You should use it to send a receive email in a single-user system. Depending on how your computer has been configured, you may have to establish a connection to the internet first. All Mail in the Queue will then be sent, and any incoming mail will be downloaded from your POP3 account as well. Please refer to Volume 6 of these manuals for full details.

## Update Fax Numbers

This function can be used to remove spaces and dashes from all fax numbers. This will be necessary if you will be sending faxes through the fax server, in which case fax numbers should not contain non-numeric characters. The fax numbers affected are those in the Customer, Contact Person and Supplier registers.



**Remove from Fax No.**

Enter here a character or string of characters that you want to be removed from the start of all Fax Numbers. Blanks and dashes will be removed irrespective of whether you have made an entry to this field.

## Documents

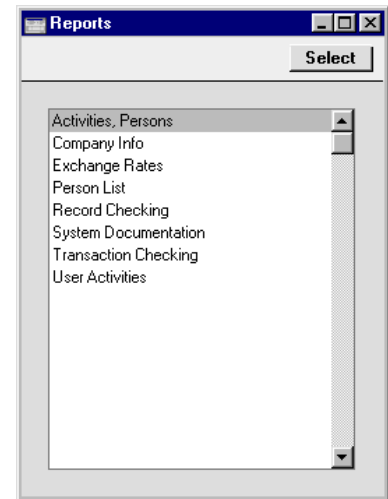
A single document can be printed from the System module: please refer to the description of Hansa's Mail facilities in Volume 6 of these manuals for full details.

# Reports

## Introduction

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

The following reports are available in the System module—



A specification window will then appear, where you can decide what is to be included in the report.

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon.

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

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

Activities, Persons

This report can also be found in the CRM module. Please refer to the ‘CRM’ chapter in Volume 6 of these manuals for full details.

Company Info

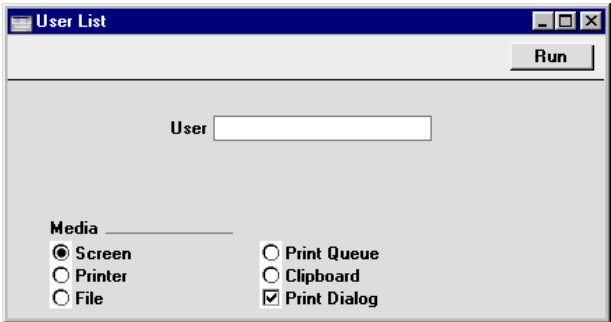
This report is effectively a print-out of the Company Info setting. It also shows licensing information such as the Control String and Control Code. It is sometimes necessary to print this report when applying to your local Hansa representative for an Enabler key.

Exchange Rates

Please refer to the ‘Multi-Currency’ chapter in Volume 2b for full details of this report.

Person List

This report lists the records in the Person register. As well as each Person’s initials and name, the Sales Group, Job Group, Job Description, Cost and Price per Hour, Bank Account details and Email Address are shown.



User	Paste Special	Person register, System module
	Range Reporting	Alpha
	Enter a Person’s initials (or a range or initials) to report on that member of personnel only.	

Record Checking

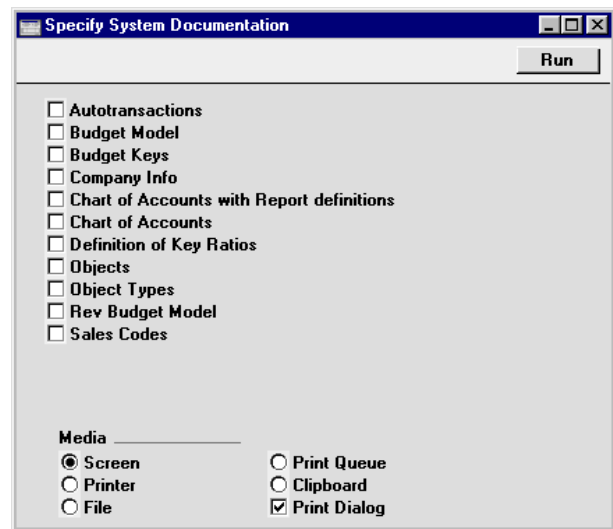
This report is used for system maintenance.



## System Documentation

System Documentation produces a number of lists showing the records that have been entered to certain settings. It can thus be used to describe the contents and set-up of your system. It may be a good idea to check the contents of your system from time to time. This report is also useful for auditing purposes since it contains important system information to be included in a professional audit, such as lists of Objects and Object Types and the Chart of Accounts.

Select 'System Documentation' in the 'Reports' list in the System module. The 'Specify System Documentation' window is opened.



Click the check boxes for each option that you would like to be included in the report and click the [Run] button in the Button Bar.

## Transaction Checking

This report provides a list of unapproved Sub System transactions (i.e. those for which Nominal Ledger Transactions have not been generated).

