

Hansa Financials

HansaWorld

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

Volume 2a: Accounting Package

Sales and Purchase Ledgers

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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.

This manual covers Hansa's Sales and Purchase Ledgers. Prior to reading it, you should already be familiar with Hansa's Work Area (its modules, registers, windows, menus and buttons) and the Customer and Item registers. These are covered in Volume 1 of these manuals.

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

How these manuals are organised

Volume 1: Introduction

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

Volume 2: Accounting Package

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

Volume 3: Logistics Package

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

Volume 4: General Modules

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

Volume 5: Specialised Modules

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

Volume 6: Personal Registers

CRM	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.
Mail	Internal mail, external mail (email), conferences, chat.

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Hansa Financials
HansaWorld
Sales Ledger

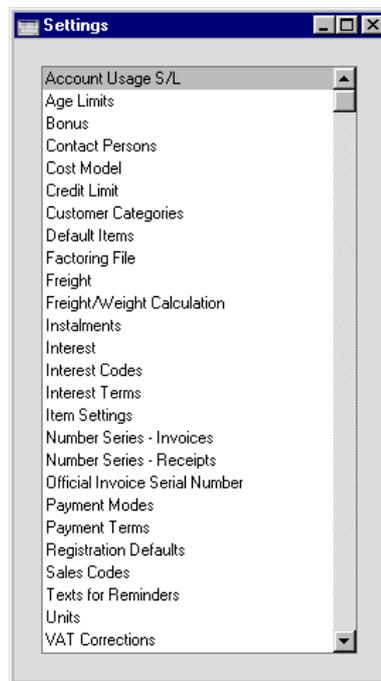
Chapter 1: The Sales Ledger Module

This module is the primary tool for the handling of accounts receivable, and all that is associated with the Invoices the company sends to its Customers. The Sales Ledger interacts with several of Hansa’s modules, and receives Invoices from the Sales Orders module, the Contracts module, the Job Costing module, and it creates and sends accounting transactions to the Nominal Ledger module.

Settings

Introduction

The Sales Ledger has the following settings—



To edit a setting, ensure you are in the Sales Ledger using the 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.

Account Usage S/L

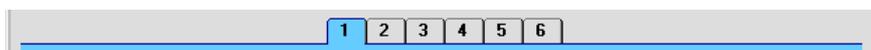
Use the Account Usage S/L setting to specify the default Accounts and VAT Codes for use in your Sales Ledger transactions (i.e. Invoices and Receipts). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, for the Items, Item Groups, Customers or Customer Categories used in the transactions). A complete description of how Hansa selects these defaults is found in the 'Accounting Principles' chapter in Volume 1 of this manual.

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



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

The Account Usage S/L setting is spread over six cards. To view specific cards, click the tabs marked 1-6.



Most of the fields require Account codes to be entered. In each case, you can use the 'Paste Special' function (Ctrl-Return or ⌘-Return) to aid the selection of the correct Account. In the VAT Code fields on cards 3 and 4, 'Paste Special' can similarly be used to aid the selection of the correct VAT Code.

Card 1

The screenshot shows a software window titled "Account Usage S/L: Inspect" with a "Save" button in the top right. Below the title bar is a tabbed interface with tabs labeled 1 through 6, where tab 1 is selected. The main area contains several input fields and checkboxes:

- Debtors: 750
- Bad Debtors: [empty]
- Cash: 720
- VAT (C/A): [empty]
- VAT on Sales Account: [empty]
- TAX on Sales Account: [empty]
- Round Off: 465
- Cash Discount: 199
- Cash Discount VAT: 830
- Commission: [empty]
- Objects on Debtors A/C
- Sub-ledger Checking
- Inv. Upd. Stock
- Turnover Incl. VAT
- VAT Code Control
- Book Receipt VAT
- Exclude VAT on Cash Discount
- Invoice info on N/L Transaction
- Use Prepayments, not On Account
- Force Unique Prepayment Numbers
- Update Base Cur. when Invoicing
- Update Foreign Cur. when Invoicing
- Do not allow Credit Invoices without no.
- Use Credit Sales Accounts
- Separate Row per Customer on Bank A/C
- Base Price: [empty]
- Not Including VAT
- Including VAT and TAX
- Including VAT

Account Fields

Debtors When an Invoice is approved (i.e. posted to the Nominal Ledger), its value including VAT is debited to a Debtor Account. When a Receipt is entered, its value is credited to the same Account. This Account therefore shows how much your company is owed at a particular time.

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

Bad Debtors The 'Transfer to Bad Debtors' Maintenance function can be used to transfer the outstanding balances of overdue Invoices from the Debtor Account specified above to a Bad Debtor Account.

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

- Cash** The Account entered here will be debited instead of the Debtor Account whenever a cash sale (Cash Note) is approved. For a full description of Cash Notes, please refer to the 'Payment Terms' section later in this chapter.
- The Account specified here will be overridden if a separate such Account has been specified for the Payment Term used in the Cash Note.
- VAT (C/A)** This Account should be used in those countries where sales are booked inclusive of VAT (i.e. you are using the Turnover Incl. VAT option described below). In this case, whenever an Invoice is posted to the Nominal Ledger, the amount credited to the Sales Account will include VAT. As a result, you must specify a VAT (C/A) Account here. This Account will be debited with the VAT total, to balance the normal credit posting to the VAT Output Account. This feature is not used in most countries.
- Round Off** The total amount of each Invoice will be rounded up or down according to rounding rules defined for its Currency (in the Currency Round Off setting in the System module). When Invoices are approved, the amount lost or gained by this rounding process is posted to the Account specified here.
- A separate setting in the System module, Round Off, is used to set the rounding rules for Invoices where no Currency has been specified and those with a Currency that has not been entered in the Currency Round Off setting. Again, amounts lost or gained by this rounding process are posted to this Account.
- This Account can only be defined in the Account Usage S/L setting and is therefore used in Transactions generated from the Purchase Ledger as well.
- Cash Discount** In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be debited with the discount amount. Settlement discounts are defined using the Payment Terms setting (described below).

Cash Discount VAT

If VAT is to be reduced when a cash (settlement) discount is given, this is the Account which will be debited. The use of this Account depends on local VAT legislation.

Commission This field is used in Russia. Please refer to your local Hansa representative for details.

Check Boxes

Objects on Debtors A/C

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

Sub-ledger Checking

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

This feature does not prevent you from entering Receipts by journal in the Nominal Ledger. However, it will prevent you from using the Debtor Account accidentally and incorrectly in other Nominal Ledger Transactions, thus rendering it 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.

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

Note that this check box is used to control whether sub-ledger checking takes place for specified Sales Ledger

Accounts only. There is a check box with the same name in the Account Usage P/L setting which performs an equivalent function for Purchase Ledger Accounts.

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

This check box is only used when Deliveries are made directly from an Invoice (i.e. where no Sales Order exists). Otherwise, stock levels are reduced when Deliveries are made from the Sales Order screen.

The setting can be changed for an individual Invoice using the Update Stock check box on the Invoice screen ('Delivery' card).

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

Turnover Incl. VAT

Check this box if you would like turnover to be recorded inclusive of VAT. In this case, whenever an Invoice is posted to the Nominal Ledger, the amount credited to the Sales Account will include VAT. As a result, you must specify a VAT (C/A) Account in the field above. This Account will be debited with the VAT total, to balance the normal credit posting to the VAT Output Account.

VAT Code Control

This option controls the choice of VAT Codes in Invoices. When an Item is entered in an Invoice, the VAT Code is taken from the Customer, Item, Item Group or card 3 of this setting. If you are using this option, this VAT Code must match that specified in the Sales Account (in the Account register). If this is not the

case, the following warning message will appear when you try to save the Invoice—



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

If you are using this option, it is recommended that you specify VAT Codes in all your Sales Accounts, and that you take care to specify the same VAT Codes in your Customers, Items and Item Groups and in this setting (card 3), to prevent possible conflicts.

Book Receipt VAT

This option allows for the accounting of VAT based on Receipts (rather than Invoices), a requirement in the UK for users of the Cash VAT scheme. Such users should also ensure the Book Payment VAT option on card 1 of the Account Usage P/L setting is switched on, and that, for all VAT Codes entered using the setting in the Nominal Ledger, O/P and I/P Accounts have been specified. The Cash VAT scheme is described in the 'VAT Codes' section of the 'Nominal Ledger' chapter in Volume 2b of these manuals.

Users in Latvia should leave this option switched off but should turn on the Book Payment VAT option in the Account Usage P/L setting.

Exclude VAT on Cash Discount

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

Invoice info on N/L Transaction

When Nominal Ledger Transactions are generated automatically from Invoices and Receipts, use this option if you would like to have the Invoice Number, Due Date and Customer (in the case of Invoices) or the Receipt Number, Payment Date and Customer (in the case of Receipts) shown on flip E of the Transaction. This applies to the posting to the Debtor Account only.

The setting can be changed for an individual Invoice or Receipt using the Cust. Info. on Trans. check box.

Use Prepayments, not On Account

If you receive payments from a particular Customer without reference to a specific Invoice, these can be entered to the Receipt register with a Prepayment Number on flip D of the Receipt screen (a "Prepayment" Receipt) or without a Prepayment Number (an "On Account" Receipt). When the time comes to raise an Invoice, it can be allocated to Receipts of both kinds, but the process is easier if there is a Prepayment Number.

If you want to prevent the entering of On Account Receipts, check this box. This will mean that all Receipt rows will have to have either an Invoice Number or a Prepayment Number before the Receipt can be saved. This check box is not in the Account Usage P/L setting, so checking it here will prevent the entering of On Account Payments in the Purchase Ledger as well.

On the Sales Ledger side only, you can also ensure that any Prepayment Number used in a Receipt is also a Sales Order Number. Do this by checking the Use Sales Order No for Prepayments box in the Down Payments setting in the Sales Orders module. This will be useful if the Prepayments that you receive will all be deposits against Sales Orders.

Force Unique Prepayment Numbers

Check this box if you would like to ensure that unique Prepayment Numbers are always used when entering Prepayment Receipts (see above). If you are also using the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Orders module, this

will mean that you can only receive one deposit per Sales Order.

The Account Usage P/L setting also has a Force Unique Prepayment Numbers option, so this one only applies to the Sales Ledger.

Update Base Cur. when Invoicing, Update Foreign Cur. when Invoicing

When an Invoice is created from an Order, these check boxes control the Base and Exchange Rates on the 'Currency' card of the Invoice. If these options are not used, the rates will be copied from the Order. If they are used, the latest Base and Exchange Rates will be used, although the prices in Currency of the Items will not be changed. This means the Customer will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order. If you want to update the pricing in the Invoice to reflect new Base and Exchange Rates (and therefore to maintain the original value in the home Caurrency in the Nominal Ledger), save the Invoice and then select 'Update Currency Price List Items' from the Operations menu.

Do not allow Credit Invoices without no.

Check this box if you would like Credit Notes always to be allocated to previous Invoices.

Use Credit Sales Accounts

Usually the same Sales Accounts and VAT Codes are used in Invoices and Credit Notes. These Accounts and VAT Codes can be specified in Item records, in Item Group records and on card 3 of this setting. If you would like to use different Sales Accounts and VAT Codes in Credit Notes, check this box and specify the Accounts and VAT Codes to be used on the 'Credit A/C' card of your Item Group records and on card 4 of this setting.

Separate Row per Customer on Bank A/C

When you enter a Receipt with several rows, the resulting Nominal Ledger Transaction will usually contain a single debit posting to the Bank Account. Check this box if you would like such Transactions to contain separate debit postings for each Receipt row.

The Description in each debit posting will show the Invoice Number and Customer Name, so you should use this option if you want this information to appear in the Account Reconciliation register (used for bank reconciliation).

Base Price

Use these options to specify whether the Base Prices in the Item records are to include VAT, or VAT and a second tax such as an environmental tax. VAT and TAX rates are both defined in the VAT Codes setting in the Nominal Ledger.

Card 2

1 2 3 4 5 6					
Write Offs	520	Rate Gain	515	Bank Rate Gain	516
Rate Round Off	465	Rate Loss	515	Bank Rate Loss	516
EMU Rate Round Off	466	On Account A/C	806		
EMU Rate Write Off	521	On Account VAT	830		
Base Currency Round Off	467	Bank Fee	500		

Many of the Accounts on this screen are used when the process of creating Nominal Ledger Transactions from Sales Invoices and Receipts involves a currency conversion. Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details.

Write Offs, Rate Round Off, EMU Rate Round Off, EMU Rate Write Off

These Accounts are used in the situation where an Invoice is to be treated as fully paid if the amount received is slightly different to that outstanding, providing that difference is within an allowable margin. The difference is posted to one of these Accounts on the following basis—

- Write Offs** if the Received Currency is the same as the Invoice Currency, and the Received Currency is not a member of the EMU;
- Rate Round Off** if the Received Currency is different to the Invoice Currency, and the Received Currency is not a member of the EMU;

EMU Rate Round Off

if the Received Currency is different to the Invoice Currency, and the Received Currency is a member of the EMU;

EMU Rate Write Off

if the Received Currency is the same as the Invoice Currency, and the Received Currency is a member of the EMU.

The allowable margin is set in the Currency setting. If this is done for the record representing the home Currency, this feature can also be used as an easy way of automatically writing off small outstanding amounts in domestic Invoices (i.e. those in the home Currency), reducing the need to use the 'Write off Invoices' Maintenance function.

Please refer to the section in the 'Multi-Currency' chapter in Volume 2b of these manuals describing the 'EMU' and 'Round Off' cards of the Currency screen for more details about using this feature.

Note that in the special case where the difference is caused by a change in Base Rate, it will not be posted to one of these Accounts, but to the Rate Gain or Loss Account (described below).

A more common use of the Write Offs Account will be for bad debts written off by the 'New Write-off' Operations menu function of the Receipt and by the 'Write off Invoices' Maintenance function.

On Account A/C If you receive Prepayments or On Account Receipts from a particular Customer without reference to a specific Invoice (usually before you have raised the Invoice), you may want to use a special Account for such Receipts. Specify that Account here, and switch on the On Account check box on the 'Terms' card of the Customer in question. When a Prepayment or On Account Receipt is entered and approved, its value will be credited to this Account.

The Account specified here will be overridden if a separate such Account has been specified for the Customer Category of the Customer.

On Account VAT This field is used when the Nominal Ledger Transactions from On Account Receipts and Prepayments are to include a VAT element. This is the case in Russia and for users of the Cash VAT scheme in the UK. When a Prepayment or On Account Receipt is entered, the VAT Code and Amount should be specified on flip E. If the VAT Code field contains a value, the VAT Amount will be debited to this Account and credited to the O/P Account for the VAT Code (or the Output Account if the O/P Account is blank) when the Receipt is approved and saved.

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

Card 3

		1	2	3	4	5	6
Dom. Sales A/C	199	Dom. VAT Code	1				
EU Sales A/C	199	EU VAT Code	3				
Export Sales A/C	199	Export VAT Code	2				

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

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

It can be useful to maintain more than one Sales Account to keep a record of the sales of different types of product. For this reason, you can specify a separate Sales Account for each Item. Enter here the Account Code of the Account that you wish to be used as your default Sales Account, to be credited when no Sales Account has been specified for an Item or Item Group.

Three default Sales Accounts should be set: which one will be used in a particular Invoice will depend on the Zone of the Customer concerned (set on the 'Company' card of the Customer record).

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

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

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

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

Note that, for Customers in the “Within EU” and “Outside EU” Zones, VAT will not be charged on any Invoices raised, irrespective of the VAT Code specified here.

Card 4

		1	2	3	4	5	6
Credit Notes							
Sales A/C	<input type="text"/>	Domestic 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"/>				

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 as well.

Please refer to the description of card 3 above for details of each field.

These Accounts and VAT Codes will be used when no credit Sales Account or VAT Code has been specified for an Item Group and for Items that do not belong to an Item Group. If any field here is blank, the standard Account or VAT Code from card 3 of this setting will be used instead.

Card 5

	1	2	3	4	5	6
Purchase Control	805					
Extra Cost	240					
Purchase Freight Cost	290					
Customs Cost	298					
Prod I-cost	740					
Prod W-cost	241					
Stock	740					
Stock Cost	240					
Stock Gain	745					
Returned Goods	742					
Cash Back						
Stock Transf.						

Purchase Control The suspense Account used to book goods received before a Purchase Invoice has been received and booked. It is credited when records in the Goods Receipt register in the Stock module are approved (if the equivalent field for the appropriate Item Group is blank) and debited when Purchase Invoices created from Purchase Orders are approved (depending on the Purchase Order Item Transfer Control option chosen in the Purchase Invoice Settings setting in the Purchase Ledger).

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

Extra Cost A special expense account to collect any "extra costs" associated with the receipt of goods (entered to the Cost field for each row of a Goods Receipt record). It is credited when records in the Goods Receipt register in the Stock module are approved.

Purchase Freight Cost

Used to book the cost of freight on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.

Customs Cost

Used to book the customs duty cost on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.

Prod I-cost

The Account specified here will be credited by the total input cost and debited by the total output cost whenever a Production record is approved, providing no Stock Accounts have been specified for the relevant Location or Item Groups. Production records (used to assemble Stocked Items from components) are fully described in Volume 5 of these manuals.

Prod W-cost	The Account specified here will be credited by the total work cost whenever a Production record is approved. Usually, this will be the cost of labour required to build the assembled Items.
Stock	<p>The stock control Account. Used only if the Stock module is used. If you are using maintaining stock values in the Nominal Ledger ('cost accounting'), this Account will be debited when goods are received into stock and credited upon Invoice or Delivery, if the equivalent field for the appropriate Location or Item Group is blank.</p> <p>Please refer to the 'Cost Accounting' section of the 'Stock Module' chapter in Volume 3 of these manuals for full details of this feature.</p>
Stock Cost	Cost Account used when shipping goods from stock. If you are using cost accounting, this Account will be debited upon Invoice or Delivery, if the equivalent field for the appropriate Item Group is blank.
Stock Gain	This Account is used by the Stock Movement register to book value differences from internal stock transfers between stock Locations.
Returned Goods	When an Item is returned to stock by a Customer, a record is entered to the Returned Goods register (described in the 'Stock Module' chapter in Volume 3 of these manuals). When the Returned Goods record is approved, this Account will be credited in the subsequent Nominal Ledger Transaction unless the Item belongs to an Item Group with a Cost Account and the Use Item Groups for Cost Accounts option in the Cost Accounting setting (Stock module) is on.
Cash Back	This Account is used when entering Cash Invoices in the Point of Sales module. When a Customer overpays using a credit card and requires the difference to be paid back in cash, this cash amount is credited to the Account specified here. For this difference to be shown in the Nominal Ledger Transaction, this Account should be different to the Cash Account used in the Cash Invoice (which comes from the Payment Mode or the Cash Account on card 1 of this setting).

Stock Transf. This Account is used by the Stock Transfer register in the Internal Stock module to book value differences from internal stock transfers between stock Locations.

Card 6

		1	2	3	4	5	6
Purchase Cost 1	<input type="text"/>	PU Cost 4	<input type="text"/>				
PU Cost 2	<input type="text"/>	PU Cost 5	<input type="text"/>				
PU Cost 3	<input type="text"/>						

These Accounts will collect any “extra costs” associated with the receipt of goods (entered to the five fields on the ‘Extra Costs’ card of a Goods Receipt record). They are credited when records in the Goods Receipt register in the Stock module are approved.

Age Limits

This setting allows you to define up to six ageing periods which will be used when producing Aged Debtor and Aged Creditor reports.

Period 1	<input type="text" value="30"/>
Period 2	<input type="text" value="90"/>
Period 3	<input type="text"/>
Period 4	<input type="text"/>
Period 5	<input type="text"/>
Period 6	<input type="text"/>

Setting more than 2 periods demands Landscape Printing

Open the setting by double-clicking ‘Age Limits’ in the ‘Settings’ list in the Sales Ledger. Define your ageing periods as shown above, leaving the lower fields blank if you don’t need them. To save changes and close the window, click the [Save] button in the Button Bar. To close the window without saving changes, click the close box.

In the Sales Ledger or Purchase Ledger report, when using the Aged option, outstanding Invoices are grouped together according to their age, as illustrated below. The number of columns in the report will correspond to the number of ageing periods defined in the setting. In the example report shown overleaf, Period 1 of this setting determines the end of the second column and the beginning of the third. Period 2 determines the end of the third column and the beginning of the fourth.

Sales Ledger						
Operations			Search			
Sales Ledger			Hansa, Print date: 14/1/2003 18:22			
Radio Import/Export Ltd			All Customers			
Unpaid Invoices			Sorted by Number			
Aged			Base Currency			
Status: Include Disputed			All Salesmen			
			20/12/2002			
Customer		Not Due	0 - 30	31 - 90	91 -	Balance
001	Against All Odds Trading Co	4,515.17	0.00	0.00	8,493.92	13,009.09
002	New World Import/Export Co	0.00	0.00	0.00	250.00	250.00
003	Schmidt GmbH	380.00	0.00	0.00	4,371.00	4,751.00
004	Oslo Trading Co	2,237.15	0.00	0.00	127.37	2,364.52
005	Moscow Trading Co	399.25	0.00	0.00	0.00	399.25
006	Estonian Export	0.00	0.00	0.00	399.25	399.25
007	Du Pont et cie	0.00	0.00	399.25	0.00	399.25
008	The American Dream Inc	773.08	0.00	235.00	0.00	1,008.08
012	Helsinki Trading Co	0.00	0.00	0.00	453.27	453.27
013	Mutual of New York	0.00	0.00	0.00	-192.12	-192.12
		8,304.65	0.00	634.25	13,902.69	22,841.59
				Total		22,841.59 GBP
				Due		14,536.94 GBP

Bonus

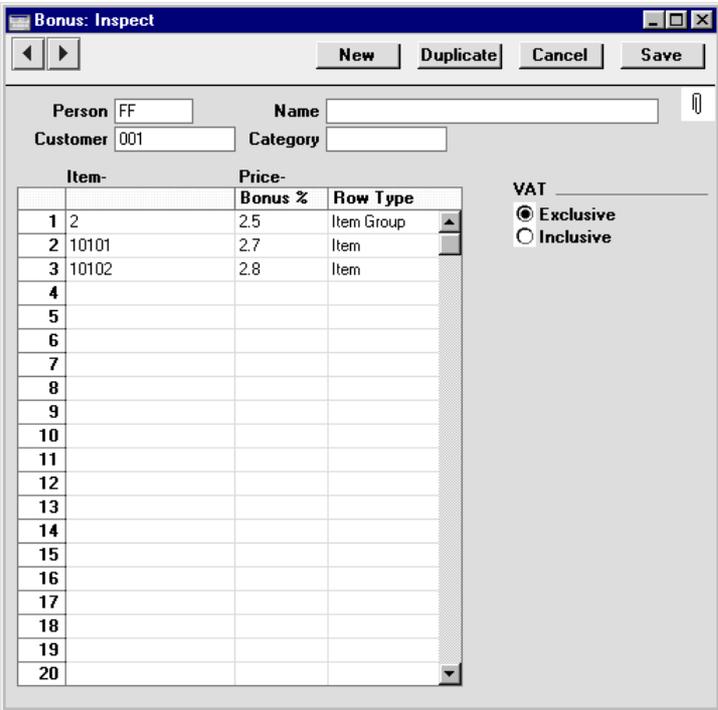
The Bonus, Salesman report (described later in this chapter) can be used to calculate bonuses and commissions payable to sales staff, based on the sales made during a specified period. These bonuses and commissions can be calculated using up to three methods—

1. A fixed percentage can be set for each sales person in the Person register in the System module. This percentage will be applied to all Items sold by the Person. To calculate bonuses and commissions using this method, the Bonus, Salesman report should be produced using the User option. No bonuses will be calculated for salesmen with no Bonus set in the Person register.
2. A fixed percentage can be set for each Item, using the Bonus % field on the 'Pricing' card of the Item record. This percentage will be applied to all sales of the Item, irrespective of the sales person. To calculate bonuses and commissions using this method, the Bonus, Salesman report should be produced using the Item option. No bonuses will be calculated for Items with no Bonus % set in the Item register.

- 3. A more complex system of percentages can be configured using this setting. Different bonus and commission rates can be set for as many combinations as necessary of sales staff, Items and Customers. To calculate bonuses and commissions using this method, the Bonus, Salesman report should be produced using the Item option. If there are any Items with a Bonus % set in the Item register, this Bonus % will be used in place of all records in the Bonus setting.

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

In the example illustrated below, the Bonus, Salesman report will show that sales person FF should receive a commission of 2.7% when she sells Item 10101 to Customer 001, and 2.5% when she sells any Item belonging to Item Group 2 to that Customer. You can choose when producing the report whether the percentages are to be applied to turnover or gross profit.



Person	Paste Special	Person register, System module
		Specify the Person whose bonus or commission rates are to be contained in this record.
		This field must contain a value: do not leave it blank in the hope of defining bonus rates for all Persons.
		Only one Bonus record can be entered for each Person/Customer/Category combination.
Name		The name of the Person will appear here after you have entered their initials in the field to the left.
Customer	Paste Special	Customer register
		If you have different bonus rates for each Customer, enter a Customer here. Leave the blank to define bonus rates for all Customers, or if you have entered a Category in the field to the right.
Category	Paste Special	Customer Categories setting, Sales Ledger
		If you have different bonus rates for each Category, enter a Category here. Leave the blank to define bonus rates for all Categories, or if you have entered a Customer in the field to the left.
Category	Paste Special	Customer Categories setting, Sales Ledger
		If you have different bonus rates depending on the Customer sold to, enter a Customer here. Leave the blank to define bonus rates for all Customers.
		Use the grid area to list the Items that will be sold by the Person to the Customer(s), together with the bonus or commission rates payable. Each row can contain a single Item or a whole Item Group.
Item/Item Group	Paste Special	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. This field must contain a value: do not leave it blank in the hope of applying a bonus rate to all Items.
Price Bonus %		The percentage bonus or commission payable on the Item or Item Group.

Row Type

Paste Special

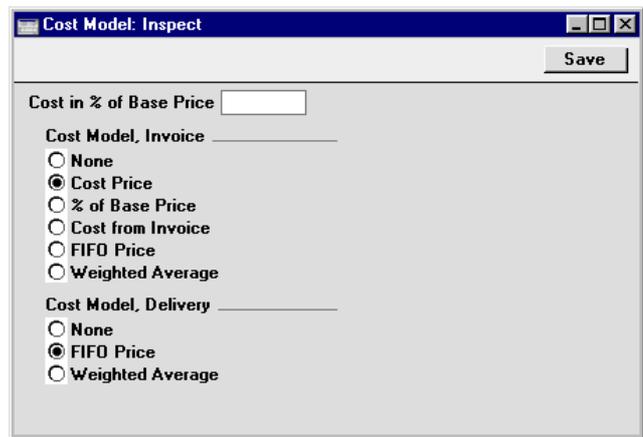
Choices of possible entries

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.

Contact Persons

This setting is a duplicate of the Contact Person register in the CRM module. Please refer to the chapter describing the CRM module in Volume 6 of these manuals for full details.

Cost Model



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

- in the case of cost accounting transactions created from Deliveries, it will be the Cost Model, Delivery specified in this setting;
- in the case of cost accounting transactions created from Invoices, it will be the Cost Model specified on the ‘Cost’ card of the Item Group to which an individual Item belongs. If that Cost Model is “Default”, or the Item Group does not have Cost and Stock Accounts, or an Item does not belong to an Item Group, then it will be the Cost Model, Invoice specified in this setting.

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

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

The chosen Cost Model will sometimes be bypassed if the Cost Price for Serial No option in the Cost Accounting setting in the Stock module is in use. In this case, individual Cost Prices and Serial Numbers are linked. When an Item with a particular Serial Number is sold, the appropriate Cost Price for that Serial Number will be used in the resulting cost accounting transaction. This applies to Items with Serial Numbers only.

- | | |
|--------------------------|--|
| None | Select this option if you do not wish to use cost accounting. |
| Cost Price | Use the Cost Price of the Item (visible on the 'Costs' card of the Item screen). If 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. |
| % of Base Price | 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. |
| Cost from Invoice | Use the Cost Price of the appropriate row of the Invoice. |
| FIFO Price | <p>A true FIFO cost is used based on the cost prices recorded in Goods Receipts.</p> <p>The Cost Model, Invoice should only use FIFO Prices if you will be entering all your Invoices directly to the Invoice register (i.e. you will not be using the Sales Order register). If you are using Sales Orders, Invoices cannot be created from Orders until at least one Delivery has been created and approved. FIFO values are</p> |

calculated when Deliveries are approved and are stored in those Deliveries. They are not transferred to Invoices. If the Cost Model, Invoice has been set to FIFO, this means the Nominal Ledger Transaction created from the Invoice will not contain a cost accounting element because the FIFO values are not known to the Invoice. If you want to use the FIFO Cost Model and are likely to use Sales Orders as the method of creating Invoices, you must choose to have the cost accounting transaction created on Delivery (i.e. the Deliveries option in the Sub Systems setting should be switched on, and the Cost Model, Delivery should be set to FIFO).

Weighted Average 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).

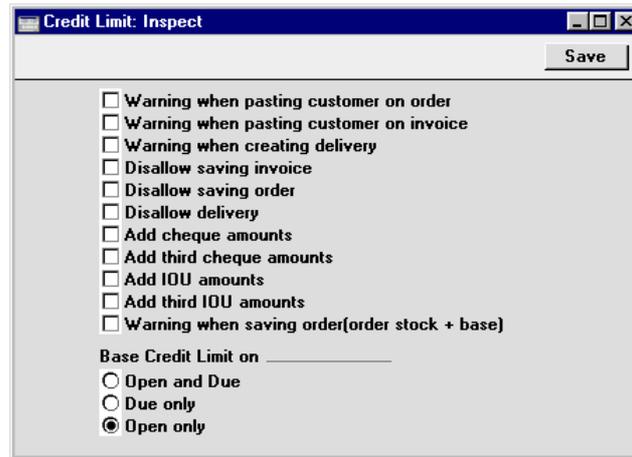
If the Cost Model, Invoice is set to Weighted Average, Weighted Average prices will also be used in Stock Movements and Stock Depreciations. If the Cost Model, Invoice is set to any other option, FIFO prices will be used in these transactions.



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

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

Credit Limit



This setting allows you to control the actions when the Credit Limit of a Customer has been (or is about to be) exceeded.

The warnings (first three options) will appear when attempting to use a Customer that has already exceeded their Credit Limit (set on the 'Terms' card of the Customer record). Saving (next three options) will not be allowed if the transaction will take the Customer over their credit limit. The next four options are only used if the Cheques module is present. All these options compare the Customer's Credit Limit with their unpaid Invoice total (Open or Due, as specified below). The final option compare the Customer's Credit Limit with their unpaid Invoice total and their unfulfilled Order total.

Three methods are available by which the credit status of a Customer can be calculated—

- Open and Due** The outstanding total from all unpaid Invoices will be compared with the Customer's Credit Limit.
- Due only** The outstanding total from unpaid Invoices that have exceeded their Payment Terms only ('Due' Invoices) will be compared with the Customer's Credit Limit. For example, if a Customer has Payment Terms of 30 days, Due Invoices are those that have been outstanding for more than 30 days.
- Open only** If there are any Due Invoices, the Customer will immediately be said to have exceeded their Credit Limit, irrespective of the value of those Invoices. If there are no Due Invoices, the outstanding total from unpaid Invoices

that have not exceeded their Payment Terms only ('Open' Invoices) will be compared with the Customer's Credit Limit.

Credit checking will not take place if the Customer has not been given a Credit Limit.

Customer Categories

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

Default Items

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

Factoring File

The 'Invoices for Factoring' Export function will be useful if your company is one that passes its Invoices to a factoring company for payment. This setting is used to determine the format of the file produced by that function: each factoring company requires a separate format.



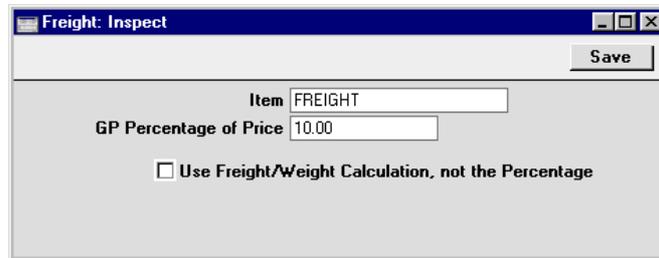
Factoring Export	
Factoring Bank	No Factoring
Last Transfer Date	
Last Export Number	0
Last Invoice Number	0
Contract Number	
Password	

Use 'Paste Special' from the Factoring Bank field to select the appropriate factoring company. If your factoring company is not in the 'Paste Special' list, please contact your local Hansa representative.

The remaining fields are updated whenever the 'Invoices for Factoring' Export function is used.

Freight

This setting can be used to attach a fixed freight charge to all Invoices automatically. If used, this will occur both for Invoices created directly in the Sales Ledger and for those created from Sales Orders. The freight charge will be shown in the Freight field at the bottom of the 'Items' card of the Invoice screen.



The screenshot shows a window titled "Freight: Inspect" with a "Save" button in the top right corner. The main area contains two input fields: "Item" with the text "FREIGHT" and "GP Percentage of Price" with the value "10.00". Below these fields is a checkbox labeled "Use Freight/Weight Calculation, not the Percentage" which is currently unchecked.

Item

Paste Special

Item register

A record in the Item register for Freight must exist: enter its Item Number here. Note that the Item must have a Base Price specified: it cannot have its price calculated by Item Formula. This Base Price will be the freight charge in each Invoice, and the VAT Code and Sales Account will also be taken from the Item.

GP Percentage of Price

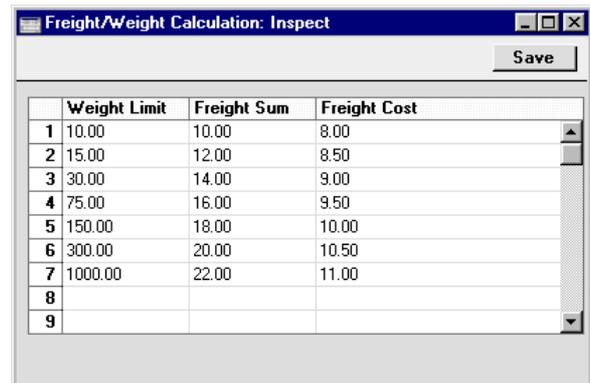
Specify the percentage of the Freight price which is to represent the cost of the freight for inclusion in Gross Profit calculations (e.g. in the GP, Invoices report). If no figure is entered, Freight will not be included in such calculations, even if a Cost Price has been specified for the Item.

Use Freight/Weight Calculation, not the Percentage

If you do not want to apply a fixed freight charge to all Invoices but instead would like the freight charge to be calculated from the combined weight of the Items, check this box. The Freight Item above is still used for accounting purposes (VAT Code and Sales Account). The freight calculation is defined in the Freight/Weight Calculation setting, described below.