## User Activities

Please refer to the 'CRM' chapter in Volume 6 of these manuals for a description of this report.

## Imports

The 'Imports' function provides for the importing of data from tab-delimited text files exported by other Hansa databases or Companies, or from other applications such as spreadsheets. It also imports the encrypted back-up files created by the 'Company Text Backup' and 'Database Text Backup' Export functions. The function is selected using the 'Imports' item on the File menu.

On selecting the 'Imports' function from the File menu, an 'Imports' list window appears. There are two import options in the System module: double-click one to start the import process. An 'Open File' dialogue box will appear, asking you to locate the file to be imported. Click [Open] and the import will begin.

### Automatic

The 'Automatic' import can be used to import from text and encrypted files created by any of Hansa's export functions. It determines from information contained in the first line of such files what the file contains and thus in which register the information is to be saved.

The function will therefore be used in the event that it is necessary to restore from a back-up. This process is described in the next section of this chapter. It will also be used to import information to a Company holding the consolidated accounts of several subsidiaries.

A further use will be to import set-up information such as a Chart of Accounts and base register data such as Customers and Suppliers, thus ensuring that the task of accurately entering this information need only be undertaken once.

Finally, the function can also be used to import data exported from other systems, after appropriate formatting. For further details, please contact your local Hansa representative.

## Automatic, manual file search

This import is similar to the ‘Automatic’ import described above in that it can be used to import from files created by any of Hansa’s export functions. The only differences are—

- It allows you to import files from anywhere on your hard disk or on your network, while files imported by the ‘Automatic’ function have to be located in the “Backup” or “Setup” folders in the same folder as the Hansa application.
- It allows you to import files with any filename. The ‘Automatic’ function is restricted to files named using the DOS naming convention (i.e. a maximum of eight characters followed by a three character extension).
- Comments inserted in the back-up files are not visible when using the ‘Automatic, manual file search’ function, so be certain that you are selecting the correct file to be imported. These comments can be seen when using the ‘Automatic’ import.

To use the function to restore from a back-up, follow the procedure below. To import data exported from other systems, after appropriate formatting or from other Companies in your Hansa database, follow the procedure as described below, but omit steps 1 and 2. If you have more than one Company, ensure you are in the correct one before importing.

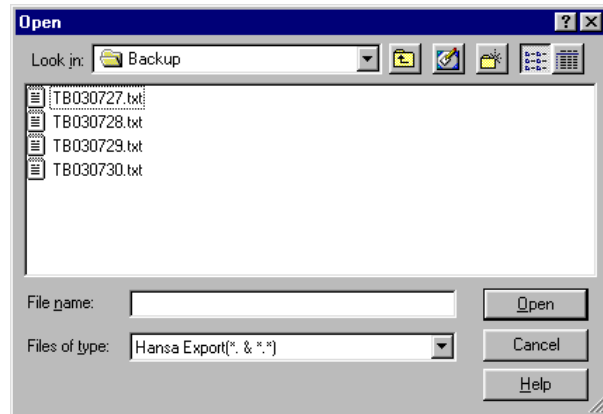
1. Move the old database (named “Hansa.HDB”) to another folder/directory, to avoid mixing things up. Rename it so that you know what it contains.
2. Delete the database file “Hansa.HDB” from the folder or directory with your Hansa application, but make sure that the “DBDef.txt” and “Default.txt” files are present in that folder. Double-clicking the Hansa application now will force it to create a new database.



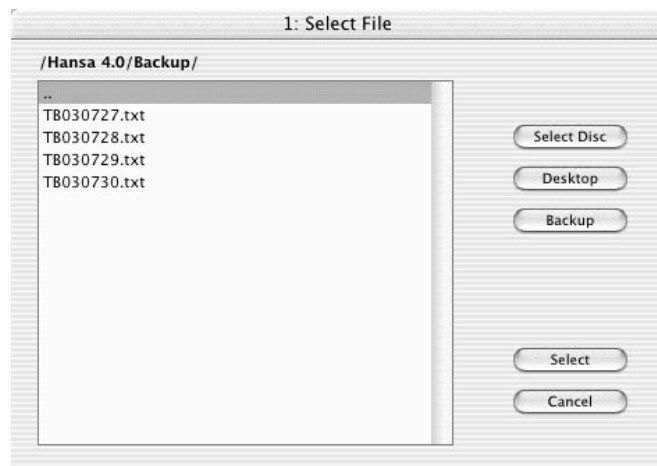
***It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.***

3. In the System module, choose ‘Imports’ from the File menu.
4. Select ‘Automatic, manual file search’ and press the Enter key (or double-click on ‘Automatic, manual file search’).

In most operating systems, Hansa opens a standard dialogue box with a list of the files in the current folder of the current volume. To find the back-up file, scroll through the list or select another folder or volume in the normal way.



In some operating systems (e.g. Macintosh OS X), Hansa uses its own file dialogue window—



When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Hansa application. Folder names are shown in angled brackets <>. Double-click a folder name to see its contents. Double-click the first item in the list (..) to go up one level. Click the [Desktop] button to go to your desktop, and the [Backup] button to enter the Backup folder that is inside the folder

containing your Hansa application. This has been done in the illustration above.

5. Once you have found the file you want to import (the back-up to which you wish to revert), highlight it and click [Open] or [Select] (depending on the operating system), or double-click on the name of the file.
6. A message window informs you about the progress of the import.
7. When the import has finished, Hansa will shut down for reasons of security if the imported file contains any Person register records. Restart the program and you will then be ready to continue working. If you imported the file to a brand new database (i.e. you were restoring from a back-up file), you will need to re-enter your database key to the Enabler setting.



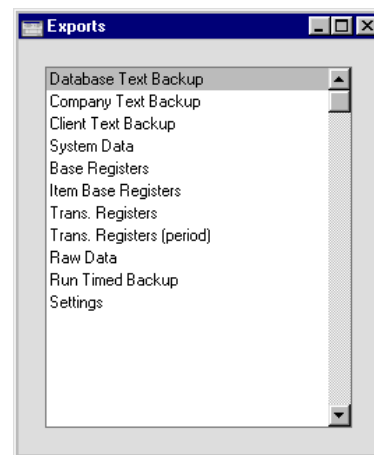
***Copy the old database to another folder/directory or remove it, to avoid mixing things up.***

# Exports

## Introduction

You can export several different types of data from Hansa. The exported data can be used by external programs such as spreadsheets, word processors etc. Apart from those created by the Back-up functions, all exports are output in simple text format, with fields separated by tabs.

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



## Company Text Backup, Database Text Backup

These functions provide an effective way to back up your data. They copy all data from the program to a separate file. It is also possible to copy or duplicate the database file as it appears on your hard disk, but Hansa's method has two advantages—

- The back-up file takes up very little space.
- The back-up file is independent of the program version. IT CAN ALWAYS BE USED, whereas a new version of the Hansa program (for reasons of internal updates in the program) may have difficulties in reading old database files.



***Use Hansa's built-in back-up feature to guarantee a successful restoration.***

This is how you back up your data—

1. In the System module, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The 'Exports' list opens.
2. Select 'Company Text Back-up' (if you wish to back up the data in the database relating to the single Company currently selected) or 'Database Text Back-up' (if you wish to back up the whole database) from the 'Exports' window and press the Enter key.

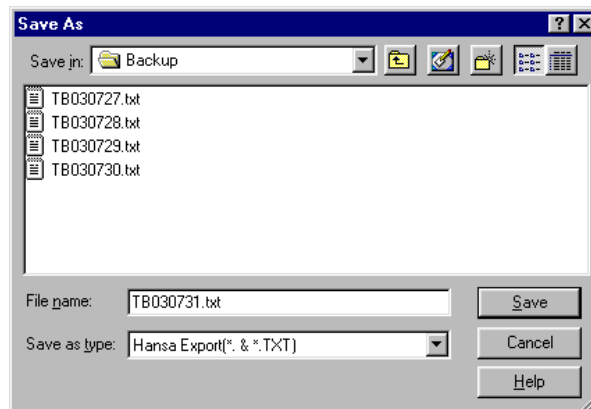
Usually the 'Database Text Back-up' option should be used, as this is the only choice that backs up the entire database. You must use it regularly for your safety and peace of mind. Some registers and settings (e.g. the System Usage setting, Mailboxes and Conferences) are stored at database level, not Company level. These will not be exported by the 'Company Text Back-up' option, even if your database only contains a single Company. The 'Company Text Back-up' option is intended for use in the situation where you need to move all the information relating to a specific Company from one database to another.

In a multi-user system, the 'Database Text Back-up' option cannot be used on a client machine. It can only be used on the server machine, when no other user is logged in. On the server, select 'Quit, Remove Autoserver' from the File menu and restart Hansa. Then, choose the System module using the Modules menu. If it is not convenient to work from the server, use the 'Run Timed Backup' option described below. This will be the case if your server does not have a graphical interface, or if it is in another room or building.

3. The “Specify Text Backup” window appears where you can describe the back-up file using up to 40 characters. This description will be shown in the list of importable files shown by the ‘Imports’ function. Click [Run] to proceed.
4. In most operating systems, Hansa opens a standard dialogue box where you can name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate directory in the usual way.