Freight/Weight Calculation

If you would like to attach a freight charge to all Invoices automatically, calculated from the total weight of the Items on the Invoice, this setting will be used to define the calculation formula. If used, this will occur in both Invoices created directly in the Sales Ledger and those created from Sales Orders. The freight charge will be shown in the Freight field at the bottom of the 'Items' card of the Invoice screen. The Use Freight/Weight Calculation, not the Percentage box in the Freight setting (above) must be checked if this calculation formula is to be used. An Item should also be entered in the Freight setting: this will ensure the correct VAT Code and Sales Account are used for the freight charge.



	Weight Limit	Freight Sum	Freight Cost
1	10.00	10.00	8.00
2	15.00	12.00	8.50
3	30.00	14.00	9.00
4	75.00	16.00	9.50
5	150.00	18.00	10.00
6	300.00	20.00	10.50
7	1000.00	22.00	11.00
8			
9			

Enter the Weight Limit for each price break, together with the amount to be charged to the Customer (in the Freight Sum field) and the amount to be included in Gross Profit calculations (in the Freight Cost field).

In the example illustration, freight will be charged as follows—

Weight	Freight Sum
Under 10.00	0.00
10.00-14.99	10.00
15.00-29.99	14.00
30.00-74.99	16.00

and so on.

Any unit of measurement can be used in the Weight Limit field, but take care to use the same one here and when entering the weights of Items.

Instalments

This setting is used to define Instalment plans which can then be attached to Payment Terms.

On first selecting the setting, the 'Instalments: Browse' window is displayed, showing all Instalment plans previously entered. Double-click an Instalment plan in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.

	Days	Months	Value/Prc
1	1	1	8.33%
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Enter a unique Code and a name and then use the grid to define the Instalment plan as follows—

Days If the period between each instalment is to be a certain number of days, specify that number of days here. On the first row of the grid, this will be the number of days after the Invoice Date, while on subsequent rows it will be the number of days after the previous instalment date.

Months If the period between each instalment is to be a certain number of months, specify that number of months here. On the first row of the grid, this will be the number of

months after the Invoice Date, while on subsequent rows it will be the number of months after the previous instalment date. In each case, the day in the month will be the same as that of the Invoice Date.

In the example illustrated above, the first instalment will become due one month after the Invoice Date, the second instalment will become due one month after the first instalment, and so on.

If a row contains a value in the both fields, both will be added to the previous instalment date (i.e. previous instalment date or Invoice Date + Days + Months).

Value/Prc

Specify here the value of the instalment. This can be a fixed amount or a percentage of the Invoice value. Percentages must be followed by the % sign as in the illustration.

Save the Instalment record by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close the Instalment record without saving changes, click the close box.

Once Instalment plans have been defined in this setting, they can be assigned to Payment Terms (using the Instalment field in the Payment Term records). When such Payment Terms are used in Invoices, the Due Date will be the last date in the linked Instalment record (twelve months from the Invoice Date in the example illustrated above). The instalments will be listed in the Receipts Forecast, Liquidity Forecast, Overview of Instalments and Payments Forecast reports. Other reports will treat the Invoices as being due on their Due Date as normal.

Interest

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

Interest Invoices are raised using the 'Create Interest Invoices' Maintenance function, described in the 'Maintenance' section of this chapter. Each time this function is run, it will create one new Invoice (an "Interest Invoice") for each Customer with an overdue Invoice. The Customer will be charged interest on each overdue Invoice, and can also be charged an invoicing fee (levied once per Interest Invoice, irrespective of the number of overdue Invoices).

The operation of the 'Create Interest Invoices' function is controlled by this setting. Here you should determine the interest rate, the minimum amount

that you wish to charge, the minimum numbers of days delayed, the Payment Terms for the Interest Invoice and the interest calculation method.

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



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

Rate

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

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

If an Interest Rate has been specified on the 'Terms' card of a Customer record, that figure will be used instead of the one specified here.

Min. Sum

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

Min. Days	<p>This field is only used if the Debiting Mode (below) is At Payment. Enter the lowest number of days overdue needed before an Interest Invoice can be created.</p> <p>For example, if the Min. Days is 5, interest will not be charged on an Invoice that is paid when it is overdue by four days. If the Invoice is paid when it is overdue by six days, interest will be charged for all six days.</p>
Pay Terms	<p>Paste Special Payment Terms setting, Sales/Purchase Ledger</p> <p>Select the Payment Terms to be used for Interest Invoices. If left blank, the normal Payment Terms for the Customer will be used.</p>
Interest Item	<p>Paste Special Item register</p> <p>An Item in the Item register. This Item will control the accounting of interest charges (Sales Account and VAT Code). This applies both when the Interest Rate is taken from the field above and when it is taken from the 'Terms' card of the Customer.</p>
Invoicing Fee	<p>Paste Special Item register</p> <p>An Item in the Item register. The Base Price of this Item will be added to the Invoice as an invoicing fee (if any). This Item will also control the accounting of that invoicing fee (Sales Account and VAT Code). The invoicing fee is charged once per Interest Invoice, irrespective of the number of overdue Invoices.</p>
Debiting Mode	<p>Use these options to control when interest is to be charged on overdue Invoices.</p>
Running	<p>Interest Invoices are raised before the overdue Invoice is paid. Very late Invoices may therefore cause more than one Interest Invoice to be raised.</p> <p>For example, an Invoice becomes due on March 25th and is paid on May 10th. If you run the 'Create Interest Invoices' function at the end of every month, interest will be charged three times: at the end of March (for six days), at the end of April (for 30 days) and at the end of May (for nine days, making a total of 45 days).</p>

At Payment

The Interest Invoice is not raised until the overdue Invoice is paid, so it will contain a single interest charge for the entire overdue period.

In the example above, interest will be charged once at the end of May, for the whole overdue period of 45 days.

Include Invoices Not Due

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

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

Increase Reminder Level

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

When sending Reminders (use the 'Documents' function described later in this chapter) the Reminder Level determines the message to be printed on the Reminder. These messages are entered using the Text for Reminders setting.

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

Calculation

Select one option to determine how the interest is to be calculated.

Invoice Date Rate * Late Days

Interest is calculated based on the interest rate valid on the day when the original Invoice was issued. This interest rate is taken from the 'Delivery' card of the Invoice, and is treated as an annual rate.

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

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

Interest will be charged for April as follows—

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

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

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

Current Date Rate * Late Days

This option is similar to the one above, with one exception. It uses the interest rate valid on the day when the Interest Invoice is issued. This interest rate is taken from the 'Terms' card of the Customer record or, if that is blank, from this setting.

Flat Rate Per Debiting

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

This option uses the interest rate valid on the day when the Interest Invoice is issued, taken from the 'Terms' card of the Customer record or, if that is blank, from this setting.

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

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

Interest will be charged for April as follows—

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

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

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

Item Settings

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

Number Series - Invoices

Each Invoice has its own unique identifying number, based on a sequential series. When entering a new Invoice, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different Salesmen.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If no Number Series have been defined, Invoice Numbers will start at 1 and continue consecutively.

Once defined, Number Series can be allocated to individual users using the Person register in the System module ('Ser Nos' card). In the Inv No field on that screen, enter the first number of the appropriate sequence for each user. If a particular user is not given a specific sequence, the first Number Series in the list will be used. For a particular Invoice, any user can change to any other Number Series using 'Paste Special'.

For each number sequence, you have a measure of control over whether Nominal Ledger Transactions are generated automatically when approving Invoices in that sequence. Using 'Paste Special' from the N/L field brings up a selection list containing two options: "GenTrans" and "Do Not GenTrans". Select the first option if Nominal Ledger Transactions are to be generated and the second if they are not. In effect, this feature is an exclusionary one in that you can only choose to not have Nominal Ledger Transactions created for a particular number sequence. If the overall preference (set in the Sub Systems setting in the Nominal Ledger) is to not have such transactions created, you cannot decide to have them created for a single sequence.

On double-clicking 'Number Series - Invoices' in the 'Settings' list, the following window appears—

No.	Date		Comment	N/L		
	From	To				
1	1000	1999	1/1/2002	31/12/2003	London Office	GenTrans
2	10000	10999	1/1/2002	31/12/2003	Manchester	GenTrans
3	2000	2999	1/1/2003	31/12/2003	London Office	GenTrans
4	20000	20099	1/1/2003	31/12/2003	Manchester	GenTrans
5						
6						
7						
8						
9						
10						
11						

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

You can use this setting to define separate Number Series for use with Customers with different Languages. To do this, enter a Language Code in the Comment field. This must be done using uppercase letters. Customers without a Language will default to the Number Series on the first line.

Number Series - Receipts

Use this setting to define Number Series for Receipts in a similar manner to that described above, with the exception that Language-dependent number sequences are not possible.

Separate Number Series can also be defined for each Payment Mode: please refer to the section below describing the Payment Modes setting for details.

Official Invoice Serial Number

In some countries, it is a legal requirement that all Invoices be given an Official Invoice Number. These can be supplied pre-printed on Invoice stationery. Each company that issues Invoices is assigned a number sequence to be used for this purpose. That number sequence should be specified here.

Official Invoice Serial Numbers: Inspect

Save

From 1000000

To 1100000

Whenever an Invoice is entered, the next number from this sequence will be placed in the Official Serial Number field on the 'Terms' card.

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers (and by which you will pay your Suppliers). Typical examples are cash, cheque, direct debit and credit card. For many businesses, the difference between such payment methods in terms of the way they are accounted for is minimal, but where appropriate, Hansa does allow each Payment Mode to debit a different Account and to be paid into a different bank account. Payment Modes can also be differentiated by Object. Note that this setting is also available in the Purchase Ledger.

You can enter many different Payment Modes, using the matrix on the 'Payment Modes' screen. To add a Payment Mode, click in the Code field of the first blank row and enter appropriate text. To remove a Payment Mode, click on the row number on the left of the row and press the Backspace key.

Flip A

Payment Modes: Inspect

Save

	Code	Account	Comment	Bank A/C No	Sort Code	Bank Name
1	Q	700	Cheque	11223344	40-35-34	
2	Q1	701	Cheque ITL	11223344	40-35-34	
3	C	720	Cash	11223345	40-35-34	
4	D	700	DD/BGC	11223346	40-35-34	
5	S	890	Suspense			
6	X	850	Credit Card	11223347	40-35-34	
7						
8						
9						

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

- Account** **Paste Special** Account register, Nominal Ledger/System module
- Specify here the cash, bank or other Account to be debited by any Receipt and credited by any Payment using the Payment Mode.
- Comment** The comment entered here should be a brief description that will appear in the 'Paste Special' listing.
- Bank A/C No** Specify here the bank account number used for this Payment Mode. This account number can be printed on the payment document (specified on flip B).
- Sort Code** Enter here the Sort Code (branch number) of the bank where the account is held.
- Bank Name** Record the name of the bank where the account is held here.

Flip B

	Code	Account	Document	Objects	Type	Withhold. Form.
1	Q	700			Received Cheques	
2	Q1	701	REM_ADVICE		Own Cheques	
3	C	720			Cash	
4	D	700			Free	
5	S	890			Free	
6	X	850			Credit Card	
7						
8						
9						

- Document** **Paste Special** Form register, System module
- You can allocate a different payment document to each Payment Mode. This can be useful in the Purchase Ledger as it allows you to have a different design of Remittance Advice for each Payment Mode.
- This field is not used in the Sales Ledger: Receipts will always be printed using the same Form, irrespective of Payment Mode.

Objects **Paste Special** Object register, System module

Up to 20 Objects separated by commas can be allocated to each Payment Mode. In Nominal Ledger Transactions generated from Receipts or Payments using this Payment Mode, these Objects will be assigned to the posting to the bank or cash Account (i.e. the Account specified on flip A of this setting). This will allow detailed analysis by department or cost centre. This field is also shown on flip D.

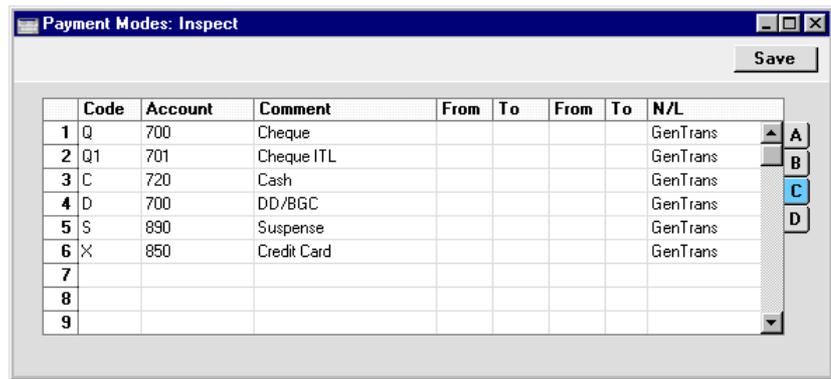
Type **Paste Special** Choices of possible entries

Enter the Payment Mode Type here. The available options are “Free”, “Received Cheques”, “Own Cheques”, “Credit Card”, “Withholding”, “Cash”, “Resource” and “On Account”. “Free” will be used in most cases as “Received Cheques”, “Own Cheques” and “Credit Card” link the Payment Mode to the Cheques module (and should not be used if that module is not present) and “Withholding” is used in special circumstances described below. “Cash” will be used if the Payment Mode is to be used in the Cash Book module: please refer to Volume 4 of these manuals for details.

Withholding Calc. Form.

Paste Special Calculation Formulae setting, Nominal Ledger

This field is only used when the Type field is set to “Withholding”. It is intended for use in Argentina, where the responsibility for the collection of some of the input VAT lies with the recipient of Purchase Invoices. This is done by paying a percentage of the Invoice amount directly to the authorities. The code of the Calculation Formula in which this percentage has been defined should be entered here. A Payment Mode can then be allocated to each Supplier (on the ‘Company’ card) to ensure that the percentage calculation is always correct. For full details of this feature, please refer to your local Hansa representative.

Flip C


	Code	Account	Comment	From	To	From	To	N/L
1	Q	700	Cheque					GenTrans
2	Q1	701	Cheque ITL					GenTrans
3	C	720	Cash					GenTrans
4	D	700	DD/BGC					GenTrans
5	S	890	Suspense					GenTrans
6	X	850	Credit Card					GenTrans
7								
8								
9								

From/To

These fields can be used to define separate Number Series for each Payment Mode. Receipts and Cash In records will use the Number Series in the left-hand From and To fields, while Payments and Cash Out records will use those in the right-hand fields. When entering a new transaction, the next number in the appropriate series is used when the Payment Mode is specified.

This feature can be useful in the Baltic States, where Invoices and Purchase Invoices use the common number sequences as well. To ensure this happens, you should also check the Common Number Series box in the Cash Book Settings setting in the Cash Book module. Once this box has been checked, the Payment Mode should be entered to the Payment Terms field of Invoices and Purchase Invoices. The Invoice Number will change to one in the correct sequence. When the Invoice or Purchase Invoice is approved, it is treated as paid and no posting to a Debtor or Creditor Account is made.

A consequence of this is that you should use different Codes in the Payment Modes and Payment Terms settings. For example, if you have used "C" as a Code in both settings and you enter it to the Payment Terms field in an Invoice, it will be treated as a reference to the Payment Term and not to the Payment Mode. Consequently, the Invoice Number will not be changed as expected and, depending on the nature of the Payment Term, the Invoice might not be treated as paid.

If you have not entered number sequences for the current year in the Number Series settings, you are free to use any number sequence for each Payment Mode. Otherwise, the sequences for each Payment Mode must be contained within those entered to those settings (this does not apply to Invoices or Purchase Invoices).

N/L

Paste Special

Choices of possible entries

This field allows a measure of control over whether Nominal Ledger Transactions are generated automatically when approving Payments or Receipts featuring each Payment Mode. The ‘Paste Special’ selection list contains two options: “GenTrans” and “Do Not GenTrans”. Select the first option if Nominal Ledger Transactions are to be generated and the second if they are not. In effect, this feature is an exclusionary one in that you can only choose to not have Nominal Ledger Transactions created for a particular Payment Mode. If the overall preference (set in the Sub Systems setting in the Nominal Ledger) is to not have such transactions created, you cannot decide to have them created for a single Payment Mode.

This field is only used if the Common Number Series option in the Cash Book Settings setting in the Cash Book module is being used and if number sequences have been defined in the From and To fields.

Flip D

	Code	Account	Objects	TAX %	Cash Acc.	TAX Acc.	Force
1	Q	700					-
2	Q1	701					-
3	C	720					-
4	D	700					-
5	S	890					-
6	X	850					-
7							
8							
9							

TAX %, Cash Acc, TAX Acc

These fields are intended for use in Russia, where a Sales Tax is levied on cash Receipts.

When a Receipt with this Payment Mode is approved and saved, the whole Received Value is paid into the cash or bank Account in the usual fashion. In addition, a percentage of the Received Value (determined by the Tax %) will be credited to the Tax Account with a balancing debit to the Cash Account.

When this Payment Mode is used in a Cash In record, a percentage of the Total (determined by the Tax %) will be placed in the Tax field. When the record is approved, this figure will be credited to the Tax Account with a balancing debit to the Cash Account.

These fields do not apply when the Payment Mode is used in Payments or in Cash Out records.

Note that these fields are not suitable for users of the Cash VAT scheme in the UK. Cash VAT postings will be made if the Book Receipt VAT box in the Account Usage S/L setting is on and if an O/P Account has been specified for each VAT Code.

Force

Paste Special

Choices of possible entries

When this Payment Mode is used in a Receipt or Payment, you can use this field to ensure the B. Cur. 1 and B. Cur. 2 fields on flip G (Receipt) or flip I (Payment) contain values. These fields are used when the bank uses a different exchange rate to the one you have in Hansa.

The available options are—

- The Force field has no effect. You can enter values to the B. Cur. 1 and B. Cur. 2 fields or leave them empty as appropriate.

Force Bank Values in B1

The B. Cur. 1 field in every Receipt and Payment with this Payment Mode must contain a value, but the B. Cur. 2 field is left free.

Force Bank Values in B1 and B2

Both the B. Cur. 1 and B. Cur. 2 fields in every Receipt and Payment with this Payment Mode must contain values.

Payment Terms

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

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

On first selecting the setting, the 'Payment Terms: Browse' window is displayed, showing all Payment Terms previously entered. Double-click a Payment Term in the list to edit it, or add a new term by clicking the [New] button in the Button Bar.

Language	Text
1	
2	
3	
4	
5	
6	

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

Net Days The credit period in days. If the Type (below) is set to "Normal", when this Payment Term is used in Invoices and Purchase Invoices, the value entered here will be added to the Invoice Date to calculate the Due Date. If

the Type is “Next Month” the Due Date will be the n:th day of the next month, where n is the number entered here.

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

Cash Discount Days

In this field you enter the maximum number of days allowed for a cash discount term. If the setting is 10 days, the customer gets the assigned discount if you receive payment within 10 days.

Text Here you enter the name for the Payment Term as it will be shown in the ‘Payment Terms: Browse’ window and the ‘Paste Special’ list.

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

If the Type is set to Cash, enter the Account to be debited (when a cash sale is approved) or credited (when a cash purchase is approved). If this is blank, the Cash Account on card 1 of the Account Usage S/L or P/L setting will be debited. Cash Notes are described below.

Price List **Paste Special** Price List register, Pricing module

Any Price List entered here will be brought into all Orders or Invoices using this Payment Term if their Price List field is otherwise blank. This is useful for users who have different prices for Customers who pay by different methods (for example, special prices for credit card payments).

Instalment **Paste Special** Instalments setting, Sales Ledger

This field is used to connect the Payment Term record to an Instalment plan, defined in the Instalments setting. Please refer to the section describing this setting earlier in this chapter for a full description.

Type The Payment Term can belong to one of four types, and the choice of type determines how the due date is calculated.

Normal	A normal payment. The value in the Net Days field shows how many days the Due Date is from the Invoice Date.
Credit	This type is used for Credit Notes, to make sure that the accounts receivable and payable ledgers are updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes.
Cash	<p>This type is used for cash payment. The number of days is not relevant. Invoices with this Payment Term are known as Cash Notes.</p> <p>In the Sales Ledger, when a Cash Note is approved, a Nominal Ledger Transaction is created which debits the Cash Account (or, if that is blank, the Cash Account on card 1 of the Account Usage S/L setting) and credits the appropriate Sales Account for each Item on the Invoice. Therefore, no posting to a Debtor Account is made as the Cash Note is immediately treated as paid. There is no need to enter a Receipt.</p> <p>Cash Notes behave in a similar fashion in the Purchase Ledger. In this case, the Cash Account (or, if that is blank, the Cash Account on card 1 of the Account Usage P/L setting) is credited. There is no need to enter a Payment.</p>
Next Month	<p>If you choose this type it means that the value in the field Net Days stands for that specific day of the month.</p> <p>Since it is a fixed date (if the field contains 15 it means the 15th of the month) instead of a certain number of days, this results in a credit period of between 15 and 45 days, depending on when the Invoice is created.</p>

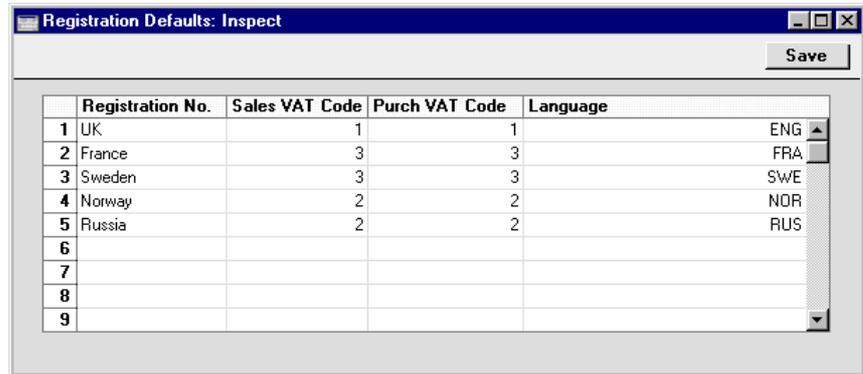
The table in the lower part of the window can be used to enter various translations of the Payment Terms text, which will be printed on documentation from Orders and Invoices. Specify a Language in the first column using 'Paste Special' if necessary, and the appropriate translation in the second column. There is no need to enter a row for your home Language.

If a Language has been entered for the Order or Invoice, that will determine which translation will be printed. If no Language is specified, the text entered in the Text field will be printed.

Registration Defaults

This setting can be used to ensure that Customers and Suppliers have the correct VAT Code and Language.

To edit the Registration Defaults, double-click 'Registration Defaults' in the 'Settings' list in the Sales Ledger. The following window appears—



	Registration No.	Sales VAT Code	Purch VAT Code	Language
1	UK	1	1	ENG
2	France	3	3	FRA
3	Sweden	3	3	SWE
4	Norway	2	2	NOR
5	Russia	2	2	RUS
6				
7				
8				
9				

Use each row to enter the various combinations of Sales VAT Code, Purchase VAT Code and Language that you use in your business. Use 'Paste Special' from these fields to ensure you choose the correct entry in each case. Click the [Save] button to save changes and close the window, or use the close box if you don't want the changes to be saved.

When entering a Customer or Supplier, use the 'Paste Special' function from the Reg. No. 2 field to link to a Registration Default record. The correct VAT Code and Language will be brought in automatically. The Sales VAT Code is used for Customers, while the Purch VAT Code is used for Suppliers.

Sales Codes

Sales codes are not used in Hansa version 2.4 and later. The description here is kept for backward compatibility only.

Sales codes can be used to define different sales conditions for different situations. A common example is the differing rules for applying sales tax for different product types, export versus domestic sales, government versus private customers etc.

	Cd	Dom.	EU	Export	Comment
1	S	100	100	100	Sales of Radios
2	H	110	110	110	Sales of Accessories
3	C	180	180	180	Sales of Consultancy
4	E	145	145	145	Exps Recovered
5	D	825	825	825	Deposits Received
6					
7					
8					
9					

Text for Reminders

Hansa can print Reminders to Customers with delayed payments. A separate Reminder document can be printed for each overdue Invoice, containing a message of increasing severity that depends on the number of previous Reminders. These messages are entered using this setting.

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

Reminder: Inspect

Buttons: New, Duplicate, Cancel, Save

Language: ENG

Comment: English Version

Reminder 1: Your account is now due for payment.
Please ignore this reminder if you have paid within the past 7 days

Reminder 2: Your account is now seriously overdue.
If we do not receive payment within the next 7 days, further action will be necessary

Reminder 3: You have failed to pay a seriously overdue account.
Legal action will be instigated in 48 hours.

Language	Paste Special	Languages setting, System module
		<p>You can enter one set of Reminders for each Language. When you next print a Reminder from an Invoice, its message will be in the Language of the Invoice (shown on the 'Identifiers' card).</p> <p>It can be useful to enter a set of Reminders with a blank Language field. This set will be used for Invoices with no Language, and for Invoices with a Language for which there are no Reminders. For example, if the Language of an Invoice is German and you have no German set of Reminders, the set of Reminders with a blank Language field will be used.</p>
Comment		Enter a descriptive name for this set of Reminders.
Reminder 1, 2, 3		<p>Use these fields to enter three messages of increasing severity.</p> <p>Each Invoice contains a Reminder Level (visible on the 'Delivery' card) indicating how many previous Reminders have been sent. When you next print a Reminder for an Invoice, the message it contains will be chosen depending on the Reminder Level of the Invoice. For example, if the Reminder Level of an Invoice is 2, the message will be taken from the Reminder 2 field in this setting, and so on. If the Reminder Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.</p>

Reminders are printed using the 'Documents' function, addressed to Customers whose Reminder check box on the 'Terms' card of the Customer screen is switched on. This function is described later in this chapter.

Units

Enter here the different shipping and pricing Units used in your business (e.g. single Items, pairs and dozens). Once you have entered your Units to this setting, you can assign main and secondary Units to your Items as follows—

- The 'Pricing' card of the Item record contains a Unit field. This is the quantity to which all prices refer. For example, if an Item is bought and sold in boxes of twelve, its Unit should be "Dozen". When the Item is included in a transaction of any kind (e.g. Purchase Order, Goods Receipt or Invoice), the Quantity will refer to this Unit. For example, if

the Quantity in an Invoice is 2, this means “two boxes of twelve”. The Base and Cost Prices of the Item will also refer to this Unit. For example, if the Base Price is 85.00, this means “85.00 for a box of twelve”.

- The ‘Stock’ card of the Item record contains the Unit 2 and Unit Coefficient fields. These are used in some reports in the Stock module for Items where quantities are to be shown in different Units. For example, the main Unit of a liquid might be litres, but you need to know stock levels in both litres and gallons. In this case, “Gallons” will be the Unit 2, and the Unit Coefficient will be the relationship between litres and gallons.

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

	Language	Text
1	SWE	Styck
2	GER	Stuck
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Code Enter the unique Code by which the Unit record is to be identified from elsewhere in Hansa. The Code may

consist of up to five characters, and both numbers and letters can be used.

Comment

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

Qty Factor

This field allows you to sell an Item using a different Unit to that specified on the 'Pricing' card of the Item record. It records the relationship of this Unit record to the main Unit in the Item record. For example, in a Unit record representing a dozen, the Qty Factor will be 12 since a dozen is twelve individual Items.

This information can be used to help with the entering of Invoices (flip E), Orders (flip H) and Quotations (flip E). For example, an Item is usually sold in single units. If you sell two dozen of them, you can enter the "dozen" Unit in the Unit field on flip E of the Invoice and "2" to the Unit Qty field. The Qty Factor will cause the Quantity on flip A to change to "24" (i.e. 2 x 12) and the pricing to be adjusted accordingly.

Volume/Weight Factor

This field is used to calculate the Weight and Density on the 'Stock' card of Items that have been given this Unit. For example, if the Volume/Weight Factor is 3, the Density of an Item will be 3, and its Weight will be three times its Volume.

Size Entry Of, Check Size Entry

The 'Stock' card of the Item record contains fields for Width, Height and Depth. Using these options you can specify whether any one, two or all three of these fields should contain values before Items can be saved.

For example, you want to specify that Item records must have two measurements. Mark the Check Size Entry box and choose the Two Dimensions option. If you try to save an Item with one or three measurements, Hansa will display the error message: "Invalid Size for the Item". You will be able to save the Item with no measurements.

Invoices, Orders, Quotations, Deliveries, Goods Receipts and Production records also have Width, Height and Depth fields in the grids on their 'Items'

cards. In all cases, the Check Size Entry box will ensure you save these records with the correct number of dimensions.

Calculate Quantity

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. An example is provided below.

If you want to make use of this feature, you must first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. You should then check the Calculate Quantity box in each Unit that is to have the feature. All Items bought or sold in this way must be assigned one of these Units: the feature cannot be used with Items that do not have Units specified.

The Size Entry Of options above control how the Quantity is calculated. For example, if you have chosen the Two Dimensions option, the Quantity will be calculated by multiplying the Width and Height fields only (i.e. not from the Width and Depth or from the Height and Depth).

Language, Text

The table in the lower part of the window can be used to enter various translations of the Unit Comment, which will be printed on documentation from Orders, Quotations, Purchase Orders and Invoices. 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.

If a Language has been entered for the Order, Quotation, Purchase Order or Invoice, that will determine which translation will be printed. If no Language is specified, the text entered in the Text field will be printed.

Example: Selling Items by Area or Volume

In this example, the Items are fabrics that are sold by the square metre. Follow these steps—

1. Create a Unit “M2” (or square metre) in which the Check Size Entry box is marked and the Two Dimensions option is selected.
2. In your Item records, enter “M2” as the Unit. Since the Item is sold by the square metre, the Width, Height and Depth fields can be left blank. The Base and Cost Prices should be figures for one square metre.
3. When the Item is sold, enter the appropriate quantity either to the Quantity field on flip A of the Invoice or to the Unit Qty field on flip E. In the latter case, the Quantity on flip A will be calculated to show the area in square metres and the pricing will be adjusted accordingly.

Certain fabrics might not be sold by the square metre. For example, the basic measurement of a particular fabric might be five metres by two. In this case, you can either create a Unit for this size and proceed as described above, or you can use the “M2” Unit as follows—

- i. In the Item record, enter 5 as the Width and 2 as the Height. The Base and Cost Prices should still be figures for one square metre, because that is the Unit.
- ii. When the Item is sold, do not enter anything to the Quantity field on flip A of the Invoice. Instead, enter the appropriate quantity to the Unit Qty field on flip E. This should be the quantity of 5 x 2 sheets of fabric purchased by the Customer. The Quantity on flip A will be calculated to show the area in square metres and the pricing will be adjusted accordingly.

Some products might be sold by the square or cubic metre, but they might not be of a uniform size or shape. An example might be stone. Follow these steps—

- a. Check the Enable Quantity Calculation box in the Item Settings setting.
- b. Create a Unit “M3” (or cubic metre) in which the Check Size Entry and Calculate Quantity boxes are marked and the Three Dimensions option is selected.
- c. In your Item records, enter “M3” as the Unit. Since the Item is sold by the cubic metre, the Width, Height and Depth fields can be left blank. The Base and Cost Prices should be figures for one cubic metre.

- d. When the Item is sold, enter the appropriate dimensions to the Width, Height and Depth fields on flip E of the Invoice row. The Quantity on flip A will be calculated to show the area in square metres and the pricing will be adjusted accordingly. Since the Check Size Entry box in the Unit record has been marked, you will not be able to save the Invoice if you fail to enter figures in all three measurement fields (Hansa will display the error message: "Invalid Size for the Item").

These examples also apply to Orders (flip H) and Quotations (flip E). The third example also applies to Deliveries (flip E), Goods Receipts (flip G) and Productions (flip C).

VAT Corrections

Please refer to the description of the 'VAT Correction' function on the Operations menu of the Invoice record below for details of this setting.

The Invoice Register

The Invoice register is a record of your company's sales. Each time a sale is made, an Invoice should be entered, printed and sent to the Customer. The Invoice register is thus used for a number of tasks—

- The printed Invoice sent to the Customer acts as a demand for payment;
- Unpaid Invoices in the register provide the basis for your debt chasing reports; and
- Each Invoice can cause a Nominal Ledger Transaction to be created, thus generating the turnover and debtor figures in your monthly and yearly management reports. If required, the Nominal Ledger Transaction can also include a cost accounting element, helping to maintain a stock valuation in the Nominal Ledger. This creation process is automatic, requiring no intervention or work from you.

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

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

Invoices that reduce your turnover and debtor figures. Again, Hansa can look after these Nominal Ledger implications automatically.

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

Records can be entered to the Invoice register using the following methods—

1. They can be entered directly to the Invoice register. This method is suitable for all the types of sales transaction mentioned above.
2. They can be created remotely from other registers, such as Orders, Projects and Service Orders. This method will probably be used for standard Invoices and Down Payment Invoices. Down Payment Invoices can also be created from Receipts.
3. They can be generated in batches using a Maintenance function. This method can be used to create standard Invoices from Orders and Projects, and to create Interest Invoices (for interest on late payments).

The use of the Invoice register, including each of these types of sales transaction, is now described in detail. Before you start entering Invoices, you must define the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a journal number series for Invoices using the Number Series - Invoices setting.

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

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

No.	OK	Inv. Date	SVO No.	Cust.	Order No.	Name	Total
1143	✓	18/12/2002		001		Against All Odds	446.50
1142	✓	16/12/2002		005		Moscow Trading	399.25
1141	✓	16/12/2002		004		OsloTrading Co	399.00
1140	✓	11/12/2002		003		Schmidt GmbH	380.00
1139	✓	8/12/2002		001		Against All Odds	4515.17
1138	✓	4/12/2002		008		The American Dr	1538.08
1137		3/12/2002		004		OsloTrading Co	0.00
1136	✓	1/12/2002		004		OsloTrading Co	200.00
1135	✓	27/11/2002		008		The American Dr	235.00

Invoices are numbered consecutively and the Invoice Number is usually generated by the system. The Invoice Number is followed by a check mark (if the Invoice is approved), by the Customer Number and Name and the total

amount of the Invoice. Credit Notes have the letter “C” (or “K” in the case of some older Credit Notes) in the Total column, after the amount, while Interest Invoices are marked with an “I”.

As in all browse windows you may sort the transactions by each column by clicking on the headings. To reverse any sort, simply click once again on the column heading. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field at the bottom left corner. Hansa will search for the first record matching the keyword in the same column as the selected sorting order.

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

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

Entering an Invoice

Hansa provides several shortcuts to simplify your work with entering Invoices. You may for example enter the current date into a date field with the ‘Paste Special’ function. This can also be used to simplify the entering of Item Numbers, Customer Numbers, Payment Codes etc.

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

The ‘Invoice: New’ window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Invoice will be the current date, not the date of the original one, and the Due Date will be recalculated accordingly.



You are not bound by the values suggested by Hansa. For most fields you can change the pre-set values into something that suits you better. Such changes are valid only for the Invoice in question.

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



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

If you have the Sales Orders module, it is likely that most Invoices will be created remotely from the Sales Orders screen, using the 'Invoice' function on the Operations menu. If so, you will find that most of the fields described

below will contain information carried over from the corresponding Sales Order. You can also create an Invoice by dragging an Order from the 'Orders: Browse' window to the 'Invoices: Browse' window.

Header

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

When creating a new Invoice, Hansa will enter the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Invoices setting.

If you have entered Language-dependent number sequences in the Number Series - Invoices setting, the Invoice Number may change when you enter a Customer Number, depending on the Language of that Customer.

If you are using the Common Number Series option in the Cash Book Settings setting in the Cash Book module, the Invoice Number may change if you enter a Payment Mode to the Payment Terms field, or if you use a Customer with a Payment Mode in their Payment Terms field. Please refer to the description of the Payment Terms field below for full details.

You may change the default Invoice Number, but not to one that has already been used. If you are working in a multi-user environment, the Invoice Number is assigned when the Invoice is saved.

Customer **Paste Special** Customer register

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

If the Customer has been assigned a Default Item record (on the 'Pricing' card of the Customer record), all Items

in that record will be added to the Invoice automatically when the Customer Number is entered. Note that these Items will not have a Quantity, so be sure to enter one before printing and approving the Invoice.

If there is a Prepayment in the Customer's name that has not yet been allocated to an Invoice, a warning will appear when the Customer Number is entered. Prepayments are described in the 'On Account Receipts and Prepayments' section later in this chapter.

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

Terms Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Inv. Date	19/12/2002	Our Ref.		Salesman	JNw	
Pay. Terms	30	Attn.	Joseph Conrad			
Due Date	18/1/2003	Object				
Trans. Date	19/12/2002	Official Ser. No.				

Invoice Date **Paste Special** Current Date
 The current date according to the computer's clock is entered as a default.

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

Salesman **Paste Special** Person register, System module
Default taken from Customer or current user

The Salesman responsible for the sale should be registered here: there are many reports in the Sales Ledger which can be broken down by Salesman. It is also possible to assign commission on Items sold, using the Bonus setting (described earlier in this chapter), the Bonus % field on the 'Pricing' card of the Item screen or the Bonus field on the 'Bonus' card of the Person screen. The Salesman can be changed after the Invoice has been approved.

Pay Terms**Paste Special**

Payment Terms setting,
Sales/Purchase Ledger

Default taken from Customer

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

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

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" type respectively. When the record is then approved and saved, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Account Usage S/L setting) rather than the Debtor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

Cash Notes are immediately treated as paid and so will not appear in your debtor reports. There is no need to enter a payment against them.

When a Payment Term of the "Credit Note" type is selected, a crediting message is entered in the first row of the grid area. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices. If the Use Credit Sales Accounts option on card 1 of the Account Usage S/L setting is in use, credit Sales Accounts and VAT Codes will be used in place of the standard ones. These will be taken from the 'Credit A/C' card of the appropriate Item Group record or from card 4 of the Account Usage S/L setting. If the Credit Note was created by copying an Invoice, changing the Payment Terms to "CN" will cause the Sales Accounts and VAT Codes of the existing Items to be changed automatically.

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

In the Baltic States, in some circumstances 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: 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). In some installations, Payment Modes may be shown in the ‘Paste Special’ list.

Attn.	Paste Special	Contact Persons setting, Sales Ledger
	Default taken from	Customer
		Record here the person for whose attention the Invoice is to be marked.
Due Date	Paste Special	Current Date
		This is calculated by Hansa using the Invoice Date and the Payment Term. It is the date on which the Invoice becomes due for payment.
		If the Payment Term is one with instalments, the Due Date of the final instalment is shown here.
Object	Paste Special	Object register, System module
		Up to 20 Objects, separated by commas, can be assigned to this Invoice and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.
		In any Nominal Ledger Transactions generated from this Invoice, any Objects specified here will be assigned to

the credit posting to the Sales Account(s), the debit posting to the Cost Account (if cost accounting is being used), and the debit posting to the Debtor Account (if the Objects on Debtor Account option in the Account Usage S/L setting is being used).

Any Objects specified for the Customer will be copied here as a default, as will any Objects specified in the Person record for the current user.

Trans. Date The Transaction Date for the Nominal Ledger Transaction. This is always the same as the Invoice Date and cannot be changed independently.

Official Ser. No. **Paste Special** Next number in number sequence

In some countries it is a legal requirement to allocate an official serial number to each Invoice. This number may be supplied pre-printed on Invoice stationery. The number sequence allocated to your company should be entered in the Official Invoice Serial Number setting: the next unused number from that sequence will appear here by default. This can be changed: Hansa will check when the Invoice is saved that the new number is in the sequence, and future Invoices will continue the sequence from that new number.

The Official Serial Number is shown in the 'Paste Open Invoices' window. Therefore, you will be able to allocate payments to Invoices using the Invoice Number or the Official Serial Number.

Items Card

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



Before adding any rows to an Invoice, ensure that the Currency and Exchange Rate specified are correct. If an Exchange Rate is specified, all

prices transferred from the Item register will be converted. However, if the Exchange Rate is altered after rows have been added, their prices will not be converted.

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

You can also bring Items into an Invoice by opening the 'Items: Browse' window, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Invoice row.

Flip A

Item	Qty	Description	Unit Price	%	Sum
1	1	10101 Transistor radio	5.00		5.00
2	1	10102 Stereo cassette radio	25.00		25.00
3	1	10111 Labour	40.00		40.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Currency	GBP	Freight		VAT	12.25	Sub-Total	70.00
<input checked="" type="checkbox"/> OK		Ext. Tax	0.00	Base	82.25	TOTAL	82.25

Item **Paste Special** Item register

With the cursor in this field, enter the Item Number or Bar Code for each Item ordered. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for

additional comments to be printed on Invoice documentation.

If the Item is a Structured Item whose Show Components on Documents check box is on, its components will be listed on the following rows when you enter a Quantity. If you decide to change the Quantity, be sure to change the Quantities of the components as well.

If the Customer has been assigned a Default Item record (on the 'Pricing' card of the Customer record), all Items in that record will be added to the Invoice automatically when the Customer Number is entered. Note that these Items will not have a Quantity, so be sure to enter one before printing and approving the Invoice.

Qty

Enter the number of units sold. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.

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

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

Description

Default taken from Item

This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. You can also use the next line if necessary.

If you have specified various translations of the Description on the 'Texts' card of the Item screen, the correct translation will be brought in according to the Language of the Invoice (specified on the 'Identifiers' card). In addition, Hansa will take any rows of text that have been entered on the 'Texts' card of the Item record

without a Language and move them into the Description field, using the next line if necessary.

		Terms	Items	Currency	Delivery	Identifiers
Item	Qty	Description				
1	10101	1	Transistor radio			
2	10104	1	Loudspeakers			
3			Require cabling			
4			Require stands			

Unit Price

The Unit Price according to the valid Price List for this Customer is brought in. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item screen is brought in. This figure will include VAT (and TAX) if the Price List specified is one that is Inclusive of VAT or if you have specified on card 1 of the Account Usage S/L setting that Base Prices include VAT (or VAT and TAX).

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

%

Discount percentage. If a Discount Matrix that includes this Item has been allocated to the Customer, this figure will be determined by the Item Number and Quantity. It can be changed to an *ad hoc* rate if necessary. If there is a Discount Matrix applying to this Invoice, it will be shown on the 'Delivery' card.

Discount Matrices allow quantity discounts to be applied automatically, based on value, quantity, weight or volume. If the Discount Matrix is one that uses Item Groups rather than Items and more than one Item from the same Item Group has been used in the Invoice, the discount for those Items should be calculated from the overall quantity for that Item Group. To do this, select 'Recalculate Discount' from the Operations menu once the Invoice is complete. This function can also be used if the Discount Matrix record itself is changed before the Invoice is approved.

In the Round Off setting in the System module, you can determine whether the discount is to be applied to the Unit Price before it has been multiplied by the Quantity, or to the Sum. In certain circumstances (where there is a

very small unit price and a large quantity) this choice can cause the calculated discount to vary, due to the rounding system used in Hansa. Please refer to the 'System Module' chapter in Volume 1 for details and an example.

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

Sum

The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. This figure will include VAT (and TAX) if the Price List specified is one that is Inclusive of VAT or if you have specified on card 1 of the Account Usage S/L setting that Base Prices include VAT (or VAT and TAX).

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

Flip B

A/C

Paste Special

Account register, Nominal Ledger/System module

This code determines the Nominal Ledger Sales Account for this Item. The Nominal Ledger Transaction generated by this Invoice will credit the Account specified here. A default is offered, taken from the record in the Price register for the Item/Price List combination. If there is no such record, or it has no Sales Account specified, the default will be taken from the Item record, the Item Group or from card 3 of the Account Usage S/L setting. This default can be changed for a particular Invoice row if necessary.

If the Payment Term (above) is of the "Credit Note" type and the Use Credit Sales Accounts option on card 1 of the Account Usage S/L setting is in use, a credit Sales Account will be used in place of the standard one. This will be taken from the 'Credit A/C' card of the appropriate Item Group record or from card 4 of the Account Usage S/L setting.

Accrual	Paste Special	N/L Accruals setting, Nominal Ledger
		Please refer to the 'Accruals' section below for details of this field and an illustrated example.
Objects	Paste Special	Object register, Nominal Ledger/System module
	Default taken from	Item
		Up to 20 Objects, separated by commas, can be assigned to this Item and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.
		In the Nominal Ledger Transaction generated from this Invoice, any Objects specified here will be assigned to the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account. This assignment will merge these Objects with those of the parent Invoice (shown on the 'Terms' card).
V-Cd	Paste Special	VAT Codes setting, Nominal Ledger
		The VAT Code entered here determines the rate at which VAT will be charged on this Item and the VAT Account to be credited. A default is offered, taken from the Customer record. If none is specified, the default is taken from the Item, the Item Group or from card 3 of the Account Usage S/L setting. This default can be changed for a particular Invoice row if necessary.
		If the Payment Term (above) is of the "Credit Note" type and the Use Credit Sales Accounts option on card 1 of the Account Usage S/L setting is in use, a credit VAT Code will be used in place of the standard one. This will be taken from the 'Credit A/C' card of the appropriate Item Group record or from card 4 of the Account Usage S/L setting.
		If you have checked the VAT Code Control option on card 1 of the Account Usage S/L setting, the VAT Code specified here must be the same as that specified for the

Sales Account in the Account register. If the VAT Codes don't match, you will not be able to save the Invoice.

Flip C

Cost	Default taken from Item (Cost Price + Extra Cost)
	The unit Cost Price is used in Gross Profit and Margin calculations. It can be altered if necessary.
GP	The Gross Profit for the Invoice row is calculated by subtracting the Cost Price (multiplied by the Quantity) from the Sum. The figure is therefore absolute, not a percentage.
FIFO	The average FIFO unit cost of the Items on this row. The total FIFO stock value of the Items on this Invoice row is shown on flip D. These figures are brought in automatically when the Invoice is approved, but are only shown for Stocked Items in Invoices that have not been generated from a Sales Order. For Invoices that have been generated from a Sales Order, FIFO values are shown in the appropriate Delivery record.

Flip D

Serial No.	Paste Special Serial Numbers of Items in stock
	If Serial Numbers are required for the Item, they can be entered here.
	Serial Numbered Items must be recorded on separate Invoice rows each with a Quantity of one. This enables the recording of separate Serial Numbers and their correct removal from stock.
	If no Location is specified, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location on the 'Identifiers' card, only those Serial Numbers stored in that Location will be shown.
	If you would like Best Before dates to be shown in the 'Paste Special' list, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger. Best Before Dates are entered using the Batch Specifications setting in the Stock module.

The 'Paste Special' list will not be shown if you are using the No Serial No. on Goods Receipts option in the Stock Settings setting. In this case, you must still enter a Serial Number and the Quantity must still be one, but no check will be carried out that the Serial Number you have used is valid (i.e. one that is currently in stock).

Note that Serial Numbers must be allocated manually: there is no automatic FIFO allocation.

The Cost Price for Serial No option in the Cost Accounting setting in the Stock module controls how the choice of Serial Number affects the FIFO field on flip C and the value of any cost accounting element in the Nominal Ledger Transaction resulting from the Invoice. If this option is not in use, the oldest Cost Price will be shown in the FIFO field, even where the Serial Number chosen is not the oldest one. If this option is in use, the actual Cost Price of the selected Serial Number will be shown in the FIFO field.

P.Factor

Default taken from Item

A Price Factor can be used to recalculate the Unit Price of an Item. For example, if the Item is normally purchased in boxes with 24 units, the Price Factor 24 can be entered in the Item record. The Unit Price for the Item will then refer to a box of 24 units. The Price Factor will be brought in to the Invoice from the Item and affect the Sum in an appropriate manner. It can be altered and Hansa will recalculate the Sum accordingly. The formula used is $Sum = (Quantity/Price\ Factor) * Unit\ Price$.

Recipe

Paste Special Recipe register, Stock module

Default taken from Item

If the Item is a Structured Item, its Recipe is recorded here, brought in from the Item record. A Structured Item is essentially an Item which is assembled by your company from purchased components: its Recipe lists those components with quantities. Recipes are set up using a register in the Stock module.

Row FIFO

The total FIFO stock value of the Items on this Invoice row. This figure is brought in automatically when the Invoice is approved, but is only shown for Stocked Items in Invoices that have not been generated from a Sales

Order. For Invoices that have been generated from a Sales Order, FIFO values are shown in the appropriate Delivery record.

Coeff

Default taken from Item

The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.

Flip E

Unit, Unit Qty, Unit Pr. of Unit

These fields allow you to sell an Item using a different Unit to that specified on the 'Pricing' card of the Item record.

When a Unit that has a Qty Factor is entered here, the Quantity and pricing for the Invoice row will change accordingly. For example, an Item is usually sold in single units. If you sell two dozen of them, you can enter the Unit representing one dozen (i.e. its Qty Factor is "12") in this Unit field and "2" in the Unit Qty field. The Quantity on flip A will change to "24" (i.e. 2 x 12) and the pricing will be adjusted accordingly. The Unit Price of Unit field will show the price for one dozen (i.e. the price of one of the new Unit).

Use 'Paste Special' from the Unit field to choose from a list of Units.

Use 'Recalculate Weight and Volume' from the Operations menu to update the Total Quantity, Weight and Volume on the 'Delivery' card of the Invoice.

Width, Height, Depth

Default taken from Item

These fields contain the dimensions of the Item. They can be used together with the Unit Qty field if the Item is sold by area or volume. Please refer to the description of the Units setting above for details and an example.

Footer

Currency	GBP	Freight		VAT	12.25	Sub-Total	70.00
<input type="checkbox"/> OK		Ext. Tax	0.00	Base	82.25	TOTAL	82.25

In addition to the Currency, the Invoice Footer contains various running totals as described below. Whenever an Invoice row is added or changed, these totals are updated.

OK Checking this box approves the Invoice and causes it to be entered in the Sales Ledger. A corresponding transaction will also be created in the Nominal Ledger. If the Stock module is present and the Invoice was entered directly (rather than created from a Sales Order), stock levels of any Stocked Items on the Invoice will be adjusted. Because of these consequences, once this box has been checked and the Invoice saved, you will no longer be able to make changes to the Invoice. Exceptions to this rule are the Reminder Level and Last Reminder Date fields and the No Interest, No Reminder and Disputed check boxes on the 'Delivery' card and the Salesman field on the 'Terms' card.

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

Currency	Paste Special	Currency register, System module
	Default taken from	Customer or Default Base Currency

The Currency of the Invoice: the exchange rate is shown on the 'Currency' card where it can be modified only for this particular Invoice if necessary. Ensure that the correct Currency is shown before any Items are added to the Invoice so that prices are converted correctly. If you forget, the 'Update Currency Price List Items' function is available on the Operations menu which retrospectively converts the prices of Items added to the Invoice before the Currency was specified (save the Invoice before selecting this function). Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

If the Customer record has a Currency specified on the 'Pricing' card, only that Currency can be used. Otherwise, any Currency can be used.

Freight

The Freight setting can be used to attach a fixed amount for Freight to each Invoice (or a calculated amount based on the total weight of the Items on the Invoice). If this is being used, the appropriate amount will be placed in this field on the entry of a Customer Number (or when the Quantity is changed in one of the rows). This figure can be altered if necessary. The VAT Code and the Sales Account for the freight charge will be taken from the Item entered in the Freight setting.

If the Freight setting is not being used, enter a freight amount if applicable. In this case, VAT will not be charged and the amount will be posted to the appropriate Sales Account for the Zone of the Customer, set on card 3 of the Account Usage S/L setting.

Ext. Tax

When defining VAT Code records using the setting in the Nominal Ledger, it is possible to specify that an additional tax, such as an environmental tax, be levied. If the VAT Code of any of the rows of the Invoice is one where such an additional tax has been defined, the amount of that tax will be shown in this field. That amount will be recalculated as Items are added to the Invoice. When the Invoice is approved, this Extra Tax will be credited to the Tax 1 Account specified for the appropriate VAT Code.

VAT

The VAT total for the Invoice.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If no Currency has been specified, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module).

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

VAT is calculated after the Sum of each row has been rounded up or down according to rounding rules set in the Currency Round Off setting.

Base This shows the Invoice total including VAT in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System Module). It is only used if the Currency of the Invoice is not blank and is not Base Currency 1.

Sub-Total The total for the Invoice, excluding VAT.

TOTAL The total for the Invoice, including VAT.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If no Currency has been specified, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module). In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Currency Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Currency		EUR	Rate	:		Base Currency 1
Base Currency 1		0.63		:		Base Currency 2
Base Currency 2		1				

Currency **Paste Special** Currency register, System module

Default taken from Customer or Default Base Currency

The Currency of the Invoice (also shown in the footer of the 'Items' card) is shown together with the exchange rate which can be modified only for this particular Invoice if necessary. Ensure that the correct Currency is shown before any Items are added to the Invoice so that prices are converted correctly. If you forget, the 'Update Currency Price List Items' function is available on the Operations menu which retrospectively converts the prices of Items added to the Invoice before the Currency

was specified (save the Invoice before using this function). Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

Exchange Rates **Default taken from** Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rates for the specified Currency will be entered to this card by Hansa. Ensure that they are correct before adding Items to the Invoice to ensure the correct currency conversion takes place.

In the case of Invoices in Currency created from Orders, the exchange rates shown here will be those specified for the Order if the Update Base Cur when Invoicing and Update Foreign Cur. when Invoicing options in the Account Usage S/L setting are not in use. Otherwise, the latest Base and Exchange Rates will be used, although the prices in Currency of the Items will not be changed. This means the Customer will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order. If you want to update the pricing in the Invoice to reflect new Base and Exchange Rates (and therefore to maintain the original value in the home Currency in the Nominal Ledger), save the Invoice and then select 'Update Currency Price List Items' from the Operations menu.

One of two conversion methods will be used. The Dual-Base system will be useful for companies that have offices in two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old national Currency for comparison purposes. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

In the example shown above, the Currency of the Invoice is the Euro. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting). The illustration shows that GBP 0.63 buys one Euro.

Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY 122.15 buys USD 1.00.

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Currency	JPY	Rate	122.15	:	1	Base Currency 1
Base Currency 1				:		Base Currency 2
Base Currency 2						

For further examples, please refer to the ‘Currency’ chapter in Volume 2b of these manuals.

Delivery Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Del. Terms		Del. Mode		<input checked="" type="checkbox"/> Update Stock		
Rem. Level		Last Rem. Date		<input type="checkbox"/> No Reminder		
Price List		Discount Matrix		<input type="checkbox"/> No Interest		
Disc. %		Disc. Amount		<input type="checkbox"/> No Collection		
Interest	18.50			<input type="checkbox"/> Disputed		
Tot Quantity		Tot Weight		<input type="checkbox"/> Cust. Info on Trans.		
Tot Volume		Tot GP	51.00			
Commission		Tot Inc Com	82.25			

Del. Terms	<p>Paste Special Delivery Terms setting, Sales Orders module</p> <p>Default taken from Customer</p> <p>Specify the Delivery Terms for this Invoice here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board.</p> <p>For each Delivery Term record you can specify an appropriate description in different Languages: the Language for the Invoice (on the 'Company' card) will therefore determine the translation to be printed on any documentation produced from the Invoice.</p>
Del. Mode	<p>Paste Special Delivery Modes setting, Sales Orders module</p> <p>Default taken from Customer</p> <p>Enter the mode of shipping for this Invoice. Examples might be Post or Courier, or might specify the name of the courier that you will use to supply the goods on the Invoice.</p> <p>For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Invoice (on the 'Company' card) will therefore determine the translation to be printed on any paperwork produced from the Invoice.</p> <p>You can also set up different versions of the Invoice document 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 in Volume 1 of these manuals.</p>
Rem. Level	<p>This Reminder Level indicates how many Reminder documents have been printed for this Invoice. You can update this field yourself, or it can be updated automatically whenever a Reminder or a customer statement is printed.</p> <p>Reminders are printed using the Reminder document described later in this chapter. A separate Reminder can be printed for each overdue Invoice, and it can contain</p>

one of three messages of increasing severity. These messages are defined in the Texts for Reminders setting. When you next print a Reminder for this Invoice, the message it contains will be chosen depending on this Reminder Level. For example, if the Reminder Level of the Invoice is 2, the message will be taken from the Reminder 2 field in the Texts for Reminders setting, and so on. If the Reminder Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.

For Reminders to be printed, the No Reminder check box (above) must be switched off.

This field may be changed even after the Invoice has been approved.

Last Rem. Date The last date a reminder or statement was printed for this Invoice is recorded here. This field may be changed manually even after approving the Invoice.

Price List **Paste Special** Price List register, Pricing module
Default taken from Customer, Customer Category or Payment Term

Specify here the Price List which will determine the prices used on this Invoice. Ensure you have chosen the correct Price List before adding rows to the Invoice: if you forget, the 'Update Currency Price List Items' function is available on the Operations menu which can be used to change the prices of Items added to the Invoice before the Price List was specified (save the Invoice before using this function).

When a row is added to the Invoice and an Item specified, Hansa searches either in the Price register or in the Quantity Dependent Price register for the single record representing the Item/Price List combination and brings in the Unit Price from there. If no such record is found, the Base Price of the Item is used. If a Discount Price List is specified, the Price register will be used. Otherwise, the Quantity Dependent Price register will be used.

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

When creating a new Invoice, Hansa will first look to the Customer record for an appropriate Price List. If none is specified there, the Price List for the Customer Category to which the Customer belongs will be used. If this is blank, or the Customer does not belong to a Category, Hansa will look to the Payment Term record allocated to the Customer. If the Payment Term is subsequently changed for this Invoice only, the Price List will only be changed if it is blank.

Discount Matrix **Default taken from** Customer or Customer Category

If there is a Discount Matrix applying to this Invoice, it will be shown here. The field cannot be changed. Discount Matrices are used to administer quantity discounts.

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

If payment for this Invoice is late, the 'Create Interest Invoices' Maintenance function can be used to charge interest. This is the annual rate that will be used to calculate the interest on this Invoice, if interest is to be calculated using the interest rate applicable at the Invoice Date. The figure will be brought in from the Customer or from the Interest setting but can be altered for this Invoice only. Interest Invoices will not be created if the Interest check box on the 'Terms' card of the Customer screen is switched off or if the No Interest check box (described below) is switched on. Please refer to the 'Maintenance' section later in this chapter for full details of the 'Create Interest Invoices' function, and to the description of the Interest setting earlier in this chapter for details about interest rates and calculation.

Tot Quantity This shows the total number of Items on the Invoice. If this figure becomes inaccurate for any reason, use the 'Recalculate Weight and Volume' function on the Operations menu to update it.

Tot Weight	Default taken from Items
	This field will contain a calculated value based on the Invoice Quantity and the Weight of the Items. If the Weight of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Recalculate Weight and Volume' function on the Operations menu to update this field.
Tot Volume	Default taken from Items
	This field will contain a calculated value based on the Invoice Quantity and the Volume of the Items. If the Volume of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Recalculate Weight and Volume' function on the Operations menu to update this field.
Tot GP	The total gross profit of the Items on the Invoice: this does not include any profit in the Freight value, as set in the Freight or Freight/Weight Calculation settings.
Commission, Tot Inc Com	These fields are used in Russia. Please refer to your local Hansa representatives for details.
Update Stock	Default taken from Account Usage S/L setting card 1, Sales Ledger
	Use this option if you need stock levels for the Items on the Invoice to be reduced when the Invoice is approved. This only affects Items that are Stocked Items. No check of the availability of stock will be made, unless the Do Not Allow Over Delivery option in the Stock Settings in the Stock module is in use. This feature is used only if the Stock module is installed.
	Switching this option on will also cause cost accounting postings (for use when maintaining stock values in the Nominal Ledger) to be included in the Nominal Ledger Transaction generated when the Invoice is approved.
	Both effects of this check box will only be used in those cases where Deliveries are made at the invoicing stage, from Invoices without related Sales Orders.
	In the case of Invoices created from Orders, if you need to invoice a greater Quantity than was delivered, this

must be done by adding a new row to the Invoice. Ensure that this Update Stock box is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. In this situation, this box will only apply to Invoice rows that are not related to the Order.

In the case of Invoices created from Projects, this check box will be switched off, and cannot be used. You should therefore not add new rows to such Invoices.

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

No Reminder

If the Reminders box on the 'Terms' card of the Customer is on, that Customer can be sent reminders for all outstanding Invoices. If a reminder is not to be sent for this Invoice, check this box. Reminders are sent using the Reminder document described later in this chapter.

Invoices marked as No Reminder can be excluded from some reports and documents such as the Open Invoice Customer Statement and the Sales Ledger report.

No Interest

If the Interest box on the 'Terms' card of the Customer is on, that Customer can be charged interest on all outstanding Invoices. If this Invoice is not to be included in the interest calculation, check this box. Interest is calculated using the 'Create Interest Invoices' Maintenance function described later in this chapter.

No Collection

This check box is used in Finland. Please refer to your local Hansa representatives for details. Invoices marked as No Collection can be excluded from some reports and documents such as the Open Invoice Customer Statement and the Sales Ledger report.

Disputed

Check this box if the Invoice is subject to a dispute.

Disputed Invoices can be in- or excluded from some reports and documents such as the Open Invoice Customer Statement and the Sales Ledger report. However, the Invoice will still be subject to Interest charges and Reminders unless the No Interest and No Reminder boxes above are checked as well. The Disputed, No Interest and No Reminder boxes can all be checked after the Invoice has been approved.

If the Invoice is greatly overdue, the debt can be transferred from the Debtor Account to the Bad Debtor Account using the 'Transfer to Bad Debtors' Maintenance function. This function will mark the Invoice as Disputed, to prevent the debt being transferred again the next time the function is used. If you mark an Invoice as Disputed yourself, you will therefore prevent the debt being transferred.

In multi-user systems, you can prevent certain users from marking an Invoice as Disputed using Access Groups (by denying access to the 'Allow to Dispute Invoice' Action). Access Groups are described in the 'System Module' chapter in Volume 1 of these manuals.

Cust. Info. on Trans.

When a Nominal Ledger Transaction is generated automatically from this Invoice, use this option if you would like to have the Invoice Number, Due Date and Customer shown on flip E of the Transaction. This applies to the posting to the Debtor Account only.

The check box will be on by default if you are using the Invoice Info on N/L Transaction option on card 1 of the Account Usage S/L setting.

Identifiers Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Order No.	<input type="text"/>	Cust. Ord. No.	<input type="text"/>			
Org. Customer	<input type="text"/>	Sorting	<input type="text"/>			
Location	<input type="text"/>	Language	<input type="text"/>			
Project	<input type="text"/>	Serv Ord. No.	<input type="text"/>			
Credit Card	<input type="text"/>	Authorisation	<input type="text"/>			
Comment	<input type="text" value="Order Comment"/>					

Order No.	In cases of Invoices created from Sales Orders using the automatic invoicing function, Hansa will enter the Order Number in this field.
Cust. Ord. No.	Record the Customer's Purchase Order Number here. Where an Invoice has been created from an Order, the Customer's Order Number will be brought in automatically.
Org. Customer	Where an Invoice has been created from an Order and the Customer placing the Order is one for whom Invoices are sent to a third party such as leasing company, the Customer Number of the ordering Customer is placed here.
Sorting	This field contains the Sort Key from the originating Order or from the Customer. This is for information only.
Location	<p>Paste Special Locations setting, Stock module</p> <p>If the stock which will be used to satisfy this Invoice is to be taken from a particular Location, specify that Location here. Otherwise, stock from all Locations will be available.</p> <p>If a Main Location has been specified in the Stock Settings setting, leaving the field blank means that stock from that Location will be used. However, if, in the same setting, the Require Location option is on, this field must contain a value.</p> <p>A default Location can be brought in from the 'Bonus' card of the user's Person record.</p> <p>If the 'Item Status' window is on screen (see the 'Items and Pricing' chapter in Volume 1 for full details of this window), the quantities shown will refer to the Location specified here.</p>
Language	<p>Paste Special Languages setting, System module</p> <p>Default taken from Customer</p> <p>The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Payment Terms and Payment Mode, the</p>

selection of document forms etc. Leave the field blank to use the base Language.

Project

In cases of Invoices created from Projects using the 'Create Project Invoices' Maintenance function in the Job Costing module, Hansa will enter the Project Number in this field. This field cannot be changed.

If this field contains a value, the Invoice will not use the standard Invoice document when printed. Instead, the Project Invoice document will be used. Please refer to the 'Printing Invoices' section later in this chapter for more details.

The Update Stock box (above) will be switched off in Invoices created from Projects.

Serv. Ord. No.

This field contains a value if the Invoice was raised from a Service Order. It is only used if the Service Orders module is installed, and cannot be changed.

Note that Invoices associated with a Service Order should be raised from the Service Orders module, using the 'Make Customer Invoice' function on the Operations menu of the Service Order screen.

Credit Card

Paste Special

Credit Card register, Cheques module (if installed)

If the Invoice is being paid using a credit card, enter its number here. Known credit card numbers for each Customer can be stored in the Credit Card register in the Cheques module.

Authorisation

If the Invoice is being paid using a credit card, record the authorisation code here once it has been obtained.

Comment

Default taken from Customer

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

Inv. Address Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Invoice To Burntwhistle Lodge						
Address High Malberry						
Staffs TF5 6TY						
Zone _____						
<input checked="" type="radio"/> Domestic			VAT Reg. _____			
<input type="radio"/> Inside EU			Phone 01857 122544			
<input type="radio"/> Outside EU			Fax 01857 445788			

Invoice to Address Default taken from Customer

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

Zone Default taken from Customer

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

VAT Reg. Default taken from Customer

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

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 Customer's Country is blank, the Country from the Company Info setting will be used. If that is blank, no validation check will be made.

Phone, Fax **Default taken from** Customer

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

Del. Address Card

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Delivery	<input type="text"/>					
Address	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
Address	<input type="text"/>					

Delivery Address **Default taken from** Customer

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

Address **Paste Special** Delivery Addresses setting, Sales Orders module

If the Customer is one with several Delivery Addresses (e.g. it has several branches), these can be recorded in the Delivery Addresses setting in the Sales Orders module. Select the correct one for this Invoice using the 'Paste Special' function. The full Delivery Address will be brought in to the fields above. Usually, only Delivery Addresses for this Customer and those with no Customer specified will be included in the 'Paste Special' list. If you would like all the 'Paste Special' list to contain all Delivery Addresses, check the Paste All Delivery Addresses box in the Order Settings setting in the Sales Orders module.

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

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

Sales Ledger, a Nominal Ledger Transaction for the Invoice will be created and it will no longer be modifiable.

Entering an Invoice - Examples

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

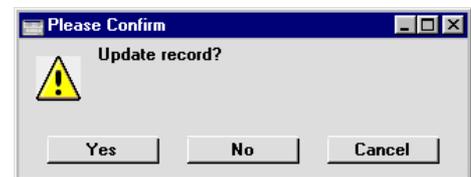
Open the Invoice register using the Master Control panel or the Registers menu in the Sales Ledger. The 'Invoice: New' window is shown, with Invoice Number and Date entered. The cursor is already in the Customer Number field. Press Ctrl-Return (Windows and Linux) or ⌘-Return (Macintosh) to activate the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

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

Press Return again to move the insertion point to the Item field, the top left-hand field in the Invoice rows grid. Again, you can use 'Paste Special' to select an Item. Select an Item by double-clicking. Press Return to bring information such as the Item Name, Base Price, Sales Account number and VAT Code.

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

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



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

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

Until the Invoice has been approved by checking the OK box, it is still possible to change it.

Inspecting and Approving Invoices

Before an Invoice is sent to a Customer, it should be checked and approved, to ensure that the Customer is charged for the correct things. The approval causes the Invoice to be inserted into your Sales Ledger.

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

The Sales Ledger is organised so that only approved Invoices are available for the registration of incoming payments. There are three ways to approve an Invoice—

1. With the Invoice on screen, click the OK check box.
2. Select an Invoice by clicking on it in the 'Invoices: Browse' window, and select 'OK' on the Operations menu. By holding down the Shift key you can highlight a batch of Invoices to approve at a single stroke using this method.
3. Use the 'OK Invoices' Maintenance function to approve a range of Invoices.



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

You can choose to have an Activity created automatically when each Invoice is approved. This is controlled using the Activity Types, Subsystems setting in the CRM module: please refer to Volume 6 of these manuals for full details. The Task Type of each new Activity will be To Do, and the Symbol will be Other. The Start Date of the Activity will be the Due Date of the Invoice, and the Person will be the Sales Person from the Invoice. The initials of the current user will appear in the Cc field of the Activity.

Nominal Ledger Transactions from Invoices

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

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

Error Messages

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

If an error message appears, it means that some Accounts or other settings are incorrect. All Account numbers used by the Invoice, which may have been offered as defaults from the Account Usage S/L setting, Items or Item Groups, or Customers or Customer Categories, must exist in the Account register (available in the System module and the Nominal Ledger). Number Series for the current period must also exist. The VAT Codes used must be defined.

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

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

Printing Invoices

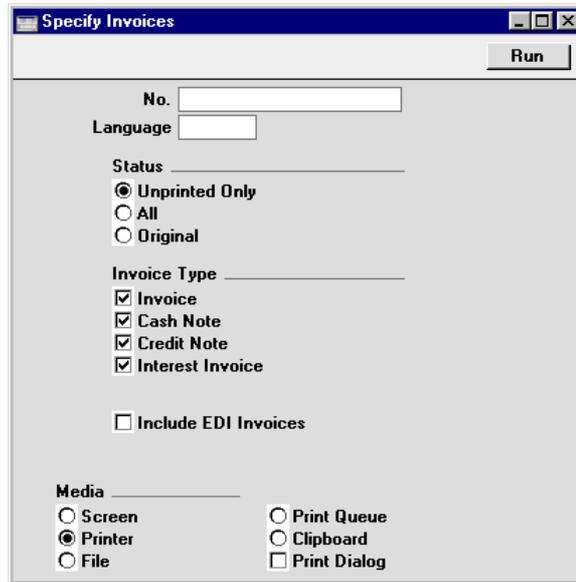
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

To do a test print-out, save the Invoice and then click on the Printer icon in the Button Bar before you approve the Invoice. The Invoice will then be printed with the text "Test Printout" diagonally printed across the page. This is to avoid the test being confused with the final version. As you have not yet approved the Invoice by checking the OK box, you can go back and correct any errors you may find in the printout. This is also true for Credit Notes.