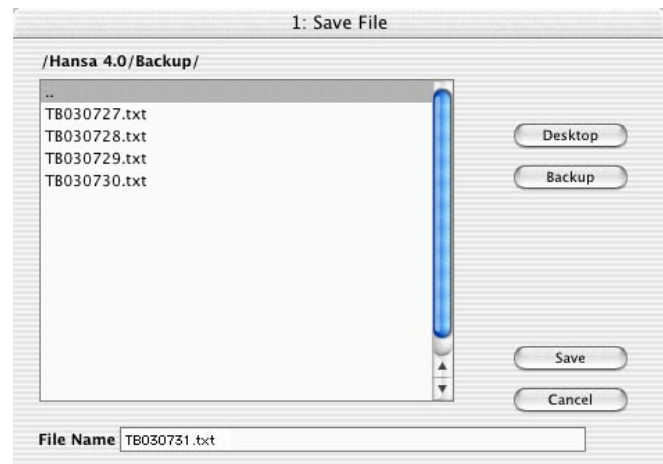
The name of the back-up should include the date the back-up was made (e.g. TC0711 for Training Company and date), but remember that you can use a maximum of eight characters if you are using Windows NT version 3 and/or if you are intending to restore from the back-up file using the ‘Automatic’ function (the ‘Automatic, manual file search’ function can import files with names of any length). Then, click [Save].

It is recommended that the back-up file be stored in a folder or directory named “Backup” which should be in the same folder or directory as the Hansa application. All back-up files in this folder will be shown in a list of importable files if it becomes necessary to restore from a back-up.





In some operating systems (e.g. Macintosh OS X), Hansa uses its own file dialogue window—



When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Hansa application. Folder names are shown in angled brackets <>. Double-click a folder name to see its contents. Double-click the first item in the list (..) to go up one level. Click the [Desktop] button to go to your desktop, and the [Backup] button to enter the Backup folder that is inside the folder containing your Hansa application. This has been done in the illustration above.

5. A message window informs you about the progress of the export.
6. When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.



***Make a rule to take a safety back-up EVERY DAY! Your database can be damaged, through hardware failures, power cuts and other reasons. A back-up file is a safety guarantee against loss of data and loss of work, should anything go wrong.***

Note that, for reasons of security and unlike the other export files produced by Hansa's Export functions, the files created by the 'Company Text Backup' and 'Database Text Backup' functions are encrypted files, not text files.

### Restoring from a Back-up

To restore from a back-up, you must first create a new database. Then import the back-up file using the 'Imports' function on the File menu in the System module.

Restoration from a safety back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Restoring from a back-up is done in the following way—

1. Move the old database (named "Hansa.HDB") to another folder/directory, to avoid mixing things up. Rename it so that you know what it contains.
2. Delete the database file "Hansa.HDB" from the folder or directory with your Hansa application, but make sure that the "DBDef.txt" and "Default.txt" files are present in that folder. Double-clicking the Hansa application now will force it to create a new database.

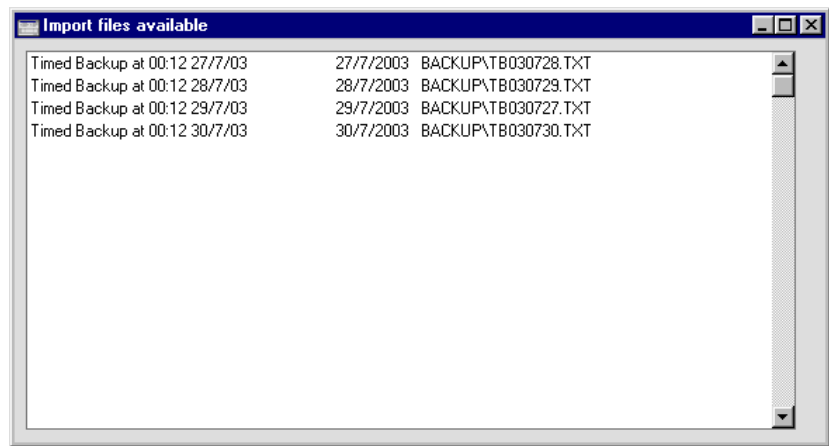


***It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.***

3. In the System module, choose 'Imports' from the File menu. The 'Imports' window is shown.
4. Select 'Automatic' and press the Enter key (or double-click on 'Automatic').

Hansa opens a list of back-up files. To be included in this list, a back-up file can be stored in the "Backup" or "Setup" folder or directory, which should be in the same folder or directory as the Hansa application.

In the list, the filename of each back-up file is shown together with the date it was saved and any comment added when it was created (see step 3 in the previous section).



5. Highlight the file you want to import (the back-up to which you wish to revert) and press the Enter key (or double-click on the name of the file).
6. A message window informs you about the progress of the import.
7. When the import has finished, Hansa will shut down for reasons of security if the imported file contains any Person register records. Restart the program and you will then be ready to continue working. If you imported the file to a brand new database (i.e. you were restoring from a back-up file), you will need to re-enter your database key to the Enabler setting.