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

1. Select 'Documents' from the File menu or click [Documents] in the Master Control panel. Double-click 'Invoices' in the resulting list.

The 'Specify Invoices' window is shown.



2. Enter the Invoice Number for a single Invoice, or the highest and lowest Invoice Numbers of a range of Invoices separated by a colon (:). The Status setting is used to control which Invoices are printed.

- Unprinted Only** This option ignores any Invoices in the range that have already been printed.
- All** Prints all Invoices in the range. Any Invoices previously printed will have the word "Copy" printed diagonally across the page.
- Original** This option also prints all Invoices in range. However, any Invoices previously printed will be printed again as though they were original copies, without the word "Copy".

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

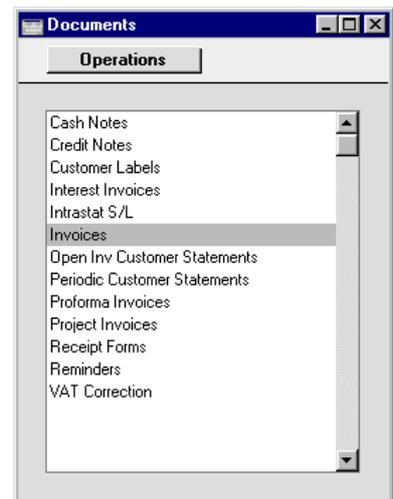
3. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

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

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

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

1. Using the Form register in the System module, design the invoice form and name it "INVOICE". Use the 'Properties' function on the Operations menu to assign a Document Type of "Invoice". A sample Invoice Form is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Ledger using the Modules menu.
3. Click [Documents] in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Invoices'.



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

- In the subsequent window, enter “INVOICE” in the Form field of the first line (you can use ‘Paste Special’ to ensure the spelling is correct).

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

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

- Cash Note** If the Invoice has Payment Terms of the “Cash” type, the Cash Note document is always used instead of the Invoice document.
- Credit Note** If the Invoice has Payment Terms of the “Credit Note” type, the Credit Note document is always used instead of the Invoice document.
- Interest Invoice** If the Invoice was created using the ‘Create Interest Invoices’ Maintenance function (described later in this chapter), the Interest Invoice document is always used instead of the Invoice document.
- Project Invoice** If the Project field on the ‘Identifiers’ card of the Invoice contains a value, the Project Invoice document is always used instead of the Invoice document.

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

Invoices in Different Languages

If you have Customers in England and France and thus require Invoices to be printed in the appropriate Language, follow this procedure—

1. Using the Form register in the System module, design the English and French Invoices and name them “INVENG” and “INVFRE”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Invoice” (in both cases).
2. Select the Sales Ledger module using the Modules menu.
3. Select ‘Documents’ from the File menu or click [Documents] in the Master Control panel. The ‘Documents’ list window is opened showing a list of available documents. Highlight ‘Invoices’.
4. Select ‘Define Document’ from the Operations menu.

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

5. In the first row, enter the name of the default Invoice for your local Customers (“INVENG”). Use the ‘Paste Special’ feature to see the available forms in your Forms register and to ensure the spelling is correct. On the second line, specify French as the Language and the French Invoice (“INVFRE”) as the Form.

You can use classifications other than Language in the Language field, and use this feature for other purposes. One example is if you want to use Invoices with different layouts for different types of sales. You can then define a fictitious Language Code, and use it to select the correct form. You can also enter a Delivery Mode in this field, permitting different Invoice layouts to be used depending on the Delivery Mode.

6. Click [Save] to save the Invoice definition. From now on, French-speaking Customers will automatically receive Invoices using the

“INVFRE” Form and others will receive the “INVENG” Form with no user intervention. This process can be repeated for virtually all documents in Hansa.

Printing Delivery Notes if the Sales Orders module is not Present

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

1. Using the Form register in the System module, check that you have a Form named “INVOICE” and one named “DELIVERY_NOTE”. Re-design them to your requirements if necessary (full details of how to do this are in the ‘System Module’ chapter in Volume 1 of this manual). Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Invoice” (for the former) and “Delivery Note”.
2. As described in the previous section, select the Sales Ledger module using the Modules menu and select [Documents] in the Master Control panel. Highlight ‘Invoices’ in the ‘Documents’ list window.
3. Select ‘Define Document’ from the Operations menu.
4. The Sequence column is used to determine the order in which the Forms will be printed. If, for example, you need a Delivery Note to be printed first, on the first line enter “1” as the Sequence Number and “DELIVERY_NOTE” as the Form (you can use ‘Paste Special’ from the Form field to ensure the spelling is correct). On the second line, enter “2” as the Sequence Number and “INVOICE” as the Form. The Printer column can be used to print the Forms on different printers if necessary.
5. Click [Save] to save the Invoice definition. From now on, whenever the Invoice document is printed, the Invoice itself will be preceded by a Delivery Note. This feature can be used in any combination with the Language feature described in the previous section, and can be repeated for virtually all documents in Hansa.

Accruals

In normal circumstances the whole Sum for each Invoice row is posted to the Sales Account when the Nominal Ledger Transaction is generated. However, this might not be appropriate if the Invoice is for a service or contract that is spread over time. In this case, it might be appropriate for the Sum to be posted to the Sales Account gradually over the period of the service or contract.

For example, you issue an Invoice for a service contract for one year to the value of 120. You might not want the Sales Account to be credited with the 120 at once: it might be more appropriate if it is credited with 10 per month over the year (the contract period), especially if the contract period crosses over into a new fiscal year.

The N/L Accruals setting in the Nominal Ledger is used to define the formulae by which Invoice amounts are gradually credited to the Sales Account. For this example, we will use a record containing twelve monthly transfers, each of 8.33% (i.e. one twelfth of the total)—

The screenshot shows a software window titled "N/L Accrual: Inspect". At the top, there are navigation arrows and buttons for "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "Code" (12MON), "Prel. Account" (820), and "Description" (12 equal monthly payments - Sales Ledger). The main part of the window is a table with the following data:

	Months	Days	Calculation	VAT
1	0		8.33	
2	1		8.33	
3	2		8.33	
4	3		8.33	
5	4		8.33	
6	5		8.33	
7	6		8.33	
8	7		8.33	
9	8		8.33	
10	9		8.33	
11	10		8.33	
12	11		=	
13				
14				
15				
16				
17				
18				
19				
20				
21				

This setting is described in detail in the 'Nominal Ledger' chapter in Volume 2b of these manuals.

Enter the Invoice, and refer to the record in the N/L Accruals setting in the Accrual field on flip B—

Invoice: Inspect [New] [Duplicate] [Cancel] [Save]

No. 1145 Name Du Pont et cie
 Customer 007

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 20/12/2002 Our Ref. Salesman JNW
 Pay. Terms 30 Attn.
 Due Date 19/1/2003 Object
 Trans. Date 20/12/2002 Official Ser. No.

Item	Qty	Description	A/C	Accrual Objects	V-Cd	
1	10112M	1	Maintenance of Stereo System (per year)	130	12MON	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Currency GBP Freight VAT 21.00 Sub-Total 120.00
 OK Ext. Tax 0.00 Base 141.00 TOTAL 141.00

When the Invoice is approved and saved, the Sum (i.e. excluding VAT) of the Invoice row will not be posted to the Sales Account in the normal way. Instead, it will be posted to the Prel. Account specified in the N/L Accrual record. The postings to the VAT and Debtor Accounts will not be affected—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 1145 Trans.Date 20/12/2002 Reference

Text 007 Du Pont et cie, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	750		S/L Control	141.00		
2	820		Accruals from SL		120.00	1
3	830		VAT Outputs Payable		21.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 141.00 141.00

Difference Base 2 0.00 Total 223.81 223.81

Transaction: Inspect

Operations

No. 6049 Trans.Date 20/12/2002 Reference

Text 007 Du Pont et cie, GBP S/INV.1145

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	820		Accruals from SL	10.00		
2	130		Sales Type 4		10.00	1
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 Simulation and any Transactions created so far can be viewed from the Invoice using the Attachments feature. Click the [Attachments] button (with the paper clip icon) in the Invoice record, and then double-click an item in the list to open the record—

Archive: Invoice: 1145

Operations

- Simulation: 5
- Transaction: 2002.6051

11 Objects

When a Transaction is created from each pair of postings in the Simulation, the Status of these postings (shown on flip B of the Simulation) is changed

from “Active” to “Transferred”, preventing the creation of another Transaction the next time the function is used.

	A/C	Trans Date	Objects	Status	Debit	Credit	V-Cd
1	820			Transferred	10.00		1
2	130			Transferred		10.00	1
3	820	20/1/2003		Transferred	10.00		1
4	130	20/1/2003		Transferred		10.00	1
5	820	20/2/2003		Transferred	10.00		1
6	130	20/2/2003		Transferred		10.00	1
7	820	20/3/2003		Active	10.00		1
8	130	20/3/2003		Active		10.00	1
9	820	20/4/2003		Active	10.00		1
10	130	20/4/2003		Active		10.00	1
11	820	20/5/2003		Active	10.00		1
12	130	20/5/2003		Active		10.00	1
13	820	20/6/2003		Active	10.00		1
14	130	20/6/2003		Active		10.00	1
15	820	20/7/2003		Active	10.00		1
16	130	20/7/2003		Active		10.00	1
17	820	20/8/2003		Active	10.00		1
18	130	20/8/2003		Active		10.00	1
19	820	20/9/2003		Active	10.00		1
20	130	20/9/2003		Active		10.00	1

Difference: 0.00 Total: 120.00 120.00

The ‘Generate N/L Accrual Transactions’ Maintenance function is fully described in the ‘Nominal Ledger’ chapter in Volume 2b of these manuals.

Credit Notes

If you want to credit an Invoice that has been sent you should do as follows—

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

Note: if the Invoice to be credited is an Interest Invoice or a Down Payment Invoice created from a Project in the Job Costing module, you must click [New]. You cannot copy Invoices of these types in order to credit them.

- The 'Invoice: New' window is opened as described above. Enter the Invoice in the normal way, but change the Payment Terms to "CN" (Credit). In the first row of the specification area, a crediting message is entered. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices. An Invoice Number must be entered if you are using the Do Not Allow Credit Invoices Without No. option on card 1 of the Account Usage S/L setting. The Invoice to be credited must be approved.

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

- On the remaining lines you can enter the Items to credit, and by what amount. If the Use Credit Sales Accounts option on card 1 of the Account Usage S/L setting is in use, credit Sales Accounts and VAT Codes will be used in place of the standard ones. These will be taken from the 'Credit A/C' card of the appropriate Item Group record or from card 4 of the Account Usage S/L setting. If the Credit Note was created by copying an Invoice, changing the Payment Terms to "CN" will cause the Sales Accounts and VAT Codes of the existing Items to be changed automatically.

Invoice: Inspect

Operations

No. 1146 Name Against All Odds Trading Co
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 23/12/2002 Our Ref. Salesman JNW
Pay. Terms CN Attn. Joseph Conrad
Due Date 23/12/2002 Object
Trans. Date 23/12/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 1144			
2	10101	1 Transistor radio	5.00		5.00
3	10102	1 Stereo cassette radio	25.00		25.00
4	10111	1 Labour	40.00		40.00
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 12.25 Sub-Total 70.00
 OK Ext. Tax 0.00 Base 82.25 TOTAL 82.25

5. Click the OK check box when you are sure the Credit Note is correct. As with ordinary Invoices, Credit Notes must be approved using the OK check box to be entered into the Sales Ledger and, if so defined in the Sub Systems setting in the Nominal Ledger, for Nominal Ledger Transactions to be created.

Crediting Part of an Invoice

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

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

To credit part of an Invoice, start by copying the original Invoice, and enter a "CN" in the Payment Terms field. Then proceed as follows—

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

Including Details of the Original Invoice on a Credit Note

A Credit Note created using the method described above is a reversal of the original Invoice. In some countries (e.g. Poland), Credit Notes are not used to reverse Invoices but to correct them.

If you want to make use of this feature, create the Credit Note by duplicating the original Invoice as described above. After you have entered "CN" in the Payment Terms field, press the Tab key and then select 'Correction Invoice' from the Operations menu. The Invoice rows are duplicated and divided into two sections, labelled "Before" and "After". The "Before" section contains the rows from the original Invoice. The "After" section contains the rows to be corrected (these rows are also marked with a "K"). Change these rows as appropriate, by entering the correct quantities and/or prices. In the example illustrated below, the original Invoice was for three Item 10101s and three Item 10102s. It should have been for two 10101s and one 10102, so the "K"

rows have been changed appropriately. Item 10111 was correct on the original Invoice, so no change has been made to the final “K” row—

Invoice: New

Operations

No. 2001 Name Against All Odds Trading Co
 Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 4/1/2003 Our Ref. Salesman JNW
 Pay. Terms CN Attn. Joseph Conrad
 Due Date 4/1/2003 Object
 Trans. Date 4/1/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 2000			
2		Before			
3	10101	3 Transistor radio	5.00		15.00
4	10102	3 Stereo cassette radio	25.00		75.00
5	10111	1 Labour	40.00		40.00
6		After			
7 K	10101	2 Transistor radio	5.00		10.00
8 K	10102	1 Stereo cassette radio	25.00		25.00
9 K	10111	1 Labour	40.00		40.00
10					
11					
12					

Currency GBP Freight VAT 9.63 Sub-Total 55.00
 OK Ext. Tax 0.00 Base 64.63 TOTAL 64.63

If an Invoice was issued in error, all quantities should be set to zero in the Correction Invoice.

On the first row, enter the number of the Invoice to be corrected, and approve, save and print the Correction Invoice in the usual way.

By default, a Correction Invoice will not change stock quantities and values (in this respect it is similar to a Credit Note). Please refer to the section below entitled ‘Credit Notes and Stock’ for details. It is not recommended that you increase quantities in Correction Invoices, because stock values may not be updated correctly. Instead, a new Invoice for the increase should be issued.

Credit Notes and Number Series

If you want to use a different Number Series for Credit Notes, follow these steps—

- i. Enter the Number Series to be used for Credit Notes on the first available row of the Number Series - Invoices setting.

Note: if this setting is empty, you should enter the Number Series to be used for Invoices on the first row, and that to be used for Credit Notes on the second row.

- ii. Enter the first number in this sequence in the Credit Notes field in the Number Series Defaults setting in the System module. You will need to quit Hansa and restart for this change to take effect.
- iii. When you enter the Credit Note, the next number from the correct Number Series will appear when you change the Payment Term to “CN”.

Credit Notes and Stock

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

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

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

1. In a case where the Item being returned was originally issued on a Delivery raised from a Sales Order, return to the Sales Order and enter a record to the Returned Goods register using the ‘Returned Goods’ function on the Operations menu. Once this has been done, you can either issue a replacement with another Delivery or, if no replacement is required, raise a new Invoice for a negative quantity (effectively a Credit Note) using the ‘Invoice’ function, again on the Operations menu of the Order. Stock levels are updated by the Returned Goods record, as are

stock valuations in the Nominal Ledger if you are using cost accounting (set using the Sub Systems setting in the Nominal Ledger).

2. In a case where there is no Sales Order, the Item being returned would originally have been issued using an Invoice. This Invoice should first be credited, using the process described above. When the Payment Terms field is changed to "CN", the Update Stock check box on the 'Delivery' card is switched off. This should not be switched on again as doing so will mean that the Nominal Ledger stock valuation will become inaccurate: the wrong FIFO value (that of the next stock item, 12.00 in the example above) will be used. Instead, approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger). Then, receive the Item back into stock using the Goods Receipt register in the Stock module. This will correctly update stock levels and, if you have so determined in the Sub Systems setting, the Nominal Ledger stock valuation.

In both cases, because the system cannot obtain a FIFO valuation, it is recommended that you set the cost prices manually (in the Goods Receipt or the Returned Goods record): you may first need to find out the true value of the returned goods from flip C of the original Invoice (in the case where there is no related Sales Order) or from the flip C of the original Delivery record.

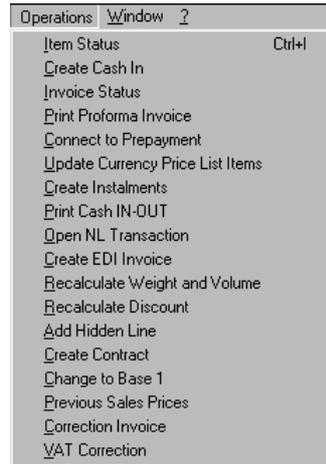
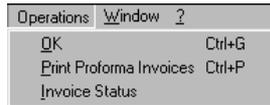
Invalidating Invoices

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

The 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 it is intended that the cancelling of an Invoice should have implications for the stock system. In these circumstances, a Credit Note should be raised, and the goods received back into stock through the Goods Receipt or Returned Goods registers, as described above.

An Invoice cannot be invalidated if it has been paid, if it has not been approved or if its Invoice Date is earlier than the Lock S/L Inv date specified in the Locking setting in the System module.

Operations Menu



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

OK

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

Print Proforma Invoice

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

The Form used by this function is determined as follows—

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

Invoice Status

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

No	Date	Customer	Type	Total
1144	Invoice	19/12/2002	18/1/2003 Against All Odds Trading Co Buntwhistle Lodge High Malberry Staffs TF5 6TY Joseph Conrad	
	001			
	1			
				GBP
10101	1	Transistor radio	5.00	5.00 1
10102	1	Stereo cassette radio	25.00	25.00 1
10111	1	Labour	40.00	40.00 1
	Weight	Total Items	Object	VAT Amount
	0.00	3		12.25

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

Item Status

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

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

Create Cash In

In some countries, cash transactions need to be recorded using a sequential number series. This function is used to record such transactions in the Cash In register in the Cash Book module. When it is selected, the following window appears, by which a new Cash In record can be created—

Cash In: New

Operations

No. Date 13/1/2003

Main Currency

Pay Mode Person JNW

Corresp. Comment

Customer 001 Reference

Name Against All Odds Trading Co

Address Burntwhistle Lodge
High Malberry
Staffs TF5 6TY

Specification Order Comment

Objects

Total	82.25	VAT Code	<input type="text"/>	Language	<input type="text"/>
Net	70.00	VAT	12.25	TAX	0.00

OK

Currency GBP Rate : Base Currency 1

Base Currency 1 0.63 : Base Currency 2

Base Currency 2 1

A new record is opened in a window entitled 'Cash In: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Cash In register by clicking the [Save] button in the Button Bar and close it using the close box. If a Payment Mode has been entered in the Payment Terms field of the Invoice, this will be transferred to the Cash In record. Otherwise, a default Payment Mode will be brought in from the Cash Book Settings setting in the Cash Book module. A default Corresponding Mode will also be taken from that setting. If you have not specified any defaults in that setting, you will need to enter Payment and Corresponding Modes to the Cash In record before you can save it. Alternatively, if you no longer require the Cash In record, click [Cancel]. In either case, you will be returned to the Invoice window.

If you check the OK box before saving, this approves the Cash In record. If you have determined that Nominal Ledger Transactions are to be created

from Cash In records, one will now be raised (this is specified in the Sub Systems setting in the Nominal Ledger). You will no longer be able to modify the Cash In record. The Transaction will not include a VAT element even if the Post VAT box in the Cash Book Settings setting has been checked, because VAT will already have been posted from the Invoice.

The Invoice must be saved and approved before a Cash In record can be created.

Cash In records can be created from Invoices of all kinds, but if you want them to be created from Cash Notes (Invoices with Payment Terms of the "Cash" type) only, switch on the Cash Collection option in the Cash Book Settings setting. The Cash Collection option also prevents the creation of more than one Cash In record from an Invoice, and prevents the value of the Cash In record from being changed (i.e. the values of the Invoice and the Cash In record must be the same).

Please refer to the 'Cash Book' chapter in Volume 4 of these manuals for full details of the 'Cash In: New' window and of the 'Create Collection Cash In' Maintenance function. This function can be used to create Cash In records from Invoices in batches. It will only create Cash In records from Invoices that are Cash Notes.

The function requires the Cash Book module to be present.

Connect to Prepayment

Please refer to the 'On Account Receipts and Prepayments' section later in this chapter for a full description of this function.

Update Currency Price List Items

Occasionally, a complex Invoice might be entered with the wrong Currency, exchange rate or Price List, or the exchange rate might change significantly in the time between entry and approval. In such a situation, it is not necessary to re-enter the Invoice. Amend the Currency, exchange rate or Price List as appropriate, save the Invoice and then select this function. All the prices will be converted correctly.

This function cannot be applied to approved Invoices.

Create Instalments

This function is used when it has been agreed with the Customer that an Invoice is to be paid in instalments. When it is selected, the following dialogue box appears—

Invoice Number	1015
Payment Mode	
Days Between Instalments	
Number of Instalments	
First Instalment Date	13/1/2003
Reference	

The fields are fairly self-explanatory and should be completed as required. When the [Run] button is clicked, the appropriate number of unapproved Receipts is created. These can be approved in turn on receipt of the funds. The Invoice will be treated as open (unpaid) and will thus appear on Open Invoice Customer Statements until the Receipts have been approved.

The Invoice must first have been approved before the function can be used.

Print Cash IN-OUT

The 'Print Cash IN-OUT' command will usually be used for Invoices which are Cash Notes (i.e. their Payment Terms are of the "Cash" Type). It prints a cash receipt for your records and/or for handing to the Customer. There is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Cash In Invoices' in the 'Documents' list window. Indicate the Invoice Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

1. Using the Form register in the System module, design the cash document and name it "CASH_IN_INV". Use the 'Properties' function on the Operations menu to assign a Document Type of "Cash In Invoices". Full

instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.

2. Select the Cash Book module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash In Invoices'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CASH_IN_INV" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Invoice screen.

The Invoice must first have been saved before the function can be used, but it need not be approved.

Open NL Transaction

Once an Invoice has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

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

Create EDI Invoice

The EDI (Electronic Data Interchange) module can be used to receive Orders and issue Invoices electronically in particular formats. If you have this module, use this function to convert an Invoice into an EDI Invoice. The Customer must be marked as an EDI Customer using the check box on the 'Terms' card of the Customer screen. Please refer to your local representative for full details.

Recalculate Weight and Volume

As Items are added to an Invoice, the Total Quantity and their total Weight and Volume are shown on the 'Delivery' card, calculated from the Invoice Quantity and from the Item records. If the Weight or Volume of an Item is changed or if these figures become inaccurate for any other reason, they can be recalculated using this function.

Recalculate Discount

When an Item and Quantity are specified in a row, if a Discount Matrix that includes that Item has been allocated to the Customer, a discount percentage is placed in the % field. This is used when calculating the Sum. If there is a Discount Matrix applying to the Invoice, it will be shown on the 'Delivery' card.

Discount Matrices are used to apply quantity discounts automatically, based on value, quantity, weight or volume. If the Discount Matrix is one that uses Item Groups rather than Items and more than one Item from the same Item Group has been used in the Invoice, the discount for those Items should be calculated from the overall quantity for that Item Group. To do this, select 'Recalculate Discount' from the Operations menu once the Invoice is complete. This function can also be used if the Discount Matrix record itself is changed before the Invoice is approved.

Add Hidden Line

This function can be used to ensure certain rows do not appear when the Invoice is printed.

Enter the Invoice so that the rows to be printed are above those that are not to be printed. Then, place the cursor in the first row that is not to be printed. This cannot be the first row of the Invoice. Select this function and a new row is inserted. This new row and all those below it will not be printed.

Create Contract

This function will create a Contract from an Invoice. This will be useful in businesses who sell both goods and the service contracts to maintain them: whenever goods are sold, service contracts for those goods can be created immediately or at any later time. This function will transfer all relevant information (Customer, Items and Serial Numbers) to the Contract register, thus saving time and reducing the possibility of error. For the function to have any effect, all changes to the Invoice must first have been saved (use the [Save] button), although the Invoice does not have to be approved.

When the function is selected, a new record is created in the Contract register (in the Contracts module). It is opened in a new window, entitled 'Contract: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Contract: Inspect [New] [Duplicate] [Cancel] [Save]

Operations [Printer] [Scanner]

No. 7 Customer 007
 Name Du Pont et cie
 Department

Dates | Items | Currency | Partners | Pay Terms | Del Terms | Inv | Del

Start Date [] End Date []
 Date of Contract 13/12/2002 Last Inv. Date []
 Next Price Change [] Last Price Change []
 Cancel Date []
 Factor 0 Class []
 Period Type [] Invoice []
 Days Before Period
 Months After Period
 Accepted Length 1 Days 0
 OK

Item	Qty	Description	Unit Price	%	Sum
1	1	10112M Maintenance of Stereo System (per year)	120.00		120.00
2					
3					
4					

Tot. Qty 1.00 Freight [] Sub-Total 120.00
 Currency GBP VAT 21.00 TOTAL 141.00

The Factor, Class, Period Type and invoicing instructions on the 'Dates' card of the new Contract are copied from the record for the Customer in the Customer Contract Defaults setting in the Contracts module. If there is no record in this setting for the Customer, they are taken from the Contract Defaults setting in the same module.

Each Item in the Item register can have a Contract Item specified on the 'Recipe' card of their Item record. The Contract Item should be a separate record in the Item register representing the cost of the maintenance charge for that Item. Only those Items on the Invoice that have a Contract Item specified are used in the new Contract. For each such Item, their Contract Item will be included in the list on the 'Items' card of the new Contract, together with the Serial Number of the invoiced Item (on flip E). The Invoice Quantity is also transferred to the Contract. If there are no Items on the Invoice with a Contract Item specified, no Contract will be created.

Note that the new Contract is unapproved and is not given a Start Date, so Invoices cannot immediately be raised from it.

Please refer to the 'Contracts Module' chapter in Volume 5 of these manuals for full details of the 'Contract: Inspect' window and of creating Invoices for Contracts.

Change to Base 1

If an Invoice has been entered in a foreign Currency, you can convert all figures to the home Currency (Base Currency 1) quickly and easily using this function.

The function will have no effect if the Invoice has been approved, or if you have not defined a Base Currency 1 in the Base Currency setting in the System module.

Previous Sales Prices

This function produces a report showing the prices previously charged to the Customer for one of the Items on the Invoice. Place the cursor in one of the rows of the Invoice and then select this function from the Operations menu. The report shows the most recent Invoice for each different price.

Correction Invoice

Please refer to the 'Credit Notes' section earlier in this chapter for a description of this function.

VAT Correction

In some countries (e.g. Poland and Ukraine), once an Invoice has been posted to the Nominal Ledger, the posting to the VAT Output Account can be moved to a later month. This might be appropriate if the Invoice has been raised before the goods have been delivered. This is known as a "VAT Correction" or "VAT Movement". This function provides an easy way of doing this.

For the function to have any effect, all changes to the Invoice must first have been saved (use the [Save] button), and the Invoice must have been approved. You should also have defined an Output A/C Corr. (Output Correction Account) on flip C of each VAT Code used in the Invoice.

When the function is selected, a new record is created in the VAT Corrections setting. It is opened in a new window, entitled 'VAT Correction: New'. This means that it has not yet been saved.

VAT Correction: New [New] [Duplicate] [Cancel] [Save]

No. 1 Name Gdansk Shipyard
 Customer 010 Invoice 1152 [1] [2] [3]

Trans. Date [] Our Ref. [] Salesman JNw
 Inv. Due Date 30/1/2003 Attn. []
 Inv. Trans. Date 31/12/2002 Object []

Item	Qty	Description	Unit Price	%	Sum
1	10	Loudspeakers	16.00		160.00
2	10	Microphone	20.00		200.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Currency GBP Freight [] VAT 63.00 Sub-Total 360.00
 OK Ext. Tax 0.00 Base 423.00 TOTAL 423.00

Enter the new date for the VAT posting in the Trans. Date field on card 1. Then approve the VAT Correction record by checking the OK box in the footer and saving.

The results in the Nominal Ledger are twofold—

1. In the Transaction created from the original Invoice, the posting to the Output VAT Account is replaced by one to the Output VAT Correction Account.

Transaction: Inspect

Operations

No. 1152 Trans.Date 31/12/2002 Reference

Text 010 Gdansk Shipyard, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	750		S/L Control	423.00		
2	199		Sundry Income		360.00	1
3	030		VAT Outputs Payable		63.00	
4	240		Stock Movements	190.00		
5	740		Stock Valuation		190.00	
6	Signature	JNW	Old Trans.Date	31/12/2002		
7	836		VAT Output Correction Account		63.00	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

2. A new Transaction is created from the VAT Correction record, reversing the posting to the VAT Correction Account and crediting the Output VAT Account.

Transaction: Inspect

Operations

No. Trans.Date Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	836		VAT Output Correction Account	63.00		
2	830		VAT Outputs Payable		63.00	1
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

You can view past VAT Correction records using the VAT Corrections setting in the Sales Ledger. You can also enter new records in the setting: type the Invoice Number into the new record to bring in the details of the Invoice.

Once the VAT Correction has been approved, its date can also be changed if necessary. To do this, open it, choose 'Update Trans. Date' from the Operations menu and enter the new date in the Trans. Date field.

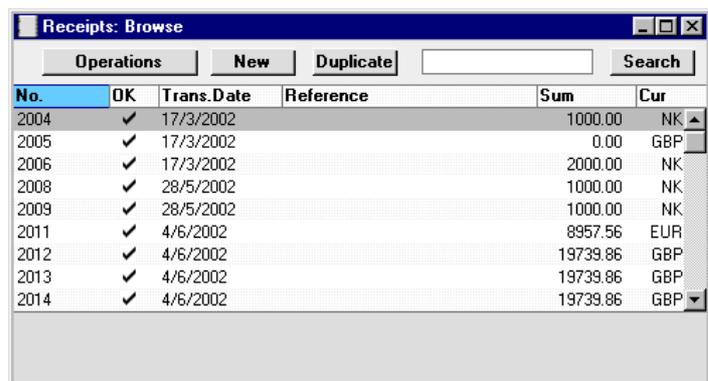
The Receipt Register

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

Entering a Receipt

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

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



Receipts: Browse					
Operations		New	Duplicate		Search
No.	OK	Trans.Date	Reference	Sum	Cur
2004	✓	17/3/2002		1000.00	NK
2005	✓	17/3/2002		0.00	GBP
2006	✓	17/3/2002		2000.00	NK
2008	✓	28/5/2002		1000.00	NK
2009	✓	28/5/2002		1000.00	NK
2011	✓	4/6/2002		8957.56	EUR
2012	✓	4/6/2002		19739.86	GBP
2013	✓	4/6/2002		19739.86	GBP
2014	✓	4/6/2002		19739.86	GBP

Receipts are numbered consecutively. In the list, the Receipt Number is followed by a check mark if the payment is approved, by the Date, any Reference, the total amount of the payment and finally the Currency. The last two columns do not contain values for Receipts that contain payments in different Currencies.

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

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

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

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

In the case of payments in Currency, in order for the accounts receivable to balance, the possible rate loss or gain must be posted to a separate Account, not the basic Debtor Account. Exchange Rate Loss and Gain Accounts are specified on card 2 of the Account Usage S/L setting. The balancing must usually take place against the Exchange Rate—bank fees and the amount received cannot be changed.

Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1	1010	31/12/2002	GBP	297.75	EUR	472.62
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

First a run-through of the fields.

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

The number of the Receipt: Hansa will enter the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Receipts setting. You may change this number, but not to one that has already been used.

If you have used the Payment Modes setting to define separate number sequences for each Payment Mode, the Receipt Number will be determined by the default Payment Mode and will change if the Payment Mode is changed. Number sequences defined in the Payment Modes setting are not shown in the 'Paste Special' list.

Trans. Date

Paste Special Current Date

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

Reference

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

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

Pay. Mode

Paste Special Payment Modes setting,
Sales/Purchase Ledger

The Payment Mode determines the Nominal Ledger Account to be debited by the Receipt.

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

If you have used the Payment Modes setting to define separate number sequences for each Payment Mode, the Receipt Number will be determined by the default Payment Mode and will change if the Payment Mode is changed.

Comment

Default taken from Payment Mode

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

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

Each record in the Receipt register results in one Nominal Ledger Transaction, with bank or other institution as debit Account.

Flip A

Inv. No.	Paste Special	Open, approved Invoices, Invoice register
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The number of the Invoice being paid. On entering an Invoice Number, the Currency, if any, of the Invoice will be brought in and, if the Invoice qualifies for an early settlement discount, a discount row is inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.

Note that when using 'Paste Special' only unpaid Invoices will appear in the selection list. However, Invoices against which an unapproved Receipt has been entered are treated as unpaid and thus will be listed. Sorting the 'Paste Special' selection by Customer will allow you quickly to find the Invoice that is being paid.

If it is not known which Invoices are being paid by a particular Receipt, leave this field blank and enter the Customer Number in the next field instead. After an Amount has been entered, the 'Distribute Receipt' function on the Operations menu can then be used to allocate the Receipt to the Customer's oldest outstanding Invoices.

If the Receipt is a Prepayment or On Account Receipt from a Customer with an account (marked using the On Account box on the 'Terms' card of the Customer screen) for which an Invoice has not yet been raised, this field should be left blank. An entry can be made to the

Prepayment Number field on flip D instead. This is fully described in the 'On Account Receipts and Prepayments' section below.

Cust. No.	<p>Paste Special Customer register</p> <p>Default taken from Invoice or Sales Order</p> <p>Entered by Hansa when the Invoice Number is entered (or when a Prepayment Number that is also an Order Number is entered on flip D).</p> <p>In the case of account Customers, type in the Customer Number and use the 'Distribute Receipt' function on the Operations menu to select the Invoices being paid.</p>
Pay Date	<p>The date when the payment was made. This date is always the same as the Transaction Date (in the header) and cannot be changed independently.</p>
B. Cur	<p>Paste Special Currency register, System module</p> <p>Default taken from Receipt Currency</p> <p>The Bank Currency: enter the Currency of the amount as paid into the bank.</p> <p>So far as the accounting of the Bank Amount is concerned, it does not matter whether the Receipt Currency, the home Currency or the Currency of the Bank Account (specified in the Account register in the System module) is entered here, since the resulting Nominal Ledger Transaction will contain values in all appropriate Currencies. However, it is recommended that all payments on the same Receipt use the same Bank Currency so that a total amount is shown in the Deposited field and in the 'Receipts: Browse' window. In smaller companies, this can help maintain a mental picture of the cash flow situation.</p> <p>If there are any bank charges attached to this particular payment, they should be entered using the 'New Fee' function on the Operations menu in the Currency specified here.</p>
Bank Amount	<p>Default taken from Received Value</p> <p>The amount paid, expressed in the Bank Currency. If the Currency is changed, the Bank Amount is converted</p>

using the current conversion rates: these cannot be modified for an individual payment. Do not use this field to subtract bank fees from the amount paid: the 'New Fee' function on the Operations menu is provided for this purpose.

In normal circumstances, you should not change the Bank Amount and Currency. In the case of partial payments or overpayments, change the Received Value (described below) and the Bank Amount will be altered automatically by Hansa, taking exchange rates into account if necessary. If you change the Bank Amount, the Received Value will not be updated automatically, so such an alteration should only be made in exceptional circumstances. Examples might be when you know that the exchange rate that will be levied by the bank is different to the latest rate in Hansa, or when you know the exact amount of the Receipt as added to your bank account. Changing the Bank Amount is therefore effectively the same as changing the exchange rate for a single Receipt row.

R. Cur	Paste Special	Currency register, System module
	Default taken from	Invoice
		The Receipt Currency: enter the Currency used by the Customer on their payment (for example, the Currency used on the cheque). The default is to the Currency used on the Invoice, but any Currency can be used. If the Currency is changed, the Received Value is converted using the current conversion rates: these cannot be modified for an individual payment.
Received Val	Default taken from	Outstanding amount on Invoice or Sales Order total
		The amount paid, expressed in the Receipt Currency. The default can be changed, in the event of partial payments or overpayments. If the Currency is changed, the Received Value is converted using the current conversion rates: these cannot be modified for an individual payment. If the amount is altered before the Currency, the conversion will apply to the altered amount.

When a Prepayment Number that is also an Order Number is entered on flip D, the Order total will appear here.

Flip B

- I. Cur** The Invoice Currency is the Currency used on the Invoice being paid. This field cannot be changed.
- Open Inv. Value** The outstanding amount of the Invoice being paid, in the Invoice Currency. This field cannot be changed.
- Invoice Val** The amount being paid, in the Invoice Currency.

Flip C

- Text** Hansa will enter the Customer's Name, as entered in the Customer register. You may change this if you wish.
- P. Mode** **Paste Special** Payment Modes setting, Sales/Purchase Ledger
- Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Receipt to be debited to different Bank Accounts.
- Cheque No.** Record the number of the cheque used for the payment here.
- If the Type of the Payment Mode is "Received Cheques", this field cannot be left blank. It should contain the Serial Number of a record in the Deposited Cheques register: use 'Paste Special' to ensure the correct record is specified.

Flip D

- Order No.** **Paste Special** Sales Order register
- If the payment is a deposit against a Sales Order, you can enter the number of the Sales Order to this field or to the Prepayment Number field immediately to the right. If you enter it here, the Customer on flip A will be changed to that of the Order, the Bank Amount and Received Value will be changed to the Order total, and the Order Number will be copied to the Prepayment Number field. Please refer to the description of the Prepayment Number field below for full details.

Prepay. No

Paste Special

Sales Order register

If the payment is a Prepayment (i.e. one where it is not possible to specify an Invoice Number on flip A), an entry should be made to this field. This can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Sales Order against which the deposit has been received. If you want to ensure that only Sales Order Numbers can be used, switch on the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Orders module. If a Sales Order number is used, the Customer on flip A will be changed to that of the Order, and the Bank Amount and Received Value will be changed to the Order total.

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

It is not compulsory to make an entry to this field if the Invoice Number field on flip A is blank. If you would like to make it so, turn on the Use Prepayments, not On Account option on card 1 of the Account Usage S/L setting. This will also apply to the equivalent field on flip D of the Payment screen in the Purchase Ledger.

It is not necessary to enter a unique number to this field. This allows you to receive more than one deposit against an individual Sales Order. However, using a Prepayment Number more than once may make the Prepayment History report difficult to understand, and may make it difficult to link a particular Prepayment to an Invoice using the 'Connect to Prepayment' function. Therefore you may wish to use the Force Unique Prepayment Numbers option, also on card 1 of the Account Usage S/L setting. This will mean that once a Prepayment Number has been used in an approved Prepayment, you will not be able to use it again.

An Invoice can be raised immediately to be set against the Prepayment. Please refer to the section below describing the 'Create Down Payment' Operations menu function for details.

Flip E

V-Cd, VAT Val These fields are provided for users of the Cash VAT scheme in the UK. If the Book Receipt VAT option in the Account Usage S/L setting is being used, the VAT Code and VAT Value (in the Bank Currency) will be brought in automatically from the Invoice (the VAT Code comes from the first row of the Invoice). When the Receipt is approved, the VAT amount will be moved from the temporary VAT Output Account to the final one (the O/P Account), as specified in the VAT Codes setting in the Nominal Ledger.

In the case of On Account Receipts and Prepayments that have a VAT element, the O/P Account for the VAT Code is credited and the On Account VAT Account specified on card 2 of the Account Usage S/L setting is debited.

These fields are also used in Russia where output (sales) VAT is calculated from monies received (i.e. from Receipts). In the case of deposits that have been received for goods or services that are not going to be delivered until the next month, the supporting Invoice may not have been raised yet, so the 'Create Prepayment Invoice' function on the Operations menu can be used to create and print a Prepayment Invoice for filing.

Take care with these fields when entering On Account Receipts and Prepayments. In the case of On Account Receipts, which do not have an Invoice Number or a Prepayment Number, you must enter a VAT Code manually if you are using the Cash VAT scheme (i.e. if the Book Receipt VAT option is being used). The VAT Value will then be calculated from the Received Value. The Nominal Ledger Transaction resulting from the Receipt will not have a VAT element if the VAT Code or VAT Value are blank. The same is true in the case of Prepayments whose Prepayment Number is not an Order Number. However, in the case of Prepayments whose Prepayment Number is an Order Number, the VAT

Code and VAT Value will be brought in automatically from the Order (the VAT Code comes from the first row of the Order).

Flip F

Round Off Acc, Round Off

These fields will be filled automatically by Hansa when the Receipt is approved. This occurs in the situation where an Invoice is to be treated as fully paid if the amount received is slightly different to that outstanding, providing that difference is within an allowable margin. The difference is effectively written off. The margin can be specified separately for each Currency.

The Round Off shows the amount that is written off (in the Invoice Currency), while the Round Off Account shows the Account used. This is taken from card 2 of the Account Usage S/L setting on the following basis—

Write Offs if the Received Currency is the same as the Invoice Currency, and the Received Currency is not a member of the EMU;

Rate Round Off if the Received Currency is different to the Invoice Currency, and the Received Currency is not a member of the EMU;

EMU Rate Round Off

if the Received Currency is different to the Invoice Currency, and the Received Currency is a member of the EMU;

EMU Rate Write Off

if the Received Currency is the same as the Invoice Currency, and the Received Currency is a member of the EMU.

Although primarily intended for use by Hansa's Multi-Currency system, non-Multi-Currency users can use this feature as an easy way of automatically writing off small outstanding amounts, reducing the need to use the 'Write off Invoices' Maintenance function. To do this, set an allowable margin (on the 'Round Off' card) in the Currency record representing the home Currency.

For more details about this feature, please refer to the section describing the 'EMU' and 'Round Off' cards of the Currency screen in the 'Multi-Currency' chapter in Volume 2b of these manuals.

Instal. **Paste Special** Open (unpaid) Instalments

If the Invoice is payable in instalments, specify the instalment being paid here. An Invoice is payable in instalments if it has a Payment Term that refers to a record in the Instalments setting.

Object **Paste Special** Object register, System module

Default taken from Invoice 'Terms' card or Customer

Up to 20 Objects separated by commas can be allocated to each Receipt row. When a Nominal Ledger Transaction is generated, these Objects will be assigned to the credit posting to the Debtor Account. This will allow detailed analysis by department or cost centre. Objects assigned to the debit posting to the Bank or Cash Account will be taken from the Payment Mode.

If an Invoice Number is specified on flip A, the Objects will be taken from the 'Terms' card of that Invoice. If no Invoice Number is specified (i.e. it is an On Account Receipt or a Prepayment), the Objects will be taken from the 'Contact' card of the Customer.

Flip G

TAX This field is intended for use in Russia, where a Sales Tax is levied on cash Receipts.

If a Payment Mode with a TAX %, Cash Account and TAX Account on flip D is used in a Receipt, the whole Received Value is paid into the cash or bank Account in the usual fashion. In addition, a percentage of the Received Value (determined by the Tax % on flip D of the Payment Mode) will be credited to the Tax Account with a balancing debit to the Cash Account. That figure is shown here.

B. Cur. 1

The amount received, expressed in Base Currency 1.

In normal circumstances, the Bank Amount and Received Value fields on flip A are sufficient to express the value of the Receipt. If the Received Currency and Bank Currency are different, the Nominal Ledger Transaction resulting from the Receipt will contain values in all appropriate Currencies, converted using the latest Exchange and Base Rates.

If you know the exact amount of the Receipt in Base Currency 1 as added to your bank account (i.e. you know the exchange rate that will be levied by the bank), you can either change the Bank Amount or you can enter the exact figure in Base Currency 1 here. The first of these choices will post to the Bank Rate Gain or Loss Account (specified on card 2 of the Account Usage S/L setting), while the second will post to the Rate Gain or Loss Account. Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details and an example.

This field must contain a value if so specified for the Payment Mode (using the Force field on flip D).

B. Cur. 2

The amount received, expressed in Base Currency 2.

This field must contain a value if so specified for the Payment Mode (using the Force field on flip D).

Footer

OK

Receipts of most Payment Modes can be approved by clicking this check box. On clicking [Save] to save the Receipt, the Bank Account specified for the Payment Mode will be debited and the Debtor Control Account of the Invoice being paid will be credited. Once this box has been checked, no modifications to the Receipt will be possible.

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

Cust. Info. on Trans.

When a Nominal Ledger Transaction is generated automatically from this Receipt, use this option if you would like to have the Receipt Number, Payment Date and Customer shown on flip E of the Transaction. This applies to the posting to the Debtor Account only.

The check box will be on by default if you are using the Invoice Info on N/L Transaction option on card 1 of the Account Usage S/L setting.

Currency

If the Bank Currency for all payments on the Receipt is the same, that Currency is additionally shown here so that it can be displayed in the 'Receipts: Browse' window.

Deposited

The sum of the Bank Amounts: the total for this Receipt. This field only contains a value if all payments on the Receipt feature the same Bank Currency.

Receipts in Currency

If you have issued Invoices in a foreign Currency, it may be necessary to calculate a rate loss or gain. By the time the payment in currency reaches you, it may convert to a different amount in your home Currency compared to the Invoice. So, in order for the credit posting to the Debtor Account to be balanced by the debit posting to the bank, a rate loss (or gain) must be debited (or credited) to a third Account (for Exchange Rate losses and gains). In fact it is possible to have separate Accounts for rate losses and rate gains. These Accounts are specified on card 2 of the Accounts Usage S/L setting. It is usually against the exchange rate that the balancing must take place—bank fees and the amount received are not usually changeable.

In the Nominal Ledger Transaction created from a Receipt in Currency, that Currency together with the Exchange Rate used will be noted in the Text field.

More details about Receipts in Currency can be found in the 'Multi-Currency' chapter in Volume 2b of these manuals.

Checking and Approving Receipts

Before a Receipt is approved, it should be checked to ensure that no mistakes have been made in entering it to Hansa.

Once it has been checked, there are two ways to approve a Receipt—

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

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



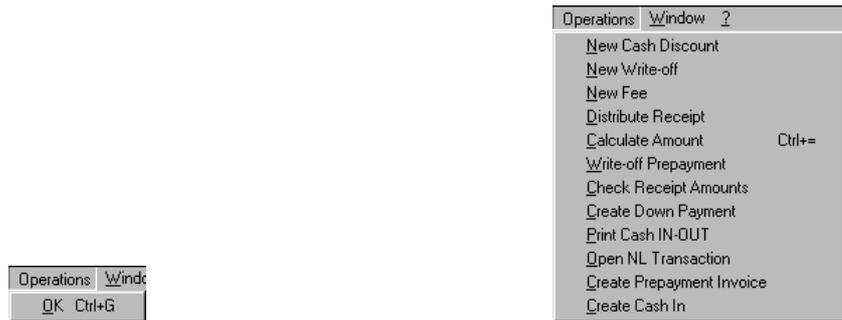
After approving a Receipt, it cannot be altered.

Nominal Ledger Transactions from Receipts

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

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

Operations Menu



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

OK

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

New Cash Discount

In normal circumstances, when an Invoice is paid, a settlement discount is calculated when the Receipt is entered. This discount is determined by Hansa according to the Payment Terms of the Invoice and the Receipt Date. This function is provided for more individual circumstances. After an Invoice Number has been specified, change the Received Value to the figure paid (i.e. the Invoice Total less cash discount) and select this function. A new row will be created, containing the phrase "Cash Disc". As a default, the Received Value of this new row will be set to the figure that remains outstanding on the Invoice: this can be changed as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on card 1 of the Account Usage S/L setting will be debited.

New Write-off

This function can be used to write off an Invoice. Specify the Invoice to be written off and change the Received Value to zero. If you need to record a partial payment and wish to write off the remainder, change the Received Value to the value of the partial payment. Then, select this function. A new row will be created, containing the phrase "Write off". The Received Value field will be set to the remaining outstanding amount (i.e. the amount that is to be written off). This can be changed if you do not want to write off the whole of the outstanding amount. Approve and save the Receipt in the usual way. When the Nominal Ledger Transaction is created, the Write Offs Account specified on card 2 of the Account Usage S/L setting will be debited. If you need to write off several Invoices, use the 'Write off Invoices' Maintenance function described in the 'Maintenance' section later in this chapter.

New Fee

This function should be used when you need to pay a bank charge for the Receipt.

Start by entering the Invoice number in the left-hand column. Then select 'New Fee' from the Operations menu. A new row will be created, containing the phrase "Fee". Enter the Bank Fee in the right-hand Amount field. When the Nominal Ledger Transaction is created, the Bank Fee Account specified on card 2 of the Account Usage S/L setting will be debited. The Received Value less the Bank Fee will be debited to the Bank Account from the Payment Mode, while the full Received Value will be credited to the Debtor Account.

Distribute Receipt

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

Calculate Amount

This function can be used for Receipts where the Received Value and the Bank Amount are in different Currencies and, for whatever reason, the Bank Amount is not a correct conversion of the Received Value. This might be because it has been accidentally over-typed, or because you are reviewing a Receipt prior to approving it and the exchange rate has changed since it was originally entered.

To ensure the Bank Amount is a true conversion of the Received Value, place the cursor in the Bank Amount field and select this function. The Bank Amount will be recalculated using the current Base Rate.

Note that changing the Received Value will always cause the Bank Amount to be recalculated, so this function should only be used when it is necessary to change the Bank Amount without changing the Received Value.

Write-off Prepayment

This function can be used to write off a Prepayment. Move to flip D and, on the first row of the grid, specify the Prepayment to be written off in the Prepay. No field. Press Tab or Return (but make sure the cursor is in the same row) and then select this function. The open Prepayment value will be brought in as a negative figure.

When the Receipt is approved and saved, the Nominal Ledger Transaction generated will be the reverse of that created from the original Prepayment.

Check Receipt Amounts

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

The Receipt must be saved by clicking the [Save] button in the Button Bar before the report can be produced.

Create Down Payment

An Invoice can be raised immediately from the Receipt screen if you have received a deposit (or 'Down Payment') against an Order.

A Down Payment by the Customer is entered as a Receipt, but leave the Invoice Number blank. Instead, a Prepayment Number should be specified on flip D. For the purpose of the 'Create Down Payment' function, this must be the Order Number of the Order against which the Down Payment has been received. Use 'Paste Special' to obtain a list of Orders from which the correct one can be chosen. The Customer on flip A will be changed to that of the Order, and the Bank Amount and Received Value will be changed to the

Order total. Change the Received Value to the value of the Down Payment if this is different. The Customer must be one whose On Account box on the 'Terms' card has been checked.

Receipt: New

Operations   New Duplicate Cancel Save

Ser. No. 2024 Trans. Date 15/12/2002 Reference

Pay. Mode Q Comment Cheque

Inv. No.	Cust. No.	Text	Order. No	Prepay. No	R. Cur	Received Val
1	008	The American Dream Inc		990008	GBP	336.05
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 GBP Deposited 336.05

Ensure the cursor is in the row containing the Down Payment, that the Received Value is greater than zero and that the Inv No field in that row is blank. Then select 'Create Down Payment' from the Operations menu. An Invoice for the Down Payment is created immediately. It is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval. The text ("Deposit for" in the illustration) is taken from the Down Payments setting in the Sales Orders module, while the VAT Code (and therefore the VAT calculation) and the Sales Account are taken from the Item specified in that setting.

Invoice: Inspect

Operations

No. 1147 Name The American Dream Inc
 Customer 008

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 15/12/2002 Our Ref. Salesman JNW
 Pay. Terms 0 Attn. Mrs Williamson
 Due Date 15/12/2002 Object
 Trans. Date 15/12/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Down Payment Deposit for Order No 990008			286.00 770 1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 50.05 Sub-Total 286.00
 OK Ext. Tax 0.00 Base 336.05 TOTAL 336.05

Approve the Invoice and print it following the instructions earlier in this chapter. Then, close it using the close box. On returning to the Receipt, the Invoice Number field has been filled in with the Number of the new Invoice—

Receipt: New

Operations [Printer Icon] [Scanner Icon] [New] [Duplicate] [Cancel] [Save]

Ser. No. 2024 Trans. Date 15/12/2002 Reference
 Pay. Mode Q Comment Cheque

Inv. No.	Cust. No.	Text	Order. No.	Prepay. No.	R. Cur	Received Val
1	1147	008	The American Dream Inc	990008	GBP	336.05
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 GBP Deposited 336.05

Approve the Receipt and save it in the usual way by clicking [Save].



Remember to save the Receipt for the Down Payment

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

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

To raise a Down Payment Invoice which is to act as a demand for payment (i.e. in advance of receiving the deposit), use the ‘Down Payment Invoice’

function on the Operations menu of the Sales Order screen. Receipts against such Invoices should be registered as ordinary Receipts.

Print Cash IN-OUT

The 'Print Cash IN-OUT' command will usually be used for Receipts which use a cash Payment Mode. It prints a cash receipt for your records and/or for handing to the Customer. There is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Cash In Receipts' in the 'Documents' list window. Indicate the Receipt Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

1. Using the Form register in the System module, design the cash document and name it "CASH_IN_REC". Use the 'Properties' function on the Operations menu to assign a Document Type of "Cash In Receipts". Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Cash Book module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash In Receipts'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CASH_IN_REC" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Receipt screen.

The Receipt must first have been saved before the function can be used, but it need not be approved.

Open NL Transaction

Once a Receipt has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

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

Create Prepayment Invoice

This function has been designed for use in Russia, where output (sales) VAT is calculated from monies received (i.e. from Receipts). In the case of deposits that have been received for goods or services that are not going to be delivered until the next month, the supporting Invoice may not have been raised yet, so this function can be used to create and print a Prepayment Invoice for filing.

The deposit is entered as a Receipt, but leave the Invoice Number blank. Instead, a Prepayment Number should be specified on flip D: this can be a number of your own generation, the number given to the deposit by the Customer or the Order Number of the Order against which the deposit has been received. In the first two cases, enter the Customer Number and Received Value. In the last case, use 'Paste Special' to obtain a list of Orders from which the correct one can be chosen. The Customer will be changed to that of the Order, and the Bank Amount and Received Value will be changed to the Order total. Change the Received Value to the value of the deposit if this is different. In all cases, the Customer must be one whose On Account box on the 'Terms' card has been checked.

Receipt: New

Operations New Duplicate Cancel Save

Ser. No. 2025 Trans.Date 16/12/2002 Reference

Pay.Mode Q Comment Cheque

Inv.No.	Cust.No.	Text	Order.No	Prepay.No	R.Cur	Received Val
1	005	Moscow Trading Co		990009	GBP	290.23
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 GBP Deposited 290.23

Enter a VAT Code on flip E and a VAT Value will be calculated automatically. Check this is correct and then select 'Create Prepayment Invoice' from the Operations menu. An Invoice is created immediately. It is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval. Note that if there is no On Account VAT Account specified on card 2 of the Account Usage S/L setting, no Prepayment Invoice will be created.

Invoice: Inspect

Operations

No. 1148 Name Moscow Trading Co
 Customer 005

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 16/12/2002 Our Ref. Salesman
 Pay. Terms 30 Attn.
 Due Date 15/1/2003 Object
 Trans. Date 16/12/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Prepayment Invoice			247.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 43.23 Sub-Total 247.00
 OK Ext. Tax 0.00 Base 290.23 TOTAL 290.23

Print the Invoice following the instructions earlier in this chapter. Then, close it using the close box. Do not approve the Prepayment Invoice: it has only been created to allow the printing of an Invoice for filing and to ensure the Russian Sales Book report is accurate. If you do approve the Invoice, no Nominal Ledger Transaction will be created, but some reports may become accurate. When the goods or services are delivered, a standard Invoice should be created and approved in the usual way.

When the Receipt is approved, the Nominal Ledger Transaction will include a VAT posting crediting the Output Account for the VAT Code with the value shown on flip E of the Receipt and debiting the On Account VAT Account specified on card 2 of the Account Usage S/L setting.

Create Cash In

In some countries, cash transactions need to be recorded using a sequential number series. This function is used to record such transactions in the Cash In register in the Cash Book module. When it is selected, the following window appears, by which a new Cash In record can be created—

The screenshot shows the 'Cash In: New' window with the following data:

No.		Date	31/12/2002
Pay Mode	C	Person	
Corresp.		Comment	
Customer	001	Reference	
Name	Against All Odds Trading Co		
Address	Burntwhistle Lodge		
	High Malberry		
	Staffs TF5 6TY		
Specification	Cash		
Objects			
Total	92.82	VAT Code	
Net		VAT	
Language		TAX	
Base Currency 1	0.63	Base Currency 2	1

A new record is opened in a window entitled 'Cash In: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Cash In register by clicking the [Save] button in the Button Bar and close it using the close box. Default Payment and Corresponding Modes will be brought in from the Cash Book Settings setting in the Cash Book module: the Payment Mode from the Receipt will not be transferred to the Cash In record. If you have not specified any defaults in that setting, you will need to enter Payment and Corresponding Modes to the Cash In record before you can save it. Alternatively, if you no longer require the Cash In record, click [Cancel]. In either case, you will be returned to the Receipt window.

If you check the OK box before saving, this approves the Cash In record. If you have determined that Nominal Ledger Transactions are to be created from Cash In records, one will now be raised (this is specified in the Sub

Systems setting in the Nominal Ledger). You will no longer be able to modify the Cash In record.

The Receipt must be saved and approved before a Cash In record can be created.

Cash In records can be created from Receipts of all kinds, but if you want them to be created from those with Payment Modes of the "Cash" type only, switch on the Cash Collection option in the Cash Book Settings setting. This refers to the Payment Mode in the header of the Receipt record. The Type of a Payment Mode is set on flip B of the Payment Mode window. The Cash Collection option also prevents the creation of more than one Cash In record from a Receipt, and prevents the value of the Cash In record from being changed (i.e. the values of the Receipt and the Cash In record must be the same).

Please refer to the 'Cash Book' chapter in Volume 4 of these manuals for full details of the 'Cash In: New' window.

The function requires the Cash Book module to be present.

On Account Receipts and Prepayments

On Account Receipts and Prepayments can be used when you receive payments from Customers without reference to specific Invoices (usually before you have raised the Invoices). These can be entered to the Receipt register without specifying an Invoice Number on flip A. In the case of a Prepayment, a Prepayment Number is specified on flip D instead. In the case of an On Account Receipt, both the Invoice Number and the Prepayment Number are left blank. These two special types of Receipt are now described in detail.

Prepayments

A Prepayment Receipt is usually used where a Customer has paid a deposit against a Sales Order, before an Invoice has been raised for that deposit.

For each Customer likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify a control or suspense Account on card 2 of the Account Settings S/L setting, using the On Account A/C field. A separate suspense Account can be set for each Customer Category.

A Prepayment by the Customer is entered as a Receipt, but leave the Invoice Number blank. Instead, a Prepayment Number should be specified on flip D. This can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Sales Order against which the deposit has been received. Using 'Paste Special' from this

field will open a list of Sales Orders from which the correct one can be chosen. If you want to ensure that only Sales Order Numbers can be used, switch on the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Orders module. If a Sales Order Number is used, the Customer Number on flip A will change to that from the Sales Order and the Received Value will be changed to the Order value. Change this to the value of the deposit if this is different—

Receipt: Inspect

Operations   New Duplicate Cancel Save

Ser. No. 2028 Trans.Date 31/12/2002 Reference

Pay.Mode Q Comment Cheque

Inv.No.	Cust.No.	Text	Order.No	Prepay.No	R.Cur	Received Val
1	004	OsloTrading Co		2013	GBP	82.50
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 GBP Deposited 82.50

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

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 2028 Trans.Date 31/12/2002 Reference

Text Cheque

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

Difference Base 1 0.00 Total 82.50 82.50

Difference Base 2 0.00 Total 130.95 130.95

When a sale is made, an Invoice can be raised. When this is done, the Prepayment can be allocated to that Invoice so that it can be treated as paid.

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

When you are certain that the Invoice is complete, select 'Connect to Prepayment' from the Operations menu. In the first blank row of the grid area, a reference to the Prepayment is entered. Enter the Prepayment Number of the Receipt row representing the Prepayment, using 'Paste Special' if

necessary to bring up a list of open (unallocated) Prepayments. This list shows open Receipt rows with a Prepayment Number and without an Invoice Number. Receipt rows that do not have a Prepayment Number or an Invoice Number will not be in this list: please refer to the 'On Account Receipts' section below for details of allocating these to Invoices.

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

Invoice: Inspect

Operations

No. 1149 Name OsloTrading Co
 Customer 004

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 31/12/2002 Our Ref. Salesman JNW
 Pay. Terms 30 Attn.
 Due Date 30/1/2003 Object
 Trans. Date 31/12/2002 Official Ser. No.

Item	Qty	Description	A/C	Accrual Objects	V-Cd
1		Prepayment Number	2013 Prepayment Invoice		82.50
2	10101	10 Transistor radio	199		1
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 12.29 Sub-Total 70.21
 OK Ext. Tax 0.00 Base 82.50 TOTAL 82.50

When the Invoice is approved, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a payment against the Invoice. This maintains a correct Sales Ledger for the Customer (the example illustrated includes a cost accounting element)—

Transaction: Inspect						
Operations  						
No.		Trans.Date	Reference			
1149		31/12/2002				
Text 004 OsloTrading Co, GBP						
	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	750		S/L Control	82.50		
2	199		Sundry Income		70.21	1
3	830		VAT Outputs Payable		12.29	
4	299		Sundry Costs	60.00		
5	742		Stock Purchased		60.00	
6	750		S/L Control		82.50	
7	806		Prepayments Received	82.50		
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1	0.00	Total	225.00	225.00
Difference Base 2	0.00	Total	357.14	357.14

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

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

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

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



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

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

On Account Receipts

An On Account Receipt is one with no Invoice Number and with no Prepayment Number. It is possible to connect an On Account Receipt to a subsequent Invoice, but the 'Connect to Prepayment' function cannot be used. Instead, the Invoice is first entered and approved without reference to the On Account Receipt. It must then be registered as having been paid by the On Account Receipt. This is done in a Receipt record as a two-step process—

The screenshot shows the 'Receipt: Inspect' window with the following data:

Inv.No.	Cust.No.	Pay.Date	B.Cur	Bank Amount	R.Cur	Received Val
1 1151	008	31/12/2002	GBP	164.50	GBP	164.50
2	008	31/12/2002	GBP	-164.50	GBP	-164.50
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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15						
16						
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20						
21						

Additional fields in the window: Ser. No. 2031, Trans. Date 31/12/2002, Reference, Pay. Mode Q, Comment Cheque. Status bar: OK, Cust. Info on Trans., Currency GBP, Deposited 0.00.

In order to update the Sales Ledger correctly, you must enter the payment information twice as shown above: first as a normal row, and then with a negative sign as an On Account Receipt. The example illustration below shows that an On Account Receipt of 1,000 has been received, some of which has been used up by an Invoice for 164.50 and some of which has gone towards an earlier outstanding balance.

Periodic Customer Statement					
Operations			Search		
Periodic Customer Statement			Hansa, Print date: 15/1/2003 17:35		
Radio Import/Export Ltd			Period 1/12/2002 : 31/12/2002		
Detailed			Customer 008		
Amounts in Currency					
008 The American Dream Inc					
Trans Date	Type	No	Debit	Credit	GBP
		Fwd Balance			2,008.08
31/12/2002	INW	1151	164.50 GBP		2,172.58
31/12/2002	ONACC	2030 (-1)		1,000.00 GBP	1,172.58
31/12/2002	ONACC	2031 (-1)		-164.50 GBP	1,337.08
31/12/2002	REC	2031 (1151)		164.50 GBP	1,172.58
		Total	164.50	1,000.00	
		Net Change		835.50	
		Balance			1,172.58
		Total	Fwd Bal	Net Change	Balance
		GBP	2,008.08	-835.50	1,172.58

Correcting Mistakes in Receipts

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

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

The Customer Register

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

The Item Register

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

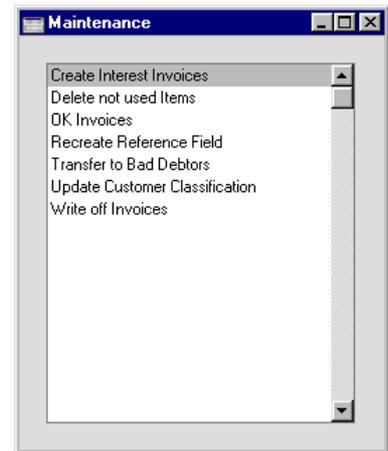
The Item Group Register

Please refer to the 'Items and Pricing' chapter in Volume 1 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 seven such functions available in the Sales Ledger. To use them, select 'Maintenance' from the File menu. The following window appears—



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

Create Interest Invoices

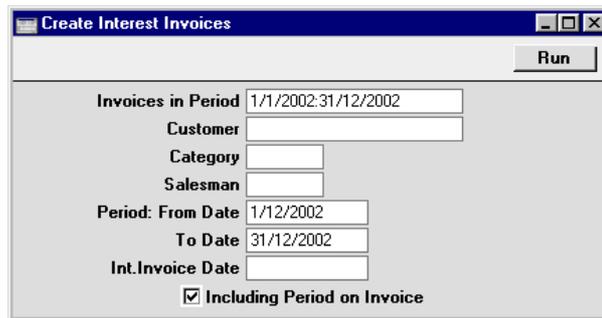
This function creates Invoices for interest on late payment and places them in the Invoice register. These Invoices are not approved, and it is therefore possible to modify or delete any of them before they are approved. If you would like to see the details of the Invoices before they are created, produce an Interest Invoicing report before using this function.

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

Module. Otherwise the first number sequence in the Number Series - Invoices setting will be used.

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

- The Interest setting must be completed with the correct interest conditions. This setting is described earlier in this chapter.
- An interest Item and, if appropriate, an interest fee Item, must be present in the Item register. If you intend to use special Sales Accounts for interest and interest fees, specify these in the Item records.
- For each Customer to whom Interest Invoices can be issued, switch on the Interest check box (on the ‘Terms’ card of the Customer screen). Individual Invoices made out to such Customers can be excluded from the interest calculation by checking the No Interest box on the ‘Delivery’ card.



Invoices in Period **Paste Special** Reporting Periods setting, System module

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

Customer No. **Paste Special** Customer register

Range Reporting Alpha

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

Category **Paste Special** Customer Categories setting, Sales Ledger

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

Salesman **Paste Special** Person register, System module
If you want to limit the selection to Invoices with a particular Salesman, enter their initials here.

Period From Date, To Date

Paste Special Current Date

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

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

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

Int. Invoice Date **Paste Special** Current Date

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

Including Period on Invoice

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

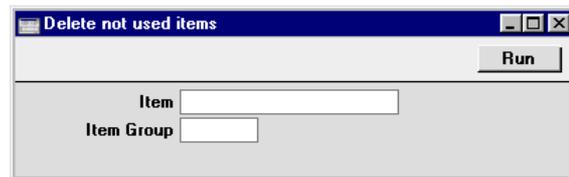
If it is necessary to issue a Credit Note against an Interest Invoice, you cannot use the normal method of copying the original Invoice and changing the Payment Terms. Instead, follow these steps—

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

Delete Not Used Items

This function deletes Items that have not been used. This means Items that have not been used in a transaction register such as Invoices, Orders or Productions. Items used in base registers such as Recipes will be deleted.

On selecting the function, the following dialogue box appears—

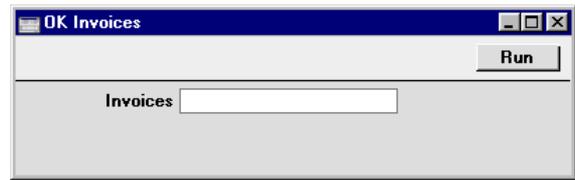


The image shows a dialog box titled "Delete not used items". It has a title bar with standard window controls (minimize, maximize, close). Below the title bar is a "Run" button. The main area of the dialog contains two input fields: "Item" and "Item Group", both of which are currently empty.

Leave the fields blank to delete all unused Items, or enter an Item Number (or range of Item Numbers) using ‘Paste Special’ if necessary to delete specific Items. Alternatively, enter an Item Group (again using ‘Paste Special’ if necessary) to delete Items belonging to that Group. Then click [Run] in the Button Bar. All unused Items in the selected range are deleted.

OK Invoices

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



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

Recreate Reference Field

This function is used in Finland where Invoice has a bar code containing information such as your bank account number, the Invoice Currency and amount, and a unique reference number. The unique reference number is generated automatically when the Invoice is approved. If for some reason it is incorrect, it can be recreated using this function. Please refer to your local Hansa representative for more details.

Transfer to Bad Debtors

This function creates a Nominal Ledger Transaction in which the outstanding debt of an Invoice is transferred from the Debtor Account to the Bad Debtor Account. The Bad Debtor Account is taken from the Customer Category or from card 1 of the Account Usage S/L setting. The function also marks the Invoice as Disputed using the check box on the 'Delivery' card of the Invoice screen. If the Invoice is then paid, the amount of the payment will be credited to the Bad Debtor Account instead of to the Debtor Account.

To use this function, first open the 'Maintenance' list by selecting 'Maintenance' from the File menu. Double-click 'Transfer to Bad Debtors' in the list. The following dialogue box appears—

Invoice	Range Reporting	Numeric
	Enter a specific Invoice Number or range of Invoice Numbers. The outstanding debt of each one will be transferred from the Debtor Account to the Bad Debtor Account. A separate Nominal Ledger Transaction will be created for each Invoice.	
	Any Invoices in the range that are marked as Disputed will not have their outstanding debts transferred.	
Customer	Paste Special	Customer register
	Range Reporting	Alpha
	Enter the Number of a Customer whose outstanding debts are to be transferred.	
Category	Paste Special	Customer Categories setting, Sales Ledger
	If a Customer Category is entered here, all Customers belonging to that Category will have their outstanding debts transferred.	

Delay Days Specify here how many days overdue an Invoice must be before its outstanding debt can be transferred.

If you leave the Invoice, Customer and Category fields blank, all non-Disputed Invoices that are overdue by at least this number of days will have their outstanding debts transferred. If you leave this field, the function will have no effect.

Trans Date **Paste Special** Current Date

Enter a date to be used as the Transaction Date in the Transactions created by the function. If no date is entered, the current date will be used.