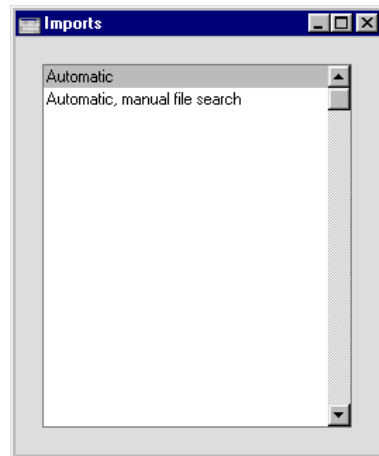


***Copy the old database to another folder/directory or remove it, to avoid mixing things up.***

*If the Restoration Appears to Fail*

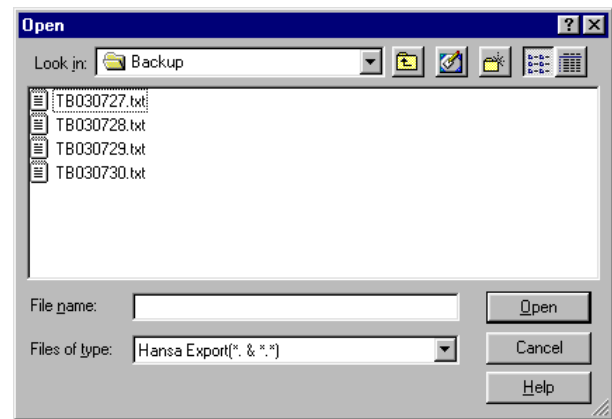
There are certain circumstances in which Hansa will show files in the list of available back-up files, but not be able to import them successfully. This will occur on both Macintosh and Windows machines if the filename does not comply with the DOS naming convention (i.e. a maximum of eight characters followed by a three character extension). If the name of your back-up file does not comply with this convention (or it is not shown in the list of available files because it is not stored in the “Backup” or “Setup” folder or directory), continue with these steps—

1. If it is still open, close the list of available import files using the close box.
2. In the System module, choose ‘Imports’ from the File menu. The ‘Imports’ window is shown—

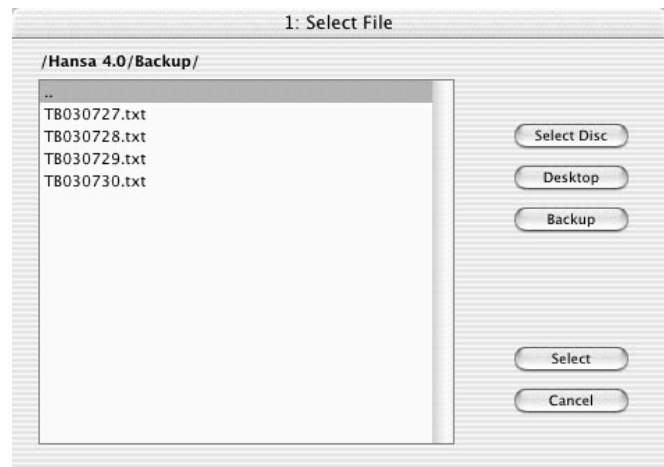


3. Select ‘Automatic, manual file search’ and press the Enter key (or double-click on ‘Automatic, manual file search’).

In most operating systems, Hansa opens a standard dialogue box with a list of the files in the current folder of the current volume. To find the back-up file, scroll through the list or select another folder or volume in the normal way.



In some operating systems (e.g. Macintosh OS X), Hansa uses its own file dialogue window—



When the file dialogue window is first opened, the main part of the window shows the contents of the folder containing your Hansa application. Folder names are shown in angled brackets <>. Double-click a folder name to see its contents. Double-click the first item in the list (..) to go up one level. Click the [Desktop] button to go to your desktop, and the [Backup] button to enter the Backup folder that is inside the folder containing your Hansa application. This has been done in the illustration above.

4. Once you have found the file you want to import (the back-up to which you wish to revert) and click [Open] or [Select] (depending on the operating system), or double-click the name of the file.

A message window informs you about the progress of the import.

5. When the import has finished, Hansa will then close for reasons of security if the back-up file contains at least one record in the Person register. Restart the program and type your database key in to the Enabler setting: you will then be ready to continue working.

## Client Text Backup

This function is used on client machines for backing up information that is stored locally. This information will not be included in the normal daily back-up file made from the server. As very little is stored locally, the resulting back-up file will usually be very small. For example, window settings saved by each user using the 'Save Normal Position' (Windows)/'Save' (Macintosh) functions on the Window menu (i.e. window positions, sizes and sort orders) are stored on the client machines. Company information is also stored on client machines, so if there are several Companies in a client (i.e. it is capable of logging on to several servers), then it is advisable to create a Client Text Backup periodically.