Trans Number Series

You can specify that the Transaction Numbers of the Transactions created by this function are to come from a particular number sequence in the Number Series - Transactions setting. To do this, enter any number in the number sequence here. If nothing is entered here, the first number sequence in the setting will be used. If the number entered is not in a number sequence, no Transactions will be created.

Click the [Run] button in the Button Bar to run the function. When it has finished, you will be returned to the 'Maintenance' list window.

If the function does not create any Transactions when expected and the conditions mentioned above have all been met, the probable cause is that no Bad Debtor Account has been specified in the Account Usage S/L setting.

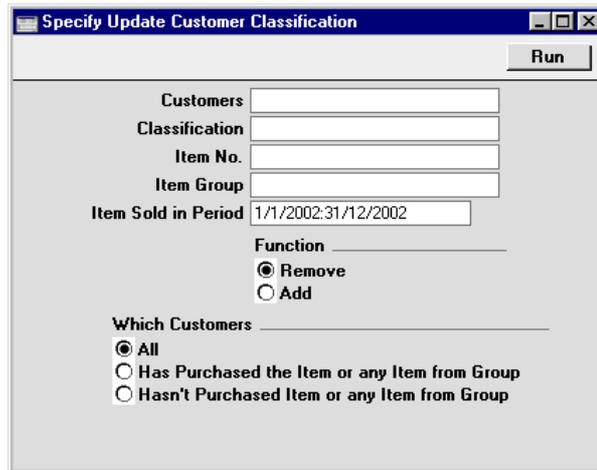
You can also run this function from the History and Overview versions of the Sales Ledger report, when printed to screen. The report shows the age of each Invoice: click on this age figure to activate the function for the Invoice in question.

Update Customer Classification

This function can be used to add a particular Customer Classification to a selection of Customers or to those that have bought or not bought a specific Item.

This can be useful if you want to mail these Customers. To do this, run this function and then, in the CRM module, create a Customer Letter record with the Classification in question on the 'Cat.' card. Alternatively, you can use the Classification to produce reports for this set of Customers. Once the

Classification has served its purpose, you can remove it from these Customers by running the function once again.



- Customers** **Paste Special** Customer register

Range Reporting Alpha

Specify the Customer or Customers that are to have a Classification added or removed.
- Classification** **Paste Special** Customer Classifications setting, CRM module

Specify here the single Classification that is to be added to or removed from the selected Customers. If you want to add or remove more than one Classification, run the function as many times as necessary.

When adding Classifications, if a particular Customer already has this Classification, it will not be added again.
- Item No.** **Paste Special** Item register

If you are not using the All option below, specify an Item here. The new Classification will be added to all Customers that have bought or not bought this Item during the specified period. If you are not using the All option, the function will have no effect if you do not specify an Item or Item Group.

Item Group **Paste Special** Item Group register, Sales Ledger

If you are not using the All option below, specify an Item Group here. The new Classification will be added to all Customers that have bought or not bought Items belonging to this Item Group during the specified period. If you are not using the All option, the function will have no effect if you do not specify an Item or Item Group.

Item Sold in Period

Paste Special Reporting Periods setting, System module

If you are not using the All option below, the new Classification will be added to all Customers that have bought or not bought the specified Item during the period entered here.

Function Choose whether the Classification is to be added to or removed from the selected Customers.

Which Customers Choose whether the new Classification is to be added to all Customers in the selection or to those that have bought or not bought the specified Item.

If the All option is chosen, the Item, Item Group and Item Sold in Period fields will have no effect.

There is a similar Maintenance function in the CRM module, 'Add Class to Customers'. This has the advantage of allowing you to add Classifications to Customers belonging to a particular Category or existing Classification. It also offers the possibility of adding Classifications based on Items covered by Contract.

Write Off Invoices

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

The Receipts created by this function are not approved, and it is therefore possible to modify or delete them before they are approved. On approval, a Nominal Ledger Transaction is created in which the amount written off is

debited to the Write Offs Account specified on card 2 of the Account Usage S/L setting.



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

Invoices	<input type="text"/>
Customer	<input type="text"/>
Due More Than	<input type="text"/>
Max. Amount	<input type="text"/>

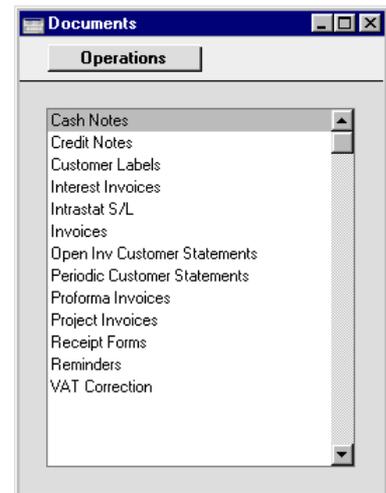
- | | | |
|----------------------|--|-------------------|
| Invoices | Range Reporting | Numeric |
| | Enter a specific Invoice Number or range of Invoice Numbers. | |
| Customer | Paste Special | Customer register |
| | Enter the Number of a Customer whose unpaid Invoices you wish to write off. | |
| Due More Than | If there are some very old Invoices in your Sales Ledger, you can write off those that are overdue by more than a particular number of days. Enter that number of days here. | |
| Max Amount | You can limit the process to Invoices with a total amount owing of less than the value entered in this field. | |

Documents

Introduction

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

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Sales Ledger. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight the appropriate item in the list.
2. Using the Operations menu, determine the print destination of the documents. The default is to print to the chosen printer. Other options available are the Print Queue (see the chapter in Volume 1 entitled 'Hansa's Work Area' for full details of this feature) or Fax (if your hardware can support this feature).
3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Invoices or

Receipts are to be printed). The specification window for each document is described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine which Form is printed by each option in the 'Documents' window, follow this procedure (when Hansa is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Sales Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual. For example, each option can use different Forms determined perhaps by the Language of the Customer or the Number Series of the Invoice or Receipt.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

Customer Labels

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

Invoices

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

For a sample printout, click the Printer icon in the Button Bar while you are working with an Invoice, and before you click the OK check box. Hansa will print an Invoice marked "Test Printout" diagonally across the page. Since you have not yet committed the Invoice by clicking the OK check box, you can check it and change it if necessary. This is true also for Cash Notes, Interest Invoices and Credit Notes. If you want to print to screen, click the Preview icon.

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

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

The 'Specify Invoices' window is opened.

The 'Specify Invoices' dialog box is shown with the following settings:

- No.:** [Empty text field]
- Language:** [Empty text field]
- Status:**
 - Unprinted Only
 - All
 - Original
- Invoice Type:**
 - Invoice
 - Cash Note
 - Credit Note
 - Interest Invoice
 - Include EDI Invoices
- Media:**
 - Screen
 - Printer
 - File
 - Print Queue
 - Clipboard
 - Print Dialog

2. Enter the Invoice Number to print a single Invoice, or a range of Invoice Numbers separated by a colon. Enter a Language if you only want to print Invoices that have a particular Language entered on the 'Identifiers' card. Use the Status options to control which Invoices are printed, as follows—

Unprinted Only	This option ignores any Invoices in the range that have already been printed. Only approved Invoices in the range will be printed.
All	Prints all Invoices in the range. Any Invoices previously printed will have the word "Copy" printed diagonally across the page. Invoices in the range that have not been approved will be printed.
Original	This option also prints all Invoices in range. However, any Invoices previously printed will be printed again as though they were original copies, without the word "Copy". Invoices in the range that have not been approved will be printed.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice. These are printed using different documents, defined by highlighting the appropriate option in the 'Documents' list and selecting 'Define Document' from the Operations menu.

Invoice	The standard Invoice uses the Invoice document. Select this option to print Project Invoices as well (those whose Project field on the 'Identifiers' card contains a value). These use the Project Invoice document instead of the standard Invoice document.
Cash Note	A Cash Note is an Invoice with Payment Terms of the "Cash" type. The Cash Note document is used instead of the Invoice document.
Credit Note	A Credit Note is an Invoice with Payment Terms of the "Credit Note" type. The Credit Note document is used instead of the Invoice document.
Interest Invoice	An Interest Invoice is one created using the 'Create Interest Invoices' Maintenance function (described earlier in this chapter). The Interest Invoice document is used instead of the Invoice document.

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

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

Cash Notes, Credit Notes, Interest Invoices, Project Invoices

These options behave in the same manner as 'Invoices' already described. They are provided to enable you to assign a separate Form for each Invoice type. To do this, highlight each option in turn in the 'Documents' list and select 'Define Document' from the Operations menu. This should be done for each document that you are likely to use. Otherwise Hansa will give the warning "Can't find document" when you try to print an Invoice of a type that has no Form. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Intrastat S/L

The Intrastat system is used to collect statistics on the physical trade in goods (i.e. the actual movement of goods) between the various member countries of the European Union (EU). If your business is situated in an EU country and its trade with companies in other EU countries is greater than the threshold value, it will be necessary to send an Intrastat report periodically to the relevant authorities.

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

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

The screenshot shows a dialog box titled "Specify Intrastat S/L". It has a "Run" button in the top right corner. The main area contains several input fields: "Period" (1/1/2002:31/12/2002), "Items", "Item Groups", "Invoices", and "Person" (Francoise French). At the bottom, there is a "Media" section with radio buttons for "Screen", "Printer" (selected), and "File", and checkboxes for "Print Queue", "Clipboard", and "Print Dialog".

Period	Paste Special	Reporting Periods setting, System module
		Specify the period for the report.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number or range of Item Numbers separated by a colon to have those Items listed in the report.
Item Groups	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
		Enter an Item Group or range of Item Groups separated by a colon to have Items from those Item Groups listed in the report.
Invoices	Range Reporting	Numeric
		To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices to Customers in the EU Zone.

Open Invoice Customer Statement

The Customer Statements document contains a summary of the open (unpaid) Invoices issued to a Customer. It is similar to the report of the same name, but the design of the document is different, and can be modified by the user in the Form register in the System module. Whereas the report is intended for internal use, the document is to be sent to the Customer.

Customer

Paste Special

Customer register

Range Reporting

Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements.

Category

Paste Special

Customer Categories setting,
Sales Ledger

If you want to print statements for Customers of a particular Category, specify that Category here.

Classification **Paste Special** Customer Classifications setting, CRM module

Enter a Classification Code in this field if you want to print statements for Customers with a certain Classification. If you enter a number of Classifications separated by commas, statements will only be printed for those Customers featuring all the Classifications listed.

Days of delay (not less than)

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

Min. Turnover

If you only want to print statements for Customers with a certain level of turnover, enter that turnover figure here (in the home Currency). Each Customer's turnover is calculated from approved Invoices entered during the first period in the Reporting Periods setting in the System module, and the figure includes VAT.

Min. no. of Invoices

If you only want to print statements for Customers to whom you have issued at least a certain number of Invoices, enter that number here.

On Date

Paste Special Current Date

Enter a date to produce statements for a specific date. All Invoices that were open or due (depending on the choice made below) on that date will be included in the statements, while Invoices and Receipts since that date will not be included. If the field is left blank, the current date will be used.

Increase Reminder Level

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

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

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

Include Open Credit Notes

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

Invoices

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

Open

This option lists all unpaid Invoices on the statement.

Due

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

Status

Check the boxes to remove Invoices marked as Disputed, No Reminder and No Collection from the statements.

When designing the Form to be used when printing Statements, the Unallocated Cash field should be included if you want a figure for total open Prepayment value to be printed.

Periodic Customer Statement

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

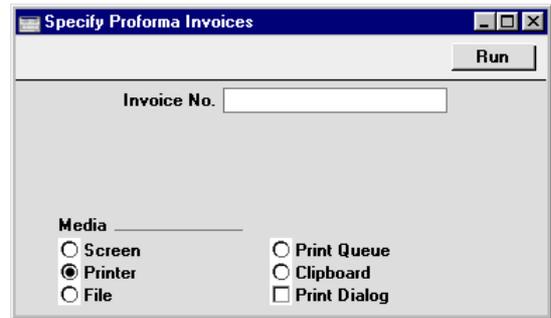
- | | | |
|-----------------|------------------------|---|
| Customer | Paste Special | Customer register |
| | Range Reporting | Alpha |
| | | If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements. |
| Category | Paste Special | Customer Categories setting, Sales Ledger |
| | | If you want to print statements for Customers of a particular Category, specify that Category here. |
| Period | Paste Special | Reporting Periods setting, System module |
| | | Specify a period to be covered by the statements. |
| Object | Paste Special | Object register, Nominal Ledger/System module |
| | | You can specify that the statements only include Invoices with a certain combination of Objects. |

Customers with Balance Only

Check this box to exclude Customers with no current balance.

Proforma Invoices

A Proforma Invoice is usually printed when it is necessary to get payment in advance. A Proforma Invoice differs from a normal Invoice in that the Invoice Number is preceded by the word “Proforma” and in that, even for Invoices that have not been approved, the words “Test Printout” will not appear.



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

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

Receipt Forms

The Receipt Form is a document that can be used if you need a hard copy of each Receipt for your records. If a Receipt contains more than one payment, these will be printed on the same form if they are from the same Customer.

The screenshot shows a dialog box titled "Specify Receipt Forms". It has a "Run" button in the top right corner. The main area contains the following fields and options:

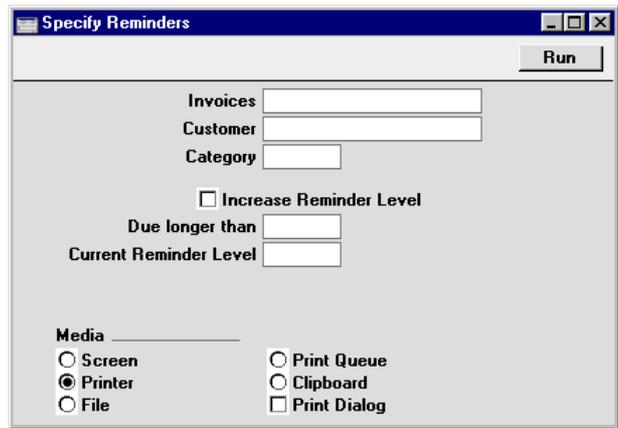
- No.**: A text input field.
- Cheque No.**: A text input field.
- Status**: A text input field.
- All
- Media**: A section with the following options:
 - Screen
 - Printer
 - File
 - Print Queue
 - Clipboard
 - Print Dialog

No.	Range Reporting	Numeric
	Enter a Receipt Number print a single Receipt, or a range of Receipt Numbers, separating the first and last number with a colon (:).	
Cheque No.	Use this field to print a Receipt with a particular cheque number, perhaps to see if that cheque has been received.	
Status	You can choose to print previously unprinted Receipts in the chosen range, or all Receipts.	

Reminders

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

Note that for a particular Customer to receive Reminders, the Reminder check box on the 'Terms' card of their Customer record must be switched on. You can prevent the printing of Reminders for individual Invoices made out to such Customers by checking the No Reminder box on the 'Delivery' card of the Invoice screen.



Invoices **Paste Special** Open, approved Invoices, Invoice register

Range Reporting Numeric

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

Customer **Paste Special** Customer register

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

Category **Paste Special** Customer Categories setting, Sales Ledger

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

Increase Reminder Level

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

When you print a Reminder for an Invoice, it will contain one of three messages of increasing severity that will be chosen depending on the Reminder Level of the Invoice. These messages are defined in the Texts for Reminders setting. For example, if the Reminder Level

of an Invoice is 2, the message will be taken from the Reminder 2 field in the Texts for Reminders setting, and so on. If this Increase Reminder Level box is checked, the Reminder Level in this example will be increased to 3 before the Reminder is printed, so the message will be taken from the Reminder 3 field in the setting.

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

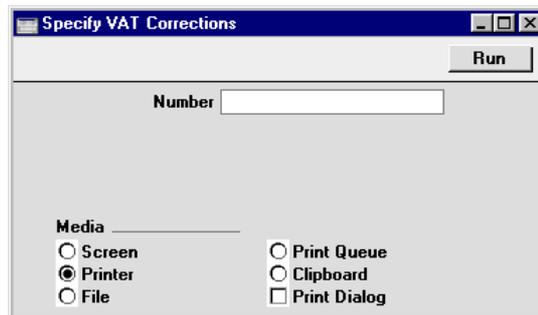
Due Longer Than By entering a number of days here, you can limit the reminders to Invoices due for longer than a certain period.

Current Reminder Level

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

VAT Correction

This document can be used to print records from the VAT Corrections setting. When the specification window opens, enter the Serial Number (or range of numbers) of the VAT Correction to be printed, and click the [Run] button.

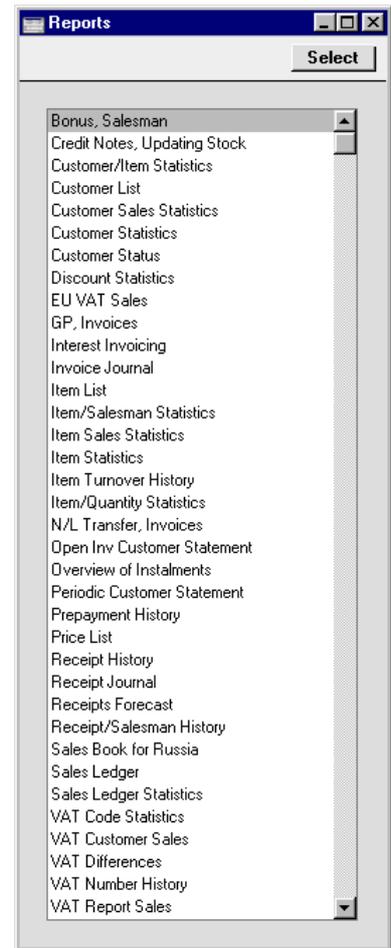


Reports

Introduction

As with all modules, to print a report in the Sales Ledger, 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 Sales Ledger—



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

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

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer using the Printer icon.

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

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

Bonus, Salesman

This report contains a bonus calculation for each salesman in the company.

Salesman	Paste Special	Person register, System module
	Range Reporting	Alpha
		Specify a salesman.
Period	Paste Special	Current Date
		Enter a start and end date for the report.
Function		Specify here the level of detail required in the report.
	Detailed	This option shows for each Invoice a row-by-row analysis of the bonus earned by each salesman.
	Overview	This option provides a single-line summary for each salesman.
Calculate on		Specify here whether the bonus calculation (using the bonus percentage set for each salesman or for each Item) should be based on the turnover or gross profit realised during the period.
Bonus		Use these options to choose how the bonuses are to be calculated.

- User** The bonus for each salesman will be calculated using an overall Bonus percentage set for each salesman in the Person register (System module). No bonuses will be calculated for salesmen with no Bonus set in the Person register.
- Item** The bonus for each salesman will be calculated using percentages set for individual Items (on the 'Pricing' card of the Item register). If no Bonus % has been specified for an Item, the percentage will be taken from the Bonus setting. If an Item has not been mentioned in the Bonus setting, then no bonus will be calculated.
- Specify** Select one alternative to choose whether the bonus is to be calculated from Invoices raised during the report period (i.e. the turnover) or from the amount paid during the period. If the second alternative is chosen, an additional option is to include or exclude Cash Notes (Invoices whose Payment Term is of the Cash Type).
- If the second alternative is chosen and there is a partly-paid Invoice in the selection, the bonus calculation will be made on the part payment only. If there is more than one Item on the Invoice, the part payment will be distributed to those Items proportionally. For example, if 10% of the Invoice has been paid, 10% of each Item will be taken as being paid. This will be relevant if you have chosen to calculate bonuses using different percentages set in each Item record.
- Only rows with Balance**
- This option, which can only be used in combination with the Detailed option, will exclude from the report Invoice rows with a zero amount.
- Only rows with Bonus**
- This option, which can only be used in combination with the Detailed option, will exclude from the report Invoice rows with a zero bonus. These will occur where no bonus has been set for the salesman, and where the bonus of the Item has been set to zero (i.e. the field is not blank).

Include Item Name

This option, which can only be used in combination with the Detailed option, will show all Item Names in the report.

Include Customer Name

This option, which can only be used in combination with the Detailed option, will show all Customer Names in the report.

Show Department This option, which can only be used in combination with the Detailed and Include Customer Name options, will show the Department of each Customer as well as their name.

Credit Notes, Updating Stock

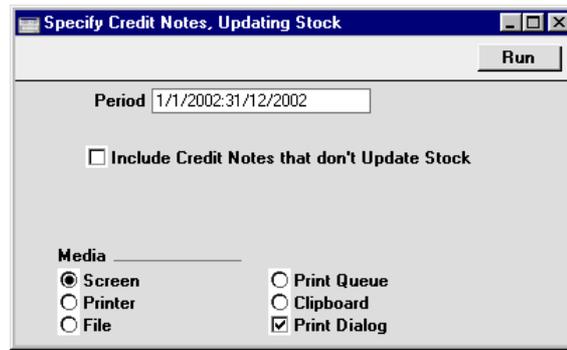
This report lists Credit Notes: it is intended to help in the task of checking that stock levels and valuations have been updated correctly following the issuing of Credit Notes.

When raising a Credit Note and receiving goods back into stock, the stock valuation can become inaccurate because in situations where the Cost Prices of Items vary, Hansa cannot know the true Cost Price of the Items being returned.

To minimise the effect of this problem, it is recommended that goods are received back into stock using either the Returned Goods register (where the original Delivery was issued from a Sales Order) or the Goods Receipt register (where there was no original Sales Order). In both cases, the true cost of the Item can be entered manually after reference to the original Delivery, thus ensuring as much as possible the continuing accuracy of the stock valuation.

In the case where there was no original Sales Order, if no replacement Item is required, the original Invoice should be credited. The Credit Note should have the Update Stock check box turned off (on the 'Delivery' card), because otherwise the stock valuation will be updated with the wrong value (it is the task of the Goods Receipt to update the stock). This check box is turned off by default when the Payment Terms field is changed to signify that the Invoice is a Credit Note.

This report lists all approved Credit Notes whose Update Stock check box is on. This will help you correct your stock valuation if it has become inaccurate due to being updated from Credit Notes.



Customer/Item Statistics

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

Customer List

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

Customer Sales Statistics

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

Customer Statistics

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

Customer Status

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

Discount Statistics

This report shows outstanding amounts for each Customer, both including and excluding any settlement discount that might be applicable. The settlement discount itself is also shown.

Customer

Paste Special

Customer register

Range Reporting

Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Item

Paste Special

Item register

To restrict the report to cover unpaid Invoices of a certain Item, specify that Item here.

Category

Paste Special

Customer Categories setting, Sales Ledger

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

Salesman

Paste Special

Person register, System module

Specify a salesman.

Period	Paste Special	Reporting Periods setting, System module
		Enter a start and end date for the report.
Min Turnover		To restrict the report to Customers responsible for an unpaid turnover greater than a certain figure, enter that figure here.
Min Gross Profit		To restrict the report to Customers responsible for an unpaid gross profit greater than a certain figure, enter that figure here.
Function		Specify here the level of detail required in the report.
Sorting		The report can be sorted by Customer or level of unpaid turnover.

EU VAT Sales

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

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

Customer	Paste Special	Customer register
	Range Reporting	Alpha
		If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.
Classification	Paste Special	Customer Classifications setting, CRM module (if installed)
		If you want to restrict the report to Customers of a particular Classification, specify that Classification here.
Header		Enter a title for the report. If left blank, the title "EU VAT Sales" is used.
Including Customers		
		Use these options to include or exclude Invoices made out to Customers in particular Zones.
Only Customers with balance		
		Check this box to exclude Customers with no current balance.

GP, Invoices

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

Period **Paste Special** Reporting Periods setting,
System module

Enter the report period.

Invoice No **Range Reporting** Numeric

Limit the report to a single or range of Invoices.

**Customer, Salesman, Item, Item Group, Object, Object from Row,
Payment Term, Location**

Limit the selection with a combination of these fields.
For each, a 'Paste Special' link is available to the
appropriate register or setting.

Function	Specify here the level of detail required in the report.
Overview	This option produces a report with one row per Invoice.
Detailed	This option shows the gross profit made on each row of each Invoice.
Status	Specify here whether approved and unapproved Invoices are to be included in the report.
Include	Check the boxes to include Invoices of different types in the report.
Function	Choose whether gross profit figures are to be calculated using the Cost Price or the FIFO value of each Invoice row. In the case of Invoices created from Orders, the FIFO value will be taken from the appropriate Delivery row.
SVO Invoices only	An SVO Invoice is one that has been created from a Service Order (i.e. one whose Service Order No field on the 'Identifiers' card contains a value). Check this box if you want the report to show SVO Invoices only. You must check at least one of the Include options above as well.

Interest Invoicing

This report is used to preview the Invoices that will be created by the subsequent running of the 'Create Interest Invoices' Maintenance function. The specification windows used for the report and Maintenance function are the same: please refer to the description of the 'Create Interest Invoices' Maintenance function above for details.

Invoice Journal

This report is a chronological listing of the Invoices raised during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices made out to a particular Customer. The type of Invoice can also be selected.

Invoice No	Range Reporting	Numeric
		Limit the report to a single or range of Invoices.
Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as a default.
Customer	Paste Special	Customer register
		If necessary, limit the report to a single Customer by entering a Customer Number here.

Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Classification	Paste Special	Customer Classifications setting, CRM module (if installed)
		Enter a Classification Code in this field if you want to list Invoices from Customers with a certain Classification. If you enter a number of Classifications separated by commas, only Invoices from those Customers featuring all the Classifications listed will be shown.
Salesman	Paste Special	Person register, System module
		Specify a salesman.
Object	Paste Special	Object register, System module
		Specify an Object to to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown in the report.
Object Type	Paste Special	Object Types setting, Nominal Ledger
		To limit the report to Invoices containing Objects of a single Object Type, enter that Object Type here.
Project	Paste Special	Project register, Job Costing module (if installed)
		Selects only Invoices for a certain Project. Such Invoices must be raised from the Job Costing module, using the 'Create Project Invoices' Maintenance function.
Location	Paste Special	Locations setting Stock module
		This option restricts the report to those Invoices that took their stock from a particular Location (shown on the 'Identifiers' card of each Invoice).

Payment Term	Paste Special	Payment Terms setting, Sales/Purchase Ledger
		This option restricts the report to Invoices with a particular Payment Term.
Function		Specify here the level of detail required in the report.
Overview		This choice gives a report with one row per Invoice, showing the Date, Customer, Type, Total and Currency.
Detailed		In addition to the information shown above, this option shows the Invoice Address, Due Date, Order Number and Contact. For each row of each Invoice, the Item Code, Name, VAT Code and Sum are shown. You can use this report as an archive file instead of a copy of each Invoice.
Overv. With Cur.		This option is as the Overview, but also shows exchange rates.
Status		Specify here whether approved, unapproved and Disputed Invoices are to be included in the report.
Sorting		The report can be sorted by Invoice Date or Number, or by Location.
Invoice Type		Check the boxes to include Invoices of different types in the report.
Show comment		This option is only used when the Detailed report is printed. If chosen, the Comment from the 'Identifiers' card of each Invoice will also be included in the report.
Show Base Currency 1 & 2 Totals		By default, the report contains totals (including and excluding VAT) for each Currency that has been used in Invoices in the report. If you would like to print overall totals converted to Base Currencies 1 and 2 as well, check this box.

Item List

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

Item/Salesman Statistics

This report can be produced in one of two formats. Working from approved Invoices, it can show for each Item the numbers sold by each Salesman, or it can show for each Salesman the Items they have sold.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as a default. The period should consist of a number of whole months otherwise the report will not be produced.
Invoices	Range Reporting	Numeric
		Limit the report to a single or range of Invoices.
Salesman	Paste Special	Person register, System module
	Range Reporting	Alpha
		Specify a salesman or range of Salesmen.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Use this field to restrict the analysis to a particular Item or range of Items.

Item Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
		Use this field to restrict the analysis to items belonging to a particular Item Group or range of Items Groups.
Customer	Paste Special	Customer register
		Use this field to analyse Items sold to a particular Customer in the report period.
Cust. Category	Paste Special	Customer Categories setting, Sales Ledger
		Use this field to analyse Items sold to Customers in a particular Customer Category in the report period.
Which way?		Use these options to determine which of the two report formats is to be used.
	Item/Salesman	This option shows for each Item the numbers sold by each Salesman. Note that Items that have not been sold in the report period will be included.
	Salesman/Item	This option shows for each Salesman the Items they have sold. Members of personnel that have not sold anything will be included.

Item Sales Statistics

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

Item Statistics

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

Item Turnover History

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

Item/Quantity Statistics

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

N/L Transfer, Invoices

This report lists Invoices entered in the specified period and summarises their Account and Object usage. This is useful if Nominal Ledger Transactions are not generated automatically for each Invoice: the Detailed version of the report can be used to enter such Transactions manually while the Overview can be used to enter a single Nominal Ledger Transaction for the overall movement of each Account/Object combination.

The Detailed option gives a complete specification of the individual transactions, showing for each Invoice the Account/Object combinations used. The Overview option gives a list of the sales values for each Invoice in the period, followed by a summary of the amounts posted to each Account/Object combination in the specified period.

To obtain an equivalent report for Receipts, use the N/L Transfer, Sub Systems report in the Nominal Ledger.

Specify N/L Transfer, Invoices

Run

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

Invoices

Include Quantities

Function

Overview

Detailed

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Open Invoice Customer Statement

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

Customer **Paste Special** Customer register

Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category **Paste Special** Customer Categories setting, Sales Ledger

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

Object **Paste Special** Object register, System module

Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you

enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown in the report. The Object can identify a department, cost centre etc.

Classification **Paste Special** Customer Classifications setting, CRM module (if installed)

Enter a Classification Code in this field if you want to report on Customers with a certain Classification. If you enter a number of Classifications separated by commas, only those Customers featuring all the Classifications listed will be shown.

Min. Turnover If you only want to include in the report Customers with a certain level of turnover, enter that turnover figure here (in the home Currency). Each Customer's turnover is calculated from approved Invoices entered during the first period in the Reporting Periods setting in the System module, and the figure includes VAT.

Min. no. of Invoices If you only want to include in the report Customers to whom you have issued at least a certain number of Invoices, enter that number here.

On Date **Paste Special** Current Date

Enter a date to produce the report for a specific date. All Invoices that were open or due (depending on the choice made below) will be included in the report, while Invoices and Receipts since that date will not be included. If the field is left blank, the current date will be used.

Invoices Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) are to be included in the report.

Status Check the boxes to remove Invoices marked as Disputed, No Reminder and No Collection from the report.

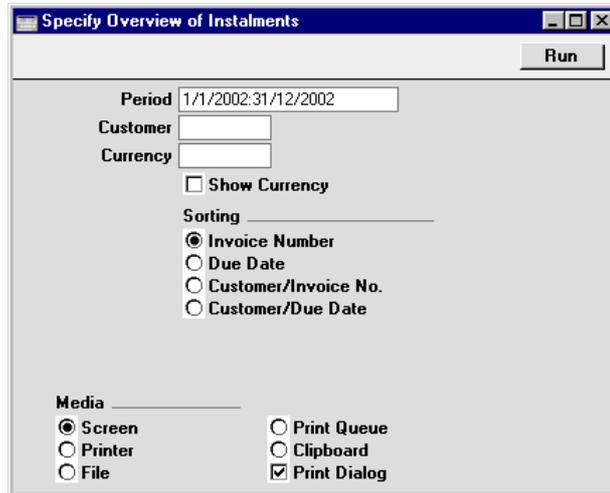
Amounts The outstanding amounts can be shown in the home Currency (converted using the Exchange Rate shown on each Invoice) or in the Currency of the Invoice.

Down Payment Receipts Only

Use this option if you only want to list On Account Receipts (i.e. those without an Invoice Number on flip A) in the report.

Overview of Instalments

Invoices can be payable in instalments if they have Payment Terms that refer to a record in the Instalments setting. This report lists the unpaid instalments owing to your company. Paid instalments are not shown.



Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as the default. Instalments that become due in the report period will be shown.
Customer	Paste Special	Customer register
		Enter a Customer Number here to list the instalments owed by that Customer.
Currency	Paste Special	Currency register, System module
		Enter a Currency here to list the instalments owed from Invoices that were issued in that Currency.

- Show Currency** Choose this option to have Currencies shown in the report.
- Sorting** The report can be sorted by Invoice Number, Due Date or by Customer. In the last case, the instalments for each Customer can be sorted by Invoice Number or Due Date.

Periodic Customer Statement

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

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

Customer **Paste Special** Customer register
Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Classification	Paste Special	Customer Classifications setting, CRM module (if installed)
		Enter a Classification Code in this field if you want to report on Customers with a certain Classification. If you enter a number of Classifications separated by commas, only those Customers featuring all the Classifications listed will be shown.
Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as the default.
Customers with Balance Only		
		Check this box to exclude Customers with no current balance.
Amounts in Currency		
		The outstanding amounts can be shown in the home Currency (converted using the Exchange Rate shown on each Invoice) or, if this check box is switched on, in the Currency of the Invoice.
New page for each Customer		
		Check this box if you would like each Customer to have a separate page. This applies when the report is printed to a printer only.
Function		Specify here the level of detail required in the report.
	Overview	This option produces a single line summary of each Customer's credit situation.
	Detailed	This option shows each Sales Ledger transaction in the selected period, including Invoices and Receipts.

Sorting (Detailed) Use these options to choose the sort order of the Detailed version of the report. In some countries, the Transaction and Payment Dates are always the same, so this choice will have no effect on the report.

Trans. Date Receipts are sorted according to their Transaction Date (in the header of the Receipt screen).

Pay. Date Receipts are sorted according to their Payment Date (on flip A of the Receipt screen).

Prepayment History

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

Period **Paste Special** Reporting Periods setting, System module

The report period: the first row of the Reporting Periods setting is the default value.

Customer **Paste Special** Customer register

To report on Prepayments from a particular Customer, enter their Customer Number here.

Prepay. No.	Paste Special	Open Prepayments
		To print the history of a single Prepayment, enter its Prepayment Number here. This is the number entered in the Prepay. No. field on flip D of the Receipt screen.
		Although the 'Paste Special' list shows open Prepayments only, you can enter the Number of a closed Prepayment (i.e. one that has been fully allocated to later Invoices) if necessary.
Show Currency		Choose this option to have Currencies shown in the report.
Setting		Use these options to control the appearance of the report.
	Sort on Prepayment Number	
		This option lists the Prepayments in Prepayment Number order. Where the Prepayment has been allocated to an Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.
	Sort on Customer	
		This option lists the Prepayments in Customer Number order. Where the Prepayment has been allocated to an Invoice, the Invoice Number, amount allocated and remaining open Prepayment balance are also shown.
	List balances per Prepayment	
		This option simply lists the Prepayments showing the remaining open Prepayment balance.
	List balances per Customer	
		This option simply lists the current open Prepayment balance for each Customer.

Price List

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

Receipt History

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

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period.
Customer	Paste Special	Customer register
	Range Reporting	Alpha
		If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.
Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Function		Specify the level of detail to be included in the report, as described above the illustration.

Receipt Journal

This report is a chronological listing of the Receipts entered during the specified period. You can control the selection to show a range of Receipt Numbers or Receipts with a certain Payment Mode.