If the local machine has not been backed up before, a second Company must be created, to be used for backing up only. Follow these steps—

1. Select 'Company' from the File menu. The 'Select Company' window appears. Select 'Open Company Register' from the Operations menu.
2. The 'Companies: Inspect' window appears. On the second row, enter a new Company. This should be a local Company, so leave the TCP/IP and Port fields blank.
3. Save the new Company by clicking the [Save] button in the Button Bar. For security reasons, Hansa quits automatically. Restart Hansa, and choose to use the new, second, Company. You might wish to enter a single record in the Person register with a password, again for security reasons.

If the local machine has been backed up before and the second Company already exists, you must log off from the server and change to the second Company before backing up. Follow these steps—

1. If you are on the logged on to the server, quit Hansa.
2. Restart Hansa and choose to use the second Company. You cannot change Companies using the 'Company' function on the File menu because the two Companies are on different machines.

In both cases, you can now back up the local machine. Change to the System module using the Modules menu, select 'Exports' from the File menu and double-click the 'Client Text Backup' option. From here, this option operates in a similar fashion to the 'Company' and 'Database Text Backup' functions described in the previous section, and, like them, creates an encrypted file, not a text file.

### **Restoring from a Client Text Back-up**

Whenever you upgrade to a new version of Hansa, the new version should be installed on the server and all clients, as described in the first chapter of this manual. If there are several Companies in the client (i.e. it is capable of logging on to several servers), it will probably be easier for you to recreate them by importing the Client Text Backup file into the new client database rather than by typing them in to the Company register manually. Also, if special window settings have been saved on a local machine, you may want to ensure these are still used after the upgrade. To do this, you should import the Client Text Backup file that you created from the old version following the instructions above. If you do not have any special window settings and if the Company register is easy to recreate manually, there is no need to import a Client Text Backup file, because no other important information is stored locally.

Importing a Client Text Backup is done on the client machine in the usual way. Install the new version of Hansa on the client, ensure there is no Hansa.HDB file in the folder containing the program and start the program. If the 'Import files available' window appears, import the Client Text Backup from there. Otherwise, change to the System module using the Modules menu, and select 'Imports' from the File menu.

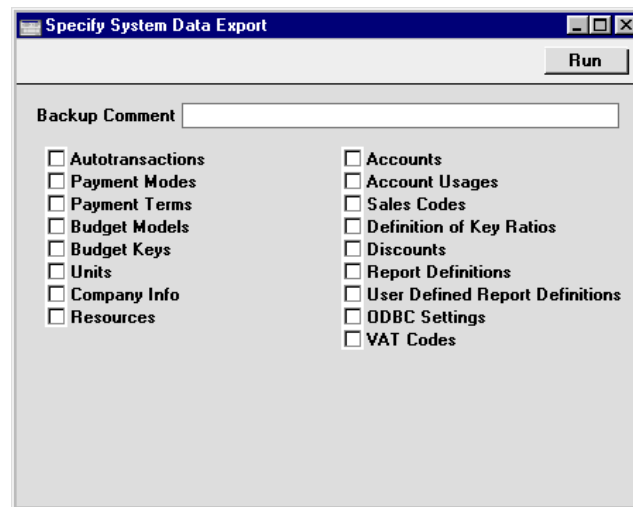
## **System Data**

This function can be used to export basic information from a database. This is a practical tool when you want to create a new Company which will use the same basic accounts structure as your existing ones.

You can save much work by simply copying repeated data such as the Chart of Accounts and afterwards changing whatever is different between the two Companies.

The System Data export is saved as an ordinary text file and is imported to the new Company using the 'Automatic' or 'Automatic, manual file search' Import functions in the System module (described earlier in this chapter).

Select 'Exports' from the File menu in the System module and double-click 'System Data' in the 'Exports' list. The 'Specify System Data Export' window is opened—



Check the boxes to determine the data to be exported. Use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function. Click [Run] to proceed. Hansa will open a dialogue box where you can name the export file and specify where it is to be saved.

Enter a name for the file and click [Save] or press the Enter key.

A message window informs you about the progress of the export. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Period (Macintosh).

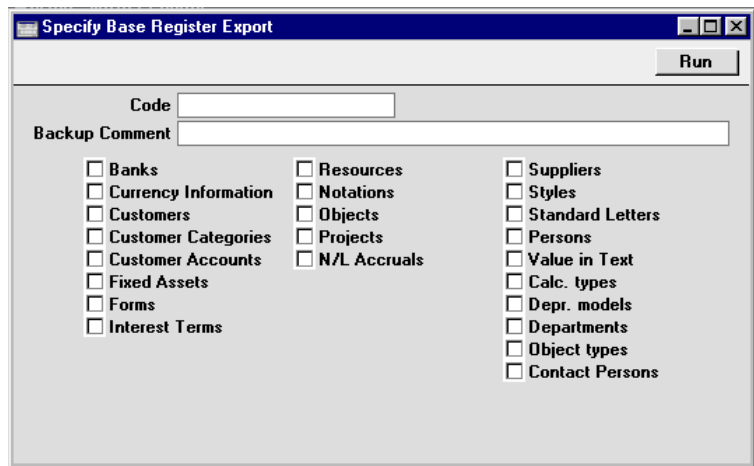
When the export has finished, you may close the 'Exports' window with the close box.

## Base Registers

In a similar manner to the 'System Data' export described above, this function allows you to export the records from any base register except those related to Items. To export these, use the 'Item Base Registers' export described below.

Some of the registers in the 'Specify Base Registers Export' window may not be used in your version of Hansa. An attempt to export information from registers not present will result in an empty file.





The dialog box titled "Specify Base Register Export" contains a "Run" button in the top right corner. Below the title bar, there are two text input fields: "Code" and "Backup Comment". The "Backup Comment" field is wider than the "Code" field. Below these fields, there are three columns of checkboxes, each with a label to its left. The first column contains: Banks, Currency Information, Customers, Customer Categories, Customer Accounts, Fixed Assets, Forms, and Interest Terms. The second column contains: Resources, Notations, Objects, Projects, and N/L Accruals. The third column contains: Suppliers, Styles, Standard Letters, Persons, Value in Text, Calc. types, Depr. models, Departments, Object types, and Contact Persons.

<input type="checkbox"/> Banks	<input type="checkbox"/> Resources	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Currency Information	<input type="checkbox"/> Notations	<input type="checkbox"/> Styles
<input type="checkbox"/> Customers	<input type="checkbox"/> Objects	<input type="checkbox"/> Standard Letters
<input type="checkbox"/> Customer Categories	<input type="checkbox"/> Projects	<input type="checkbox"/> Persons
<input type="checkbox"/> Customer Accounts	<input type="checkbox"/> N/L Accruals	<input type="checkbox"/> Value in Text
<input type="checkbox"/> Fixed Assets		<input type="checkbox"/> Calc. types
<input type="checkbox"/> Forms		<input type="checkbox"/> Depr. models
<input type="checkbox"/> Interest Terms		<input type="checkbox"/> Departments
		<input type="checkbox"/> Object types
		<input type="checkbox"/> Contact Persons

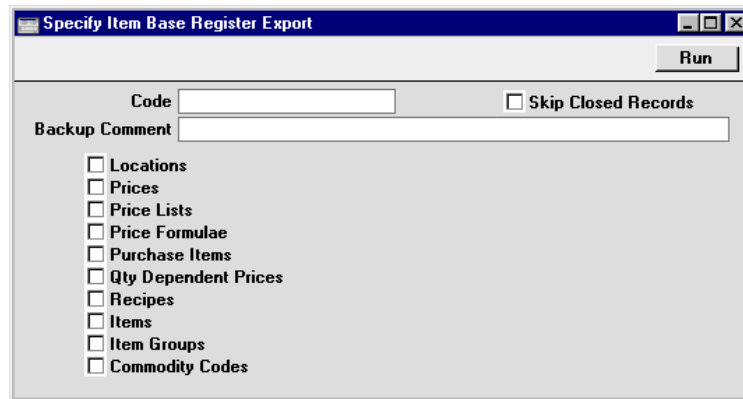
Select one or more options and use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function. Click [Run] to proceed. If you have selected a single register, you may export a selection of records in that register by specifying a code range in the Code field. Then, give a name and destination to the file and click [Save].

Files created by this export can be imported to other Hansa Companies or databases using the 'Automatic' or 'Automatic, manual file search' import functions in the System module.

## Item Base Registers

In a similar manner to the 'System Data' export described above, this function allows you to export the records from any base register related to Items.

Some of the registers in the 'Specify Base Registers Export' window may not be used in your version of Hansa. An attempt to export information from registers not present will result in an empty file.



The image shows a Windows-style dialog box titled "Specify Item Base Register Export". It has a "Run" button in the top right corner. Below the title bar, there is a "Code" text box and a checkbox labeled "Skip Closed Records". Underneath these is a "Backup Comment" text box. At the bottom, there is a list of checkboxes for different base registers: Locations, Prices, Price Lists, Price Formulae, Purchase Items, Qty Dependent Prices, Recipes, Items, Item Groups, and Commodity Codes. All checkboxes are currently unchecked.

Select one or more options and use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function. Click [Run] to proceed. If you have selected a single register, you may export a selection of records in that register by specifying a code range in the Code field. Then, give a name and destination to the file and click [Save].

Files created by this export can be imported to other Hansa Companies or databases using the 'Automatic' or 'Automatic, manual file search' import functions in the System module.