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

Reference	To list Receipts with a particular Reference, enter that Reference here.
Status	Specify here the types of Receipts that are to be included in the report.
Show	Use these options to choose whether the report is to show the Received Value from each Receipt, or the Bank Value. Usually, these figures will only be different if they are in different Currencies

Receipts Forecast

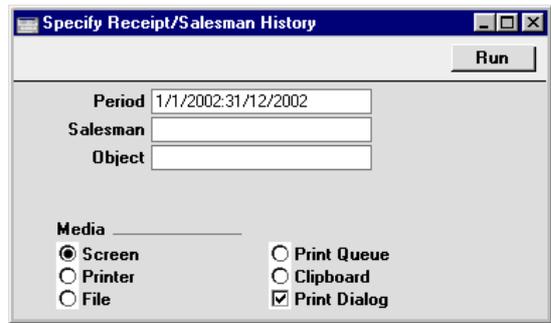
This report, which, together with the Payments Forecast in the Purchase Ledger, will be very useful for cash-flow prediction purposes, gives information about the incoming payments expected by a particular date. It gives you information about outstanding Invoices, sorted by due date or payment date.

Customer	Paste Special	Customer register
		Use this field to show how much is outstanding from a single Customer.
Receipts until	Paste Special	Current Date
		Invoices whose Due Date falls after the date entered here will not be shown in the report. This field will be used to predict the cash-flow position at a particular date.

Salesman	Paste Special	Person register, System module To list Invoices for a single Salesman, enter their initials here.
Object	Paste Special	Object register, System module To list Invoices for a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.
Function		Use these options to control the appearance of the report.
	Detailed	The report will contain all outstanding debts.
	Aged	The report will contain all outstanding debts, summarised and grouped into age groups.
Payment by		Use these options to select whether the report is to assume payment will be received on the Due Date of each Invoice, or on the last day on which any settlement discount is available.
Include not OKed		Usually, the report will only take approved Invoices into consideration. If you would like unapproved Invoices to be included in the calculations, check this box. They will be shown in a separate section in the report.
Skip Disputed		Check this box if you do not want Disputed Invoices to be shown in the report.

Receipts/Salesman History

The Receipt/Salesman History is a list of Invoices paid during the report period. The Invoices are sorted by Payment Date (in the case of Invoices with several Receipts, the earliest Payment Date is used). For each Invoice, the Invoice Date, Customer and Name, Salesman, Currency, Invoice Total and amount received are listed. The amount received is then broken down to show all Receipt Numbers, Payment Dates, Received Currencies, Received Values and Bank Amounts. At the bottom of the report, the total amounts received against Invoices of each Salesman are shown. Separate totals (Received Values) are shown for each Currency.



Period	Paste Special	Reporting Periods setting, System module The report will list all Invoices for which there is at least one Receipt with a Payment Date that falls in the period entered here.
Salesman	Paste Special	Person register, System module To list Invoices for a single Salesman, enter their initials here.
Object	Paste Special	Object register, System module To list Invoices for a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.

Sales Book for Russia

This report satisfies a specific requirement of users in Russia. Please refer to your Hansa representative for more details.

Sales Ledger

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

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

When printed to screen, the History and Overview options of this report have Hansa’s Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record. Click on the age of an Invoice to activate the ‘Transfer to Bad Debtors’ Maintenance function for the Invoice in question.

Customer **Paste Special** Customer register
Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category **Paste Special** Customer Categories setting,
Sales Ledger

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

Classification **Paste Special** Customer Classifications setting, CRM module (if installed)

Enter a Classification Code in this field if you want to report on Customers with a certain Classification. If you enter a number of Classifications separated by commas, only those Invoices made out to Customers featuring all the Classifications listed will be shown.

Classification Types

Paste Special Classification Types setting, CRM module (if installed)

Enter a Classification Type in this field if you want to report on Customers with Classifications belonging to that Type. If you enter a number of Classification Types separated by commas, Invoices made out to Customers with a Classification belonging to any of the Types listed will be shown.

Salesman **Paste Special** Person register, System module
Specify a salesman.

Objects **Paste Special** Object register, System module

To list Invoices with a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.

The total for On Account Receipts and Prepayments shown for each Customer will be calculated from Receipt rows with the appropriate Object(s) specified on flip F.

Object Type **Paste Special** Object Types setting, Nominal Ledger

To list Invoices with Objects belonging to a particular Object Type, enter that Object Type here. This refers to Objects entered at Invoice level, not those entered for Invoice rows.

Currency	Paste Special	Currency register, System module
		This field is only used in combination with the Rate Diff. option (below). Please refer to the description of that option for details.
Date		If necessary, you can print a report showing the debtor situation as it was on a particular date. To do this, enter that date here. If you don't need to use this feature, leave the field blank.
Function		Use these options to control the level of detail shown in the report.
	History	With this option selected, the report lists for each Invoice any Receipts, partial payments and Credit Notes.
	Overview	This option is a summary showing an outstanding balance, due date and age for each unpaid Invoice.
	Aged	Select this option to show in a single line per Customer the outstanding totals of all unpaid Invoices sorted into ageing periods. The distribution of the age groups is defined using the Age Limits setting in this module.
	Detailed Aged	This option lists for each Customer all individual unpaid Invoices, showing the ageing period in which each falls. The telephone number of the Customer is also shown.
	Balance	This choice simply prints the total outstanding balance for each Customer.
	Rate Diff	Currency Invoices in the Sales Ledger carry with them an implicit rate gain or loss, to be realised at the time of payment. This option calculates the rate difference for unpaid Invoices at the current Exchange Rate. If the Currency field is empty, rate differences will be calculated for Invoices in all Currencies. Otherwise, rate differences will only be calculated for Invoices in the specified Currency.

Amount	Use these options to determine what figures are to be shown in the report.
Booked Value	All figures in the report will be converted to the home Currency, using the Exchange Rate for the T5ransaction Date.
Currency	Select this option if you want the report to show amounts in the Currencies used on Invoices and Receipts.
Status	Use these options to determine which Invoices are included in the report.
Open	Select this alternative to include all unpaid Invoices.
Due	Include only those Invoices that are due for payment (i.e. those whose Payment Terms have expired).
Sorting	The report can be sorted by Customer Number or Name.
Status	Use these options to specify whether Invoices marked as Disputed, No Reminder and/or No Collection are to be included in the report.

Show Prepayment Nos

By default, the History and Overview options include a total for On Account Receipts and Prepayments for each Customer. Check this box if you would like the Prepayments to be listed individually. Both the Receipt Number of the Receipt record containing the Prepayment and the Prepayment Number from flip D of the relevant Receipt row will be shown for each Prepayment.

Show Base Currency 2 Totals

By default, the report contains figures in the home Currency (Base Currency 1) for the overall outstanding balance and the total due (i.e. the amount that is outstanding where the Payment Terms have expired). Check this box if you would like these figures to be expressed in Base Currency 2 as well.

Only Interest Invoices

Use this option if you only want Interest Invoices to be listed in the report.

Show Invoice Comment

Check this box if you would like Comments from the 'Identifiers' card of each Invoice record to be shown in the report.

Show Debtor Accounts

If this box is checked, the Debtor Accounts affected by the Invoices in the main part of the report will be listed at the end, together with balances (calculated from the Invoices in the report only). It has no effect in the Rate Diff. version of the report.

Show Instalments Invoices are payable in instalments if they have Payment Terms that refer to a record in the Instalments setting. These Invoices are shown in the report as being due on their Due Date, which is also the Due Date of the final instalment. Check this box if you would like to see the instalments listed individually, with their own Due Dates and outstanding balances. If you double-click on the age figure of an instalment in order to transfer the debt to the Bad Debtor Account, the whole outstanding debt for the Invoice will be transferred, not that for the individual instalment.

Sales Ledger Statistics

This report shows monthly totals of Invoices and Receipts and the monthly change in outstanding balance for the selected Customers for a specified calendar year.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the reporting period. This period should be a whole calendar year. If it is not, the figures in the report will be correct but the month numbers will be not.
Customer	Paste Special	Customer register
		If necessary, enter here the Customer Number of the Customer you wish to include in the report.
Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Fwd Balance Date	Paste Special	Current Date
		For each Customer, the report calculates the amount owed at a specified date. This figure acts as an opening balance for the report: it is used to calculate the amount owed at the end of each month. Specify here the date for which this opening balance is to be calculated: usually it will be the first date of the report period. If no date is

entered, the opening balance for each Customer will be zero, allowing the outstanding debt built up over the report period to be shown.

Show Balance on date

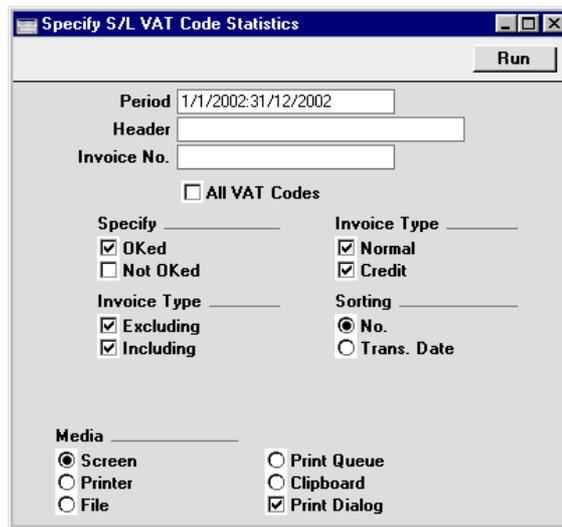
Paste Special Current Date

The report shows a closing balance for each Customer: the amount owed at a specified date. Enter that date here: usually it will be the last date of the report period. If no date is entered, the closing balance for each Customer will be zero.

Sort by Category By default, the report is sorted by Customer Number. Check this box if you would like the report to be sorted by Customer Category.

VAT Code Statistics

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



Period **Paste Special** Reporting Periods setting, System module

Enter a start and end date for the report.

Header Enter a title for the report. If left blank, the title "S/L VAT Code Statistics" is used.

Invoice No	Range Reporting Numeric
	If necessary, enter here the Invoice Number of the Invoice (or range of Invoices) you wish to include in the report.
All VAT Codes	By default, the report shows for each Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Invoice all VAT Codes, including those not used by the Invoice, switch this option on.
Specify	Determine here whether approved and unapproved Invoices are to be included in the report.
Invoice Type	Using the Base Price Incl VAT check box on card 1 of the Account Usage S/L setting, it is possible to enable or disable VAT calculation for Invoices. Switch on the Excluding check box to show those Invoices where VAT calculation has been disabled and the Including check box to show those where it has been enabled.
Invoice Type	Determine here whether Normal Invoices and Credit Notes are to be included in the report. Down Payments, Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.
Sorting	The report can be sorted by Invoice Number or Transaction Date.

VAT Customer Sales

This report is a simple list of Customers showing total sales including VAT in the report period. The Customers are listed in VAT Registration Number order. The information is taken from approved Invoices. Invoice rows using VAT Codes whose Real Sales field on flip B is set to 'Exclude from Official Invoices' will not be included.

Period **Paste Special** Reporting Periods setting, System module

Enter a start and end date for the report.

Customer **Paste Special** Customer register
Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to have shown in the report.

Note: all Customers in the range should have VAT Registration Numbers specified. The report calculates sales for each VAT Number, not for each Customer. If more than Customer in the range is without a VAT Number, each of their sales totals will be the total for all Customers without a VAT Number.

Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Salesman	Paste Special	Person register, System module
		If you want to restrict the report to Invoices with a particular Salesman, enter that Salesman's initials here.
Classification	Paste Special	Customer Classifications setting, CRM module (if installed)
		Enter a Classification Code in this field if you want to report on Customers with a certain Classification. If you enter a number of Classifications separated by commas, only those Customers featuring all the Classifications listed will be shown.
Min. Amount		Enter a figure here if you only want to list Customers whose sales including VAT in the report period exceed that figure. If you choose to print using the Exact Notation (below), an exact figure must be entered here. If you choose to print using the Thousands Notation, enter the exact figure divided by one thousand. For example, if you want to list Customers whose sales total including VAT exceeds 10,000 during the report period, enter "10,000" if you are using the Exact Notation or "10" if you are using the Thousands Notation.
Function		Use these options to control the level of detail shown in the report.
	Overview	This is a simple list of Customers, showing for each their VAT Registration Number and total sales including VAT during the report period.
	Detailed	In addition to the information shown in the Overview, this option lists per Customer the total sales excluding VAT and total VAT.
	Detailed With Invoices	This is similar to the Detailed option, but also lists the Invoices (showing Invoice Number and Date) that contribute towards the total figures.

Notation The report can show exact amounts, or amounts divided by one thousand. If the latter option is chosen and the Min. Amount (above) is blank, the Min. Amount is effectively set to 1,000 as Customers whose sales are less than that will not be listed.

VAT Differences

This report satisfies a specific requirement of users in Argentina. Please refer to your Hansa representative for more details.

VAT Number History

This report lists all Sales and Purchase Ledger transactions for each Customer and Supplier. The report is sorted into Company VAT Registration Number order. The Sales and Purchase Ledger transactions are listed in Transaction Date order in separate sections.

Period **Paste Special** Reporting Periods setting, System module

Enter the report period. The first row of the Reporting Periods setting is used as the default.

VAT Number Enter a single VAT Registration Number to list transactions issued to or received from a company with that number.

Include Customers Check this box to include Sales Ledger transactions in the report.

Include Suppliers Check this box to include Purchase Ledger transactions in the report.

VAT Report Sales

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

Imports

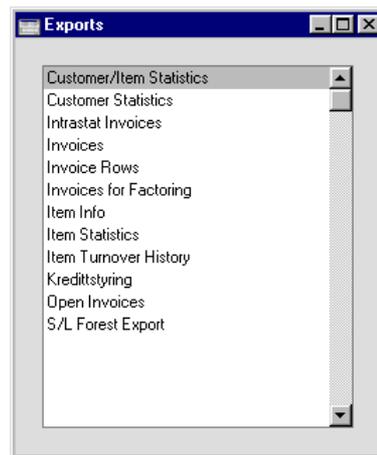
In the Sales Ledger module it is only possible to import special banking files, used in certain circumstances for foreign bank payments. Contact your Hansa representative about the use of this function.

Exports

Introduction

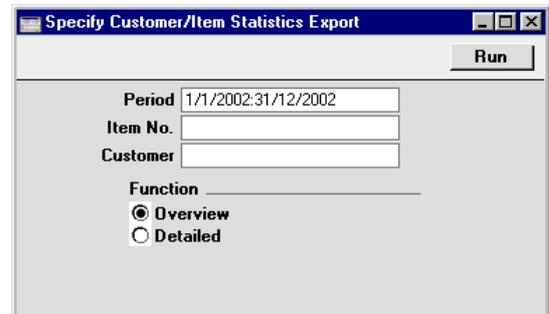
The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel. On selecting the function, the window illustrated below appears. This lists the Exports which can be produced from the Sales Ledger. Double-click the appropriate item in the list. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where you want it to be saved.



Customer/Item Statistics

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



Specify Customer/Item Statistics Export

Run

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

Item No.

Customer

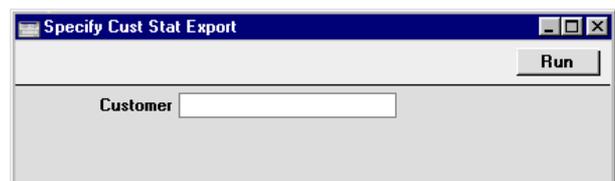
Function

Overview

Detailed

Customer Statistics

This command exports monthly sales values for each specified Customer for the current financial year.



Specify Cust Stat Export

Run

Customer

Specify the Customer number, or a range of numbers.

Intrastat Invoices

This function can be used to export information from Invoices issued to Customers in the Within EU Zone to satisfy Intrastat reporting requirements. Please refer to the description of the Intrastat S/L document earlier in this chapter for more details. If you will be using this function, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number in the Company Info setting in the System module.

Invoices

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



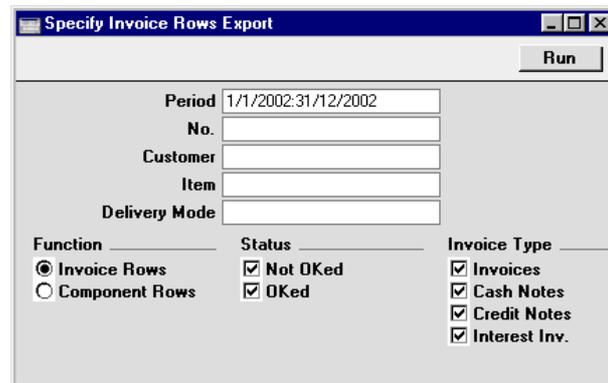
The dialog box titled "Specify Invoice Export" contains the following fields and options:

- Period: 1/1/2002:31/12/2002
- Invoices: [Empty text box]
- Customer: [Empty text box]
- Object: [Empty text box]
- Backup Comment: [Empty text box]
- Function: [Empty text box]
- Radio buttons: Overview, Detailed
- Run button

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

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

Invoice Rows



The dialog box titled "Specify Invoice Rows Export" contains the following fields and options:

- Period: 1/1/2002:31/12/2002
- No.: [Empty text box]
- Customer: [Empty text box]
- Item: [Empty text box]
- Delivery Mode: [Empty text box]
- Function: [Empty text box]
- Status: Not OKed, OKed
- Invoice Type: Invoices, Cash Notes, Credit Notes, Interest Inv.
- Radio buttons: Invoice Rows, Component Rows
- Run button

This will export the Invoice rows for a selection of Invoices. The rows will be exported in a simple table format, with one row per Invoice row. The data

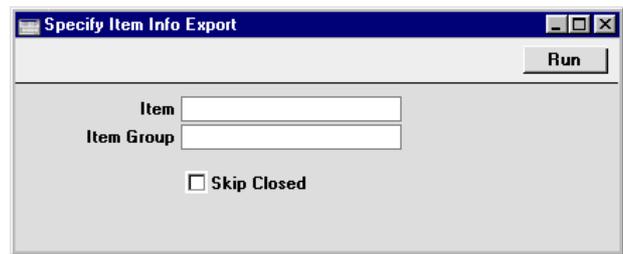
can be imported into other applications, spreadsheets, database programs or statistical analysis programs.

Invoices for Factoring

This export allows a special export of Invoice details to be sent to a factoring company for payment. Each factoring company requires the export file to have a particular format: this is chosen in the Factoring File setting. Please refer to your Hansa representative for full details.

Item Info

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



Specify Item Info Export

Run

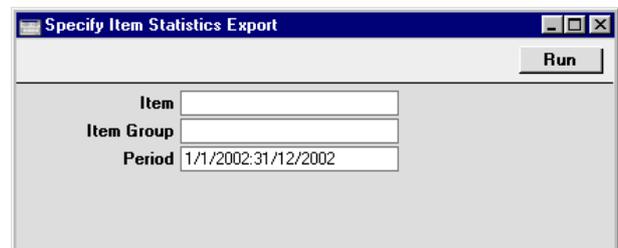
Item

Item Group

Skip Closed

Item Statistics

Use this to export statistics about the various Items in your business. The result is a file with 12 + 12 monthly summaries for a specified financial year. The first group of 12 contains quantities, and the second group of 12 contains sales values. Select a single Item or a range of Items, with the first and last Item separated by a colon.



Specify Item Statistics Export

Run

Item

Item Group

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

Item Turnover History

This function exports monthly sales totals (either quantities or values) for the Items in the selection in a specified 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.

Start Date	Paste Special	Current Date
		The export file will contain a separate turnover figure for each month in the year beginning with the date specified here. This date should be the first day of a month.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Use this field to limit the export to a single Item, or range of Items.
Item Group	Paste Special	Item Group register, Sales Ledger
		To limit the export 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.
Values		Choose whether you want to export figures showing quantity sold per month or turnover per month for each Item.

Open Invoices

This command will export all approved unpaid Invoices in the system. The file can be used in connection with a change of financial systems or when creating a new database at the start of a financial year.

The Backup Comment can be used for a description of the back-up file (up to 40 characters are permitted). This will be shown in the list of importable files shown by the 'Imports' function.

When importing the file into a new database, the Invoices will be shown as approved, but no Nominal Ledger Transactions will be created (opening balances should be entered to the Nominal Ledger separately). If you selected the Create Receipts for Partly paid Invoices option before creating the export file, approved Receipts will also be created in the new database for the paid amounts on part-paid Invoices (again with no corresponding Nominal Ledger Transactions). If you choose this option, you should also specify the Payment Mode (using 'Paste Special' if necessary), Receipt Date and the first Receipt Number to be used in the new Receipts. The Receipt Numbers are generated by the export function, not when the file is imported, so be sure to choose a First Receipt Number that does not conflict with any Receipts already in the new database. Note that On Account Receipts will not be transferred to the new database.

If any of the amounts are in Currency, be sure to import all Currency and Exchange Rate records to the new database before importing the Invoices.

If the Export as Invoices not Updating Stock option is used, stock levels of Items in the new database will not be affected by the importing of the open Invoices. If this option is off, stock levels will be affected, but only for Stocked Items already in the new database. If an Item is used in an open Invoice which did not exist in the new database prior to the import of the open Invoices, this will be created as a Plain Item in the Item register with a

stock level of zero. Customers will also be created by the import process as required.

S/L Forest Export

This export function is used in Latvia Please refer to your Hansa representative for more details.

Hansa Financials
HansaWorld
Purchase Ledger

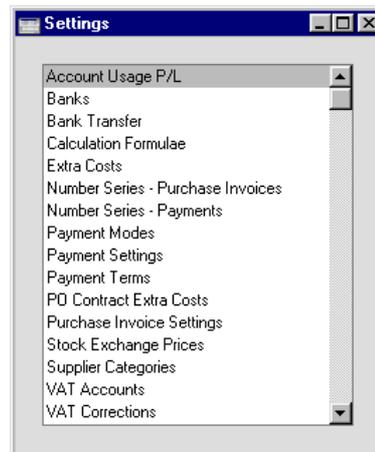
Chapter 2: The Purchase Ledger Module

This module is the primary tool for the handling of accounts payable, and all that is associated with the Purchase Invoices the company receives from its Suppliers.

Settings

Introduction

The Purchase Ledger module has the following settings—



To edit a setting, ensure you are in the Purchase Ledger 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.

Account Usage P/L

In this setting you will determine which Accounts are to be used as defaults by your Purchase Ledger transactions (i.e. Purchase Invoices and Payments). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, for the Items, Item Groups, Suppliers or Supplier Categories used in the transactions). A complete description of how

Hansa selects these defaults is found in the 'Accounting Principles' chapter in Volume 1 of this manual. Account numbers used here must be defined in the Account register, otherwise Hansa will not be able to create transactions.

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

The Account Usage P/L setting is spread over three cards. To view specific cards, click the tabs marked 1-3.



Most of the fields require Account codes to be entered. In each case, you can use the 'Paste Special' function (Ctrl-Return or ⌘-Return) to aid the selection of the correct Account. In the three VAT Code fields on card 3, 'Paste Special' can similarly be used to aid the selection of the correct VAT Code.

Card 1

Field	Value	Setting
Creditors	800	<input type="checkbox"/> Objects on Creditors A/C
Prel. Creditors	805	<input type="checkbox"/> Sub-ledger Checking
Cash	720	<input type="checkbox"/> Book Payment VAT
Bank Fee	500	<input type="checkbox"/> Supp Info on Trans.
Cash Discount	286	<input type="checkbox"/> Book Prepayment VAT
Cash Discount VAT	831	<input type="checkbox"/> Objects on On Account A/C
		<input type="checkbox"/> Supplier Object on Stock A/C
		<input type="checkbox"/> Update Base Cur. when Invoicing
		<input type="checkbox"/> Update Foreign Cur. when Invoicing
		<input type="checkbox"/> Force Unique Prepayment Numbers
		<input type="checkbox"/> Set VAT Value on Purch. Inv.
		<input type="checkbox"/> Separate Row per Supplier on Bank A/C

Account Fields

Creditors

When a Purchase Invoice is approved (i.e. posted to the Nominal Ledger), its value including VAT is credited to a Creditor Account. When a Payment is entered, its value is debited to the same Account. This Account therefore shows how much your company owes at a particular time.

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

Prel. Creditors It is possible to post a Purchase Invoice to a preliminary Account when it is first received and to subsequently move the posting to the normal Creditor Account when it is approved. If you wish to make use of this feature, which allows the late amendment of the Cost Accounts used, specify the preliminary Account to be credited here.

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

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

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

Cash Discount In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be credited with the discount amount. Settlement discounts are defined using the Payment Terms setting (described in the 'Sales Ledger' chapter earlier in this manual).

Cash Discount VAT

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

Check Boxes

Objects on Cred. A/C

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

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

Sub-ledger Checking

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

This feature does not prevent you from entering Payments by journal in the Nominal Ledger. However, it will prevent you from using the Creditor Account accidentally and incorrectly in other Nominal Ledger Transactions, thus rendering it 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.

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

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

Book Payment VAT

This option allows the posting of VAT from Payments, a requirement in Latvia and for users of the Cash VAT scheme in the UK. If this check box is on, I/P Accounts should be specified for all VAT Codes entered using the setting in the Nominal Ledger.

UK Cash VAT users only should also switch on the Book Receipt VAT option on card 1 of the Account Usage S/L setting and specify O/P Accounts for all VAT Codes. The Cash VAT scheme is described in the 'VAT Codes' section of the 'Nominal Ledger' chapter in Volume of these manuals.

Supp. Info. on Trans.

When Nominal Ledger Transactions are generated automatically from Purchase Invoices and Payments, use this option if you would like to have the Invoice Number, Due Date and Supplier (in the case of Invoices) or the Payment Number, Payment Date and Supplier (in the case of Payments) shown on flip E of the Transaction. This applies to the posting to the Creditor Account only.

The setting can be changed for an individual Purchase Invoice or Payment.

Book Prepayment VAT

This option allows the posting of VAT from Prepayments, a requirement for users of the Cash VAT scheme in the UK. Prepayments are Payments without a Purchase Invoice Number but with a Prepayment Number specified on flip E. If this check box is on, On Account VAT and Prepayment VAT Accounts should be specified on card 2.

Objects on On Account A/C

When entering a Payment, the Objects for the debit posting to the Creditor Account will be taken from the 'Other' card of the Purchase Invoice being paid. In the case of an On Account Payment or a Prepayment, there is no Purchase Invoice to supply the default Objects. Instead the default Objects can be taken from the 'Accounts' card of the Supplier: check this box if you want to use this option. If the box is not checked, no default Objects will be offered in On Account Payments and Prepayments.

Supplier Object on Stock A/C

When entering a Goods Receipt, the Objects on the 'Comment' card are taken from the Supplier. These will be assigned to the credit posting to the Purchase Control Account when a Nominal Ledger Transaction is generated from the Goods Receipt. Check this box if you would like them to be assigned to the debit posting to the Stock Account as well.

Update Base Cur. when Invoicing, Update Foreign Cur. when Invoicing

When an Invoice is created from a Purchase Order, these check boxes control the Base and Exchange Rates on the 'Currency' card of the Invoice. If these options are not used, the rates will be copied from the Order. If they are used, the latest Base and Exchange Rates will be used, although the prices in Currency will not be changed. This means you will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order.

Force Unique Prepayment Numbers

Check this box if you would like to ensure that unique Prepayment Numbers are always used when entering Prepayment Payments (flip E).

Separate Row per Supplier on Bank A/C

When you enter a Payment with several rows, the resulting Nominal Ledger Transaction will usually contain a single credit posting to the Bank Account. Check this box if you would like such Transactions to contain separate credit postings for each Payment row. The Description in each credit posting will show the Purchase Invoice Number and Supplier Name, so you should use this option if you want this information to appear in the Account Reconciliation register (used for bank reconciliation).

Card 2

1 2 3					
Write Offs	520	Rate Gain	515	Bank Rate Gain	516
Rate Round Off	465	Rate Loss	515	Bank Rate Loss	516
EMU Rate Round Off	466	On Account A/C	755		
EMU Rate Write Off	521	On Account VAT			
		Prepayment VAT	831		

Many of the Accounts on card 2 are used when the process of creating Nominal Ledger Transactions from Purchase Invoices and Payments involves a currency conversion. Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details.

Write Offs, EMU Rate Write Off

These Accounts are used where a Purchase Invoice is to be treated as fully paid if the amount paid is slightly different to that outstanding, providing that difference is within an allowable margin. The difference is posted to the Rate Round Off Account if the Sent Currency is not a member of the EMU, otherwise the EMU Rate Round Off Account is used. In both cases, the Sent Currency should be the same as the Invoice Currency.

The allowable margin is set on the 'Round Off' card of the Currency screen. If this is done for the record representing the home Currency, even non-Multi-Currency users can use this feature as an easy way of automatically writing off small outstanding amounts.

Please refer to the section in the 'Multi-Currency' chapter in Volume 2b of these manuals describing the 'EMU' and 'Round Off' cards of the Currency screen for more details about using this feature.

On Account A/C If you issue Prepayments or On Account Payments to a particular Supplier without reference to a specific Invoice (usually before you have received the Invoice), these can be entered to the Payment register with a Prepayment Number on flip E of the Payment screen (a "Prepayment") or without a Prepayment Number (an "On Account" Payment). You may want to use a special Account for such Payments. Specify that Account here, and switch on the On Account check box on the 'Terms' card of the record of the Supplier in question. When a

Prepayment or On Account Payment is entered and approved, its value will be debited to this Account.

The Account specified here will be overridden if a separate such Account has been specified for the Supplier Category of the Supplier or for the Supplier itself ('Accounts' card).

On Account VAT, Prepayment VAT

These fields are used when the Nominal Ledger Transactions from On Account Payments and Prepayments are to include a VAT element. This is the case in Russia and by users of the Cash VAT scheme in the UK where VAT can be claimable on On Account Payments. When a Prepayment or On Account is received, the VAT Code and Amount should be specified on flip F. If the VAT Code field contains a value, the VAT Amount will be credited to the On Account VAT Account and debited to the Prepayment VAT Account.

Card 3

	1	2	3
Domestic VAT Code	1		
EU VAT Code	3		
Outside EU VAT Code	2		

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

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

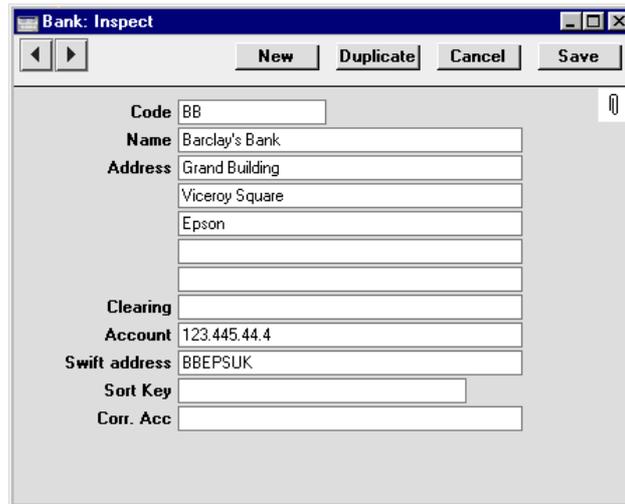
You can specify a separate VAT Code for each Account. Enter here the VAT Code that you wish to be used as a default, to be used whenever an Account that does not have its own VAT Code is used in a Purchase Invoice. Normally, if most of your company's Suppliers are registered for VAT, this will be the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

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

Banks

This setting is used to register the names and addresses of banks used by your Customers and Suppliers.

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



The screenshot shows a window titled "Bank: Inspect" with a toolbar containing "New", "Duplicate", "Cancel", and "Save" buttons. The main area contains the following fields:

Code	BB
Name	Barclay's Bank
Address	Grand Building Viceroy Square Epson
Clearing	
Account	123.445.44.4
Swift address	BBEPSUK
Sort Key	
Corr. Acc	

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

Bank Transfer

In Denmark, Norway and Sweden it is common practice to pay Suppliers by electronic credit transfer. This setting is used in those countries to define the format of the export files to be sent to banks instructing them of the payments to be made. Please refer to your local Hansa representatives for full details.

Calculation Formulae

Please refer to the 'Nominal Ledger' chapter in Volume 2b of these manuals for full details of this setting.

Number Series - Purchase Invoices

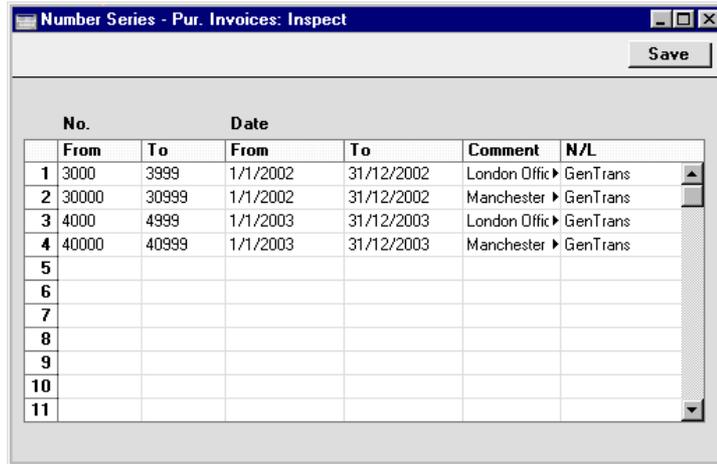
Each Purchase Invoice has its own unique identifying number, based on a sequential series. When entering a new Purchase Invoice, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years or different departments.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If no Number Series have been defined, Purchase Invoice Numbers will start at 1 and continue consecutively.

Once defined, Number Series can be allocated to individual users using the Person register in the System module ('Ser Nos' card). In the Suppl Inv No field on that screen, enter the first number of the appropriate sequence for each user. If a particular user is not given a specific sequence, the first Number Series in the list will be used. For a particular Invoice, any user can change to any other Number Series using 'Paste Special'.

For each number sequence, you have a measure of control over whether Nominal Ledger Transactions are generated automatically when approving Purchase Invoices in that sequence. Using 'Paste Special' from the N/L field brings up a selection list containing two options: "GenTrans" and "Do Not GenTrans". Select the first option if Nominal Ledger Transactions are to be generated and the second if they are not. In effect, this feature is an exclusionary one in that you can only choose to not have Nominal Ledger Transactions created for a particular number sequence. If the overall preference (set in the Sub Systems setting in the Nominal Ledger) is to not have such transactions created, you cannot decide to have them created for a single sequence.

On double-clicking ‘Number Series - Purchase Invoices’ in the ‘Settings’ list, the following window appears—



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

Number Series - Payments

Use this setting to define Number Series for Payments, in a similar manner to that described above. Note that separate Number Series can also be defined for each Payment Mode: please refer to the section in the ‘Sales Ledger’ chapter describing the Payment Modes setting for details.

Payment Modes

Please refer to the ‘Sales Ledger’ chapter for full details of this setting.

Payment Settings

This setting is used to set some parameters used by the ‘Banking File’ Export function. Please refer to your local Hansa representative for details.

Payment Terms

Please refer to the ‘Sales Ledger’ chapter for full details of this setting.