## Transaction Registers

In a similar manner to the 'System Data' and 'Base Registers' functions described above, records in Hansa's transaction registers can be exported. Just as is the case with the Base Registers, if your installation does not use some of the registers, an attempt to export data from a register that is not present will result in an empty file.

Select one of the options, enter a Backup Comment to describe the back-up file (up to 40 characters are permitted) and click [Run]. You may export a selection of records in a particular register by specifying a code range in the Ser No field. Then, give a name and destination to the file and click [Save].

Files created by this export can be imported to other Hansa Companies or databases using the 'Automatic' and 'Automatic, manual file search' import functions in the System module.

## Transaction Registers (Period)

This export allows you to export all records within selected transaction registers for a certain time period. Hansa has a multi-year database, where all transactions are saved in full. After a few years, as the database grows, the time required to create a back-up increases. With this feature, you can reduce the time needed to carry out the daily back-up by only backing up those transactions that fall within a specified period, for example the current year only. If using this function, you should ensure you create a full back-up at the end of the previous financial year. To restore the database, you should import

two files: the “historical” archive back-up, and the most recent back-up file from the current year. In both cases, use the ‘Automatic’ or ‘Automatic, manual file search’ import functions in the System module.

To use this feature, check the registers you need to back up, set the time period and use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the ‘Imports’ function. Click [Run] to proceed.

**Specify Trans. Register (period) Export**

Period: 1/1/2003:31/12/2003

Backup Comment: \_\_\_\_\_

<input type="checkbox"/> Receipts	<input type="checkbox"/> Cash In
<input type="checkbox"/> Bar Tabs	<input type="checkbox"/> Cash Out
<input type="checkbox"/> Sales Orders	<input type="checkbox"/> Goods Receipts
<input type="checkbox"/> Deliveries	<input type="checkbox"/> Invoices
<input type="checkbox"/> Simulations	<input type="checkbox"/> Payments
<input type="checkbox"/> Stock Movements	<input type="checkbox"/> Purchase Invoices
<input type="checkbox"/> Transactions	<input type="checkbox"/> Purchase Orders
<input type="checkbox"/> Time Sheets	<input type="checkbox"/> Quotations
<input type="checkbox"/> Stock Depreciation	<input type="checkbox"/> Notations
<input type="checkbox"/> Activities	<input type="checkbox"/> Returned Goods
<input type="checkbox"/> Stocktakings	

Specify \_\_\_\_\_

☒ OKed  
☒ Not OKed

Run

Then, give a file name and destination to the file and click [Save].

## Raw Data

This export is used for system maintenance, and requires a Hansa system expert to be used correctly.

If the database has somehow become damaged, you will be prompted to create a Raw Data export. You should do so, and you should then attempt to create a Database Text Backup as well. The Raw Data option exports data in byte order, while the Database Text Backup exports data in record order, on a register-by-register basis.

A Raw Data export can be imported in the usual way, using the ‘Automatic’ or ‘Automatic, manual file search’ options. However, because of the way the Raw Data export file is structured, no indexes will be created. Therefore, as soon as the Raw Data file has been imported, you must immediately create a Database Text Backup and import that file to a new database. This will ensure the data is properly indexed.

## Run Timed Backup


Hansa contains a timed back-up feature whereby a database back-up file can be created automatically every day. To specify when the back-up files are to be created, and where they are to be stored, use the Timed Operations setting in the Technics module. For full details, please refer to the first chapter in this manual.

This function can be used to create a database back-up immediately, naming and saving the file according to the specifications entered in the Timed Operations setting. It will not create a back-up file if you have not specified a Backup Path in the Timed Operations setting.

In multi-user systems, this function can be used from a client machine: it is the only way to create a 'Database Text Backup' from a client. It is recommended that it is run when no other client is logged on to the server.

## Settings

This function exports the contents of many settings, including Base Currency, Languages, Reporting Periods, Round Off, Payment Modes, Credit Limit, Freight, Account Usage S/L, Sub-ledger Control Accounts and VAT Codes. These are all settings containing sets of preferences or where separate records are entered in grids. To export information from other settings (those containing discrete records, such as Payment Terms), use the System Data, Base Registers or Item Base Registers Export functions described above.



The image shows a Windows-style dialog box titled "Specify Settings Export". It has a blue title bar with standard window controls (minimize, maximize, close). Inside the dialog, there is a "Run" button in the top right corner. Below the button, there are two text input fields. The first field is labeled "Backup Comment" and the second field is labeled "Company Code". Both fields are currently empty.

Enter a Backup Comment if necessary and specify the Company Code of the Company whose settings are to be exported. This does not have to be the Company you are currently in, but you must specify a Company otherwise the export file will be empty. Then, click [Run] to proceed.



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***HansaWorld***  
***Index***

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