Purchase Invoice Settings

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

Signer Required With this box checked, Hansa will not allow Purchase Invoices to be approved unless the Signers field contains a value.

Warn On Unusual Amount

When defining Accounts using the Account register (available in the System module and the Nominal Ledger), it should be specified whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts which are normally used on one side only (for example, credit), a warning can be made to appear if an attempt is made, in the example, to debit the Account from the Purchase Invoice screen. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Purchase Order Item Transfer Control

These options control the behaviour of the 'Invoice' function on the Operations menu of the Purchase Orders screen, used to create Purchase Invoices from Purchase Orders.

If you need to use Hansa's Intrastat reporting feature, you should choose the second or third options. The Intrastat P/L document (described later in this chapter) lists the Items that have been purchased from Suppliers in other EU countries. This document takes Item information from the fields on flip B of the relevant Purchase Invoices. If you are using the second or third option, these fields will contain the necessary information.

Similarly, if you will be using the Purchase Order Accruals report or the Accrued and Accrued by Nominal Code options of the Purchase Order Status report, you should choose the second or third options.

Consolidate Items to Supplier Cost Account

If this option is chosen, all the Items on the Purchase Order will be 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.

If the Always use Full Qty from Purch. Ord. box (below) is off, only received Items on the Purchase Order (i.e. those on approved Goods Receipts) will be included on the Purchase Invoice.

If the Supplier does not have a Cost Account, you will not be able to create a Purchase Invoice.

Consolidate by Items and Project

If this option is chosen, the Purchase Invoice will feature a separate row for each Item/Project combination on the Purchase Order. The Cost Account in each case will be the Purchase

Control Account for the Item Group to which the Item belongs (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. The Item Numbers, Projects and Quantities will be copied from the Purchase Order rows to the appropriate fields of the Purchase Invoice (on flip B). If the entire Purchase Order has been assigned to a Project (on the 'Terms' card), this will also be copied to each row on the Purchase Invoice.

If the Always use Full Qty from Purch. Ord. box (below) is off, only received Stocked Items on the Purchase Order (i.e. those on approved Goods Receipts) will be included on the Purchase Invoice. However, all Plain Items (whether or not they have been received) will be included on the first Invoice raised from the Purchase Order.

If the Supplier does not have a Cost Account, you will not be able to create a Purchase Invoice, even if all Purchase Order rows have their own Purchase Control Account.

Transfer Each Row Separately

If this option is chosen, each Item (i.e. each row) on the Purchase Order will have its own row on the Invoice, enabling postings to different Cost Accounts. These Accounts will be the Purchase Control 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. The Item Numbers, Projects and Quantities from the Purchase Order rows will be copied to the appropriate fields of the Purchase Invoice (on flip B). If the entire Purchase Order has been assigned to a Project (on the 'Terms' card), this will also be copied to each row on the Purchase Invoice.

If the Always use Full Qty from Purch. Ord. box (below) is off, only received Stocked Items on the Purchase Order (i.e. those on approved Goods Receipts) will be included on the Purchase Invoice. However, all Plain Items (whether or not they have been received) will be included on the first Invoice raised from the Purchase Order.

If the Supplier does not have a Cost Account, you will not be able to create a Purchase Invoice, even if all Purchase Order rows have their own Purchase Control Account.

Always use Full Qty from Purch. Ord.

Usually, there must be at least one approved Goods Receipt before an Invoice can be created, so an Item cannot be invoiced until it has been received. If you would like to include all ordered Items in Purchase Invoices, irrespective of whether they have been received (even if the Purchase Order has no related Goods Receipt at all), check this box. This will apply whichever of the three options above has been chosen.

This applies to all Items: Stocked, Plain and Service. The Received figure on flip C of the Purchase Order will not be updated when a Purchase Invoice is created, allowing the Items to be included on a Goods Receipt when they are received. Goods Receipts should still be entered so that stock levels are updated: this option merely allows Invoices to be entered before the goods have been received.

If you would like to be able to create a Purchase Invoice for Plain and Service Items without a Goods Receipt but require a Goods Receipt for Stocked Items, leave this option switched off and switch on the Automatic receiving of Service and Plain Items box in the Stock Settings setting in the Stock module. In this case, the Received figure for Plain and Service Items on the Purchase Order will be updated when a Purchase Invoice is created, so no Goods Receipt will be necessary.

Enter and Return When pressing the Enter or Return key, you can determine whether the cursor is to skip over the Object and Description fields in each row of the Purchase Invoice screen using these check boxes. If so, you can still move the cursor into those fields using the mouse or the Tab key if necessary.

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

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

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

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

The figure entered should be the percentage of the TOTAL which represents the VAT. This can be obtained using the formula—

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

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

Supplier Categories

Suppliers of a similar type can be grouped together using Supplier Categories. All Suppliers of the same Category can be given the same default Creditor Account, saving you the work of having to specify this for all Suppliers individually.

On first selecting the setting, the 'Supplier Categories: Browse' window is displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.

Code Specify a unique code, by which the Supplier Category may be identified from the Supplier screen and elsewhere in Hansa.

Description Enter text describing the Supplier Category here.

Creditor Account Paste Special Account register, Nominal Ledger/System module

Specify here the Creditor Account that you wish to be credited by the Nominal Ledger Transactions created when Purchase Invoices are raised for Suppliers of this Category.

If a Creditor Account is specified both for a Supplier Category and for a Supplier that belongs to that Category, that entered for the Supplier will take precedence. If no Creditor Account is specified for a Category or a Supplier, it will be taken from the Creditor, On Account or Cash Accounts specified in the Account Usage P/L setting.

If you have Sub-ledger Checking switched on, any Account entered here must first be defined as a Creditor Control Account. Sub-ledger Checking is switched on using the check box on card 1 of the Account Usage P/L

setting, and Control Accounts are defined using the Sub-ledger Control Accounts setting in the System module.

On Account A/C Paste Special Account register, Nominal Ledger/System module

This account is used when you can buy on account from a Supplier ((i.e. when you can pay before you have received the Invoice). To allow this, you must check the On Account check box for each individual Supplier affected (on the 'Terms' card of the Supplier screen). When a purchase is made from account Suppliers in this Category, this Account will be used in place of the default Creditor Account. When a Prepayment or On Account Payment is issued to a Supplier belonging to this Category, it will be debited to this Account. Subsequently, when the Invoice is received and allocated to that Payment, the same Account is credited in place of the default Creditor Account. Please refer to the 'On Account Payments and Prepayments' section later in this chapter for full details of this process.

If an On Account A/C is specified for an individual Supplier, it will be used in place of the one entered here. If no On Account A/C is specified for a Supplier or for the Category to which it belongs, it will be taken from the On Account A/C specified in the Account Usage P/L setting (card 2).

VAT Accounts

This setting is used by the P/L VAT Report in Latvia.

The P/L VAT Report contains two sections: one displaying the VAT paid on domestic purchases; and one the VAT paid on imported goods. The second section calculates VAT and turnover for the Account that is entered in this setting. This Account must be a VAT Account i.e. one specified in the VAT Codes setting.

Please refer to your local Hansa representative for more details.

VAT Corrections

Please refer to the description of the 'VAT Correction' function on the Operations menu of the Purchase Invoice record below for details of this setting.

The Supplier Register

In the Supplier register you store information about your Suppliers, determine Supplier Categories and Payment Terms. It is accessible from the Purchase Orders and Purchase Ledger modules. Use the Modules menu to enter one of these modules and select 'Suppliers' from the Registers menu, or click the [Suppliers] button in the Master Control panel.

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

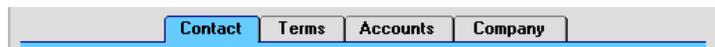
No.	Short	Cat.	Name	Telephone
501	EU	A	European Trading Co	00 32 56 78 65 43
502	ITC	A	Import Trade Company USA	00 1 201 123 3400
503	UKT	A	UK Trading Company Ltd	020 7897 5678
504	TDC	A	Estonian Export	00 372 123 4567
505	MT	A	Moscow Trading Company	00 7095 242 9400
506			Helsinki Trading Co	00 358 9 6544 5678
507	TDC	A	La Plata Turntables	00 54 21 1234 5678
511			Roman Candles SpA	
512			Tampopo Noodle Co	

Entering a Supplier

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

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

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



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

Below, the Supplier screen is described field by field. The entry of Supplier information often requires reference using 'Paste Special' to settings entered in the Purchase 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. Settings in the Purchase Ledger are described earlier in this chapter while those in other modules are described in the chapter describing the appropriate module.

Header

No. Enter the unique code you are assigning to this Supplier. The field holds up to 20 letters and/or numbers. Hansa offers a default based on the Supplier Number of the previous Supplier entered. Once the record has been saved, the Supplier Number may not be changed. It is the means by which this Supplier will be identified elsewhere in Hansa.

Short This field can be used as an alternative means of identifying this Supplier - information entered here appears in the Short column in the 'Suppliers: Browse' window. Firms of a similar nature could be given the same Short Code so that they would be grouped together in the 'Suppliers: Browse' window when sorted by the Short column. The field holds up to ten letters and/or numbers.

Category **Paste Special** Supplier Categories setting, Purchase Ledger

Used as default in Purchase Orders, Purchase Invoices

Enter the Supplier Category to which this Supplier belongs. Supplier Categories enable you to classify similar Suppliers together. All Suppliers of the same Category can use the same default Creditor Account, saving you the work of having to specify this for each Supplier individually.

Name Enter the Name of the Supplier.

Contact Card

The screenshot shows a software window titled "Supplier: Inspect". At the top, there are navigation buttons (back, forward) and action buttons (New, Duplicate, Cancel, Save). Below this, there are input fields for "No." (503), "Short" (UKT), and "Category" (A). The "Name" field contains "UK Trading Company Ltd". A tabbed interface is visible with "Contact" selected. The "Address" section contains three lines: "Merryseal House", "Norbury Road", and "London SE3 4ER". The "Contact" and "E-Mail" fields are empty. The "Telephone" field contains "020 7897 5678" and the "Fax" field contains "01718976545". The "Pay. Terms" field contains "30" and the "Credit Limit" field contains "500.00". The "Factoring" field is empty. The "Our Cust. No.", "Salesman", and "Sales Group" fields are empty. The "Del. Terms" field contains "CIF", the "Del. Mode" field contains "COUR", and the "Min. Order Sum" and "ANA Code" fields are empty. At the bottom right, there are two checkboxes: "On Account" (checked) and "Closed" (unchecked).

Address **Used as default in** Purchase Orders, Purchase Invoices

The address to which Purchase Orders and Payments are mailed.

Contact **Used as default in** Purchase Orders

The name of your main contact person can be entered here: it will be transferred as a default entry to the corresponding field on the Purchase Orders screen.

Telephone, Fax, E-Mail

Enter the Supplier's main telephone, email address and fax number here.

The 'Update Fax Numbers' Maintenance function in the System module can be used to remove spaces and dashes from all Suppliers' 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.

Terms Card

Contact	Terms	Accounts	Company
Pay. Terms	30	Del. Terms	CIF
Credit Limit	500.00	Del. Mode	COUR
Factoring		Min. Order Sum	
Our Cust. No.		ANA Code	
Salesman		<input checked="" type="checkbox"/> On Account	
Sales Group		<input type="checkbox"/> Closed	

Pay. Terms **Paste Special** Payment Terms setting, Sales/Purchase Ledger

Used as default in Purchase Invoices

In addition simply to registering the correct Payment Terms extended to your firm by this Supplier, entering Payment Terms records using the setting available in both the Sales and Purchase Ledger modules can cater for any early settlement discounts offered.

Specifying Payment Terms for each Supplier and therefore for each Purchase Invoice provides the basis for the credit management reports provided in Hansa.

In the Baltic States, there are circumstances where Purchase Invoices should follow the same number sequence as that used by Payments and Cash Out records. For this to happen, define the number sequences using the right-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 Suppliers. When one such Supplier is entered to a Purchase 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 Creditor Account is made. Instead, a credit posting is made to the Account of the Payment Mode (i.e. a bank or cash Account).

Del. Terms	Paste Special	Delivery Terms setting, Sales Orders module
	Used as default in	Purchase Orders
		Specify the Delivery Terms on which deliveries are to be made to your firm by this Supplier. You will tend to use this field for international Suppliers; 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 Supplier will determine the text to be printed on any Purchase Orders.
Credit Limit		Specify the Credit Limit extended to your firm by this Supplier here.
Del. Mode	Paste Special	Delivery Modes setting, Sales Orders module
	Used as default in	Purchase Orders
		Enter the mode of shipping most commonly used by this Supplier. Examples might be Post or Courier, or might specify the name of one of the couriers that are used.
		For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Supplier will therefore determine the text to be printed on any Purchase Orders produced.
		You can also set up different versions of the Purchase Order document 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 in Volume 1 of these manuals.

Factoring	Paste Special	Supplier register
		If this Supplier is one which uses a factoring company (to which Payments are to be sent), enter the Supplier Number of that company here (that company must also be in the Supplier register).
Min. Order Sum		Record the minimum order value accepted by this Supplier here. This is for information purposes only, although it can be shown in the Purchase Order Stock report.
Our Cust. No.		Enter the Account Number allocated to your firm by this Supplier. It can be printed on Purchase Order documents.
ANA Code		Record the unique number assigned by the Article Numbering Association to this Supplier here. This will most usually be necessary if the Supplier is one to whom you will issue EDI (Electronic Data Interchange) Orders. In the UK, companies with an ANA Code can create their own bar codes.
Salesman	Paste Special	Person register, System module
	Used as default in	Purchase Orders, Purchase Invoices
		Enter the initials of the Person responsible for dealing with this Supplier.
		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 Suppliers in the 'Suppliers: Browse' and Supplier 'Paste Special' windows by restricting their view to their own Suppliers or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' chapter in Volume 1 of these manuals for full details of the Limited Access module.

On Account

Check this box if you want to be able to issue Prepayments and On Account Payments to this Supplier (i.e. to be able to pay them before you receive Invoices). If so, any payment is automatically subtracted from your overall outstanding debt rather than from specified individual Invoices.

Before Prepayments and On Account Payments can be entered, an On Account A/C must be specified on card 2 of the Account Usage P/L setting. Alternatively, such an Account can be specified for the Supplier Category or for the individual Supplier (on the 'Accounts' card). This Account will be debited with the value of these Payments.

Closed

Check this box if the Supplier is no longer to be used (Supplier records cannot be deleted if Purchase Orders or Invoices have been raised in their name). Closed Suppliers will appear in the 'Suppliers: Browse' window but not in the Suppliers 'Paste Special' list. You will not be able to enter Orders or Invoices for closed Suppliers. A closed Supplier can be re-opened at any time.

Accounts Card

Contact	Terms	Accounts	Company
Objects	DIST	Bank Account	098909890
Creditor A/C	800	Bank 2	
Cost A/C	220	Bank Code	NATWest
On Acc. A/C		Sort Code	

Objects

Paste Special

Object register, System module

Up to 20 Objects can be assigned to each Supplier, separated by commas. 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.

When entering a Purchase Invoice from this Supplier, the Objects entered here will be brought in to the Object field on the 'Other' card of the Purchase Invoice screen if the Objects on Creditor Account option in the Account

Usage P/L setting is being used. In any Nominal Ledger Transactions generated from the Invoice, these Objects will be assigned to the debit posting to the Purchase Account(s) and, if the Objects on Creditor Account option is being used, to the credit posting to the Creditor Account.

When a Nominal Ledger Transaction is generated from Goods Receipts from this Supplier, these Objects will be assigned to the credit posting to the Purchase Control Account. If the Supplier Object on Stock A/C option on card 1 of the Account Usage P/L setting is being used, they will be assigned to the debit posting to the Stock Account as well.

Bank Account Enter the Supplier's main bank account number here. It will be transferred to any Purchase Invoices and Payments entered in the Supplier's name, facilitating payment by the transfer of funds between banks.

Creditor A/C **Paste Special** Account register, Nominal Ledger/System module

If you are using a particular Creditor Account for a certain Supplier, enter its Account number here.

If you leave this field empty the Creditor Account will be taken from the Supplier Category (if appropriate) or from the Creditor Account on card 1 of the Account Usage P/L setting.

Bank 2 This field is used by the 'Banking File' Export function. Please refer to your local Hansa representative for details.

Cost A/C **Paste Special** Account register, Nominal Ledger/System module

When entering Purchase Invoices in the name of this Supplier, you can determine that a particular Purchase Account is offered as a default in each Purchase Invoice row. This can be particularly useful in the case of specialist Suppliers or Suppliers of services such as electricity or telephone services, whose Purchase Invoices are usually debited to the same Account.

If you want to set a default Cost Account (i.e. Purchase Account) for this Supplier, enter its Account Number here.

Note that this field must contain a value if you intend to raise Purchase Invoices in this Supplier's name remotely from the Purchase Order screen: it will determine the Cost Account debited by those Purchase Invoices.

Bank Code	Paste Special	Banks setting, Purchase Ledger
		Enter the name of the Supplier's bank or building society here.
On Acc. A/C	Paste Special	Account register, Nominal Ledger/System module
		If you issue Prepayments or On Account Payments to a particular Supplier without reference to a specific Invoice, you may want to use a special Account for such Payments. Specify that Account here, and switch on the On Account check box on the 'Terms' card.
		When a Prepayment or On Account Payment is issued, it will be debited to the this Account. Subsequently, when the Invoice is received and allocated to that Payment, the same Account is credited in place of the default Creditor Account. Please refer to the 'On Account Payments and Prepayments' section later in this chapter for full details of this process.
		The Account specified here will override any such Accounts specified for the Supplier Category of the Supplier or in the Account Usage P/L setting (card 2).
Sort Code		Enter the Sort Code (branch number) of the Supplier's bank here. It will be transferred to any Purchase Invoices ('Other' card) and Payments (flip H) entered in the Supplier's name, facilitating payment by the transfer of funds between banks.

Company Card

	Contact	Terms	Accounts	Company
Comment	<input type="text"/>			
Warning	<input type="text"/>			
Reg. No. 1	<input type="text"/>			
Reg. No. 2	<input type="text"/>			
Country	<input type="text"/>	VAT Zone <input type="text"/> <input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Outside EU		
Language	<input type="text"/>			
Currency	<input type="text"/>			
VAT Code	<input type="text" value="1"/>	VAT Reg. No. <input type="text"/>		

Comment	This field can be used to record any additional information about the Supplier.
Warning	Text entered here will appear as a warning to alert users whenever a Purchase Order or Invoice is entered for this Supplier.
Reg No 1	If the Supplier is a limited company, enter their Company Registration Number here.
Reg No 2	<p>Paste Special Registration Defaults setting, Sales Ledger</p> <p>This field is used in Finland, where companies have two registration numbers.</p> <p>Elsewhere, the 'Paste Special' link to the Registration Defaults setting can be used to bring in a default VAT Code and Language.</p>
Country	<p>Paste Special Countries setting, System module</p> <p>Specify a code for the Country in which the Supplier 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.</p>
Language	<p>Paste Special Languages setting, System module</p> <p>Default taken from Supplier</p> <p>Enter the Language of the Supplier here. Some of the information shown in the Purchase Invoice record and</p>

on printed documents, such as Account Names, Payment Terms and Delivery Modes, will appear in the appropriate translation if that translation exists in the appropriate registers and settings.

Currency **Paste Special** Currency register, System module

Used as default in Purchase Orders, Purchase Invoices, N/L Transactions

Specify here the Currency used by this Supplier on its Invoices. When entering Purchase Orders manually, all prices of Items will be converted from the home Currency to that specified here using the agreed Exchange Rate. When Purchase Orders for this Supplier are created using the automated 'Create Purchase Orders' function, the Currency specified here will be used.

Hansa will prevent the entry of Purchase Orders, Purchase Invoices and Payments in the name of this Supplier using Currencies other than that specified here. If you need to be able to use more than one Currency with a particular Supplier, leave this field blank.

Once a Currency has been entered in this field and the Supplier has been used in a transaction of any kind, this Currency should not be changed.

VAT Code **Paste Special** VAT Codes setting, Nominal Ledger

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 by this Supplier and the VAT Account to be debited.

When entering Purchase Invoices for this Supplier directly to the Purchase Invoice register, in determining which VAT Code is to be used, that entered here will take precedence over that specified in the Account Usage P/L setting in the Purchase Ledger, but will be overridden by the VAT Code specified for the Account(s).

Similarly, when creating Purchase Invoices for this Supplier from Goods Receipts, the VAT Code entered here will take precedence over that specified in the Account Usage P/L setting in the Purchase Ledger, but will be overridden by the VAT Code specified for the Item(s). If the Calculate VAT box is checked in the Purchase Invoice Settings setting in the Purchase Ledger, VAT will be calculated from the overall value of the Goods Receipt using the VAT Rate in that setting. Otherwise, VAT will be calculated using the VAT Codes on each row.

VAT Zone **Used as default in** Purchase Orders, Purchase Invoices, Nominal Ledger Transactions

Select a Zone for this Supplier. This will be used in Purchase Orders and Invoices to control VAT calculation and accounting. Separate default VAT Codes can be assigned to each Zone on card 3 of the Account Usage P/L setting in the Purchase Ledger.

VAT Reg. No. It is important that the Supplier'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 in any other Supplier. If this check fails, you can find the other Supplier by searching for the VAT Number in the Supplier 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 Supplier'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 Supplier's Country above before their VAT Number.

Editing a Supplier

The Supplier register must be kept up to date, so it will need editing from time to time.

In the 'Suppliers: Browse' window which appears when the Supplier register is opened, the Suppliers are initially shown in Supplier 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 Supplier, 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 Supplier's record, double-click on the line in the browse window. That record will be opened in a window entitled 'Supplier: Inspect'. The fields in this window are the same as those in the 'Supplier: 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 Supplier

Select and open the Supplier record in the same way as for editing. Select 'Delete' from the Record menu. The Supplier is deleted. Note that once Purchase Orders or Invoices have been entered in a Supplier's name, that Supplier can no longer be deleted.



You cannot undo the deletion of a Supplier record.

Operations Menu

Operations	Window	?	
	S	Supplier Status	Shift+Ctrl+T

The Operations menu for Suppliers is shown above. It is available for the 'Suppliers: Browse' window: highlight a Supplier in the list before selecting the function. You can also apply the function to a group of Suppliers: highlight the first Supplier in the group and then click on the last while holding down the Shift key. Then select the function.

Supplier Status

The 'Supplier Status' function provides an immediate report listing previous Invoices and Payments for the Supplier(s) highlighted in the browse window. It also shows total turnover and amount due figures.

Depending on the availability of the CRM module, additional information can also be shown in the report, such as lists of recent Goods Receipts and Purchase Orders and monthly purchasing figures for the past year. Use the Supplier 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.

The Purchase Invoice Register

The Purchase Invoice register is a record of your company's purchases. Each time a purchase is made, a Purchase Invoice will be received from the Supplier and this should be entered to the Purchase Invoice register. This register is thus used for a number of tasks—

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

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

1. Standard Purchase Invoices are received where the goods have been delivered or work carried out before payment has been issued. Payments against such Purchase Invoices should be recorded in the Payment register, described later in this chapter.
2. The Cash Note represents the issuing of a payment at the same time as the work is carried out. When a Cash Note is entered to the Purchase Invoice register, Hansa will treat it as having been paid, so there is no need to enter a separate payment record in the Payment register. Hansa can also look after the Nominal Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. A Deposit is the issuing of money before an Invoice has been received. These should be recorded in the Payment register as a Prepayment Payment. These can be allocated to the Invoice when it is received at a later date. Alternatively, they can be entered as Cash Notes in as described in point (2) above.
4. Credit Notes are used to correct mistakes in Purchase Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your overall purchase and creditor figures. Again, Hansa can look after these Nominal Ledger implications automatically.

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

Records can be entered to the Purchase Invoice register using the following methods—

1. They can be entered directly to the Purchase Invoice register. This method is suitable for all the types of purchase transaction mentioned above.
2. They can be created remotely from other registers, such as Purchase Orders and Goods Receipts. This method will probably be used for standard Invoices.

The use of the Purchase Invoice register, including each of these types of purchase transaction, is now described in detail. Before you start entering Purchase Invoices, you must ensure you have defined the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a journal number series for Purchase Invoices using the Number Series - Purchase Invoices setting. Other settings can be adjusted as you go along.

In the Purchase Ledger module, select 'Purchase Invoices' from the Registers menu, or click the [Purchase Inv] button in the Master Control panel.

The 'Purchase Invoices: Browse' window is opened, showing Purchase Invoices that have already been entered.



No.	OK	Sup. Inv. No.	Inv. Date	Supplier	Name	Total
3000	✓	456	13/4/2002	503	UK Trading Company Ltd	235.00
3001	✓	342	13/4/2002	503	UK Trading Company Ltd	235.00
3002	✓		13/4/2002	503	UK Trading Company Ltd	235.00
3003	✓		13/4/2002	504	Estonian Export	235.00
3004	✓		13/4/2002	505	Moscow Trading Co	164.50
3005	✓		13/4/2002	504	Estonian Export	2937.50
3006	✓		12/10/2002	501	European Trading Co	45.00
3007	✓		12/10/2002	501	European Trading Co	45.00
3008	✓		13/10/2002	504	Estonian Export	52.88
3009	✓		13/10/2002	504	Estonian Export	11.75

Purchase Invoices are given a unique internal identifying code, using a consecutive numbering system. This is in addition to any number allocated to the Invoice by the issuer (the Supplier). The internal number is shown in the left-hand column, followed by a check mark (if the Purchase Invoice is

approved), the Supplier's Invoice Number, the issue date and finally by the Supplier Number and Name and the Invoice total. Credit Notes have the letter "C" in the Name column, after the Supplier's Name.

Entering a Purchase Invoice

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

The 'Purchase Invoice: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Purchase Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Purchase Invoice will be the same as those in the original Purchase Invoice, and the Supplier Invoice Number will not be copied.

The screenshot shows the 'Purchase Invoice: Inspect' window with the following data:

Buttons: New, Duplicate, Cancel, Save

Fields:

- No. 3031, Inv.Date 29/11/2002, Trans.Date 29/11/2002
- Supplier 503, Name UK Trading Company Ltd
- TOTAL 64.63, VAT 9.63
- Hold, Signers
- Sup.Inv.No.
- Pay Term 30, Due Date 29/12/2002
- Cash Discount 0.00, Discount Date
- Reference, Cred.
- Hold, Prel. Book, Supp. Info on Trans.

	A/C	Objects	Short.	Description	Amount	V-Cd
1	742			Stock Purchased	50.00	1
2	451			Carrier Charges	5.00	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Summary: OK, Currency GBP, Calc VAT 9.63

Since the amount of information stored about each Purchase Invoice will not fit on a single screen, the Purchase Invoice window has been divided into four cards. At the top of each is the header. This contains the Purchase

Invoice Number, the Supplier's Number and Name, and other information. There are four named buttons ('tabs') in the header.

VAT	9.63	Terms	Costs	Currency	Other	Sup.Inv.No.	5234
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By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Supplier's Purchase Invoice you are working with.

If you have the Purchase Orders module, it is possible that many Purchase Invoices will be created remotely from the Purchase Orders screen. If so, you will find that most of the fields described below will contain information carried over from the corresponding Purchase Order.

Header

Purchase Invoice: Inspect							
Operations		New		Duplicate		Cancel Save	
No.	3031	Inv. Date	29/11/2002	Trans. Date	29/11/2002		
Supplier	503	Name	UK Trading Company Ltd				
TOTAL	64.63	Hold		Signers			
VAT	9.63	Terms		Costs	Currency	Other	Sup.Inv.No.

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

The number of the Invoice in your Purchase Ledger. When entering a new Purchase Invoice, Hansa will enter the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Purchase Invoices setting. You may change this number, but not to one that has already been used.

If you are using the Common Number Series option in the Cash Book Settings setting in the Cash Book module, the Invoice Number may change if you enter a Payment Mode to the Payment Terms field, or if you use a Supplier with a Payment Mode in their Payment Terms field. Please refer to the description of the Payment Terms field below for full details.

Invoice Date **Paste Special** Current Date

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

Trans. Date **Paste Special** Current Date

The Transaction Date for the Nominal Ledger Transaction. You may thus separate Invoice and Transaction Dates in your ledger. The Transaction Date is used for the generated Nominal Ledger Transactions, and determines the accounting period for the Invoice.



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

Supplier **Paste Special** Supplier register

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

If there is a Prepayment in the Supplier's name that has not yet been allocated to an Invoice, a warning will appear when the Supplier is entered. Prepayments are described in the 'On Account Payments and Prepayments' section later in this chapter.

Name The Supplier's Name is entered after you have entered the Supplier Number.

TOTAL The total amount to pay for this Invoice, including any taxes and in Currency. Before the Purchase Invoice can be saved, this figure must equal one of the following—

Domestic Zone the sum of the Amounts of the rows plus VAT.

Inside EU Zone the sum of the Amounts of the rows.

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

The Zone is taken from the Supplier record and can be seen on the 'Other' card.

VAT

Enter the total VAT amount from the Purchase Invoice.

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

If the Calculate VAT check box in the Purchase Invoice Settings setting is on and the Invoice is from the Domestic Zone, the VAT amount will be calculated automatically (from the TOTAL figure above) using the percentage entered in the setting. The figure can be changed if it does not match that on the Invoice. This feature will be useful in countries with a single standard VAT rate.

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

Hold

If part of the Purchase Invoice is not to be paid (perhaps because of a dispute), enter the amount here. When the time comes for you to pay the Invoice, only the undisputed amount will be treated as open (i.e. offered as a default when you enter the Invoice Number in a Payment record, and shown in the Payments Forecast report). This field can be changed after the Invoice has been approved, but not after it has been paid in full.

If the whole Invoice is disputed, you can enter the total here or you can check the Hold box on the 'Terms' card (below). Checking the Hold box has two advantages: the Purchase Invoice Journal can be used to list only Invoices whose Hold box has been checked; and these Invoices are marked with asterisks (*) in the Purchase Ledger report.

Signers **Paste Special** Person register, System module

Contains the initials of the person who approved the Purchase Invoice. Initials of more than one Person can be entered, separated by commas. Entry to this field can be made compulsory using the Signer Required check box in the Purchase Invoice Settings.

Sup. Inv. No. The Supplier's invoice number. For reference; it can be printed on the remittance advice.

Terms Card

VAT	9.63	Terms	Costs	Currency	Other	Sup. Inv. No.	
Pay Term	30	<input type="checkbox"/> Hold				Due Date	29/12/2002
Cash Discount	0.00	<input type="checkbox"/> Prel. Book				Discount Date	
Reference		<input type="checkbox"/> Supp. Info on Trans.				Cred.	

Pay Term **Paste Special** Payment Terms setting, Sales/Purchase Ledger

Default taken from Supplier

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

Specifying Payment Terms for each Invoice provides the basis for the payment recommendation reports provided in Hansa.

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" type respectively. When the record is then approved and saved, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will credit the Cash Account (as specified in the Account Usage P/L setting) rather than the Creditor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

Cash Notes are immediately treated as paid and so will not appear in your creditor reports. There is no need to enter a Payment against them.

When a Payment Term of the “Credit Note” type is selected, enter the number of the Invoice to be credited in the Cred. field, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.

In the Baltic States, there are circumstances where Purchase Invoices should follow the same number sequence as that used by Payments and Cash Out records. For this to happen, define the number sequences using the right-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: the Purchase 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 Creditor Account is made. Instead, a credit posting is made to the Account of the Payment Mode (i.e. a bank or cash Account). In some installations, Payment Modes may be shown in the ‘Paste Special’ list.

Cash Discount	The amount of the cash discount, if any. The figure will be calculated from the TOTAL using the formula attached to the specified Payment Term record.
Reference	Record here any additional code by which the Purchase Invoice can be identified: it can be printed on the Payment Order document.
Hold	Check this box if you wish to prevent this Purchase Invoice from being paid. You can do this after the Invoice has been approved.
Prel Book.	Used for preliminary (temporary) booking of Purchase Invoices. If this option is used, a Nominal Ledger Transaction is generated for the preliminary booking. Normal VAT and Cost Account postings take place, but, instead of the usual Creditor Account, a preliminary Account (defined on card 1 of the Account Usage P/L setting) is credited. As long as the Purchase Invoice is in the temporary state, the Cost Accounts of any of the Purchase Invoice rows may be changed. When the Purchase Invoice is approved, a new Nominal Ledger Transaction is created, reversing the posting to the preliminary Account, replacing it with a debit to the

normal Creditor Account. Any change in the Cost Accounts used will also be reflected in this Transaction.

This check box is described in more detail in the 'Preliminary Booking' section below.

Supp. Info. on Trans

When a Nominal Ledger Transaction is generated automatically from this Purchase Invoice, use this option if you would like to have the Invoice Number, Due Date and Supplier shown on flip E of the Transaction. This applies to the posting to the Creditor Account only.

The check box will be on by default if you are using the Supp. Info. on Trans. option on card 1 of the Account Usage P/L setting.

Due Date

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

Discount Date

The date by which the Invoice is to be paid if a cash discount is to be received. This will be calculated using the formula attached to the specified Payment Term record.

Cred

Paste Special Unpaid Purchase Invoices

If you are entering a Purchase Credit Note (a "debit note"), enter here the number of the Purchase Invoice being credited. Remember to specify a Payment Term of type "Credit Note" in the Payment Terms field.

Costs Card

Use the grid on the 'Costs' card to list the items and costs on the Purchase Invoice. This grid is divided into three horizontal flips. When you click on a flip tab (marked A, B and C), the two or three right-hand columns of the grid are replaced.



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

Flip A

VAT		9.63		Terms	Costs	Currency	Other	Sup. Inv. No.
A/C	Objects	Short.	Description	Amount	V-Cd			
1	742		Stock Purchased	50.00	1	A		
2	451		Carrier Charges	5.00	1	B		
3						C		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

OK Currency Calc VAT

A/C

Paste Special

Account register, Nominal Ledger/System module

This is where you specify the Cost Accounts to be debited by the Purchase Invoice. Enter an Account number and press Enter. This will cause the Account name to be entered automatically to the Description field.

If the Supplier has a Cost Account specified on the 'Accounts' card, this will be entered as a default.

You can have an Account brought in by specifying an Account Short Code in the Short. field to the right.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described in the 'Nominal Ledger' chapter in Volume 2b of these manuals. An example of an Autotransaction might be

one that distributes the cost of an overhead such as rent across several Objects on a percentage basis.

Objects **Paste Special** Object register, Nominal Ledger/System module

Up to 20 Objects, separated by commas, can be assigned to this row. They will be transferred to the Nominal Ledger Transaction generated for this invoice, and can be used for your profit centre reports. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

In the Nominal Ledger Transaction generated from this Purchase Invoice, any Objects specified here will be assigned to the debit posting to the Purchase Account. This assignment will merge these Objects with those of the parent Invoice (shown on the 'Other' card).

If you don't use Objects, you can use a check box in the Purchase Invoice Settings setting to have the cursor skip over this field when you press Return or Enter.

If a Project is specified on flip B and this Project has been given an Object, this Object will be copied here automatically. You can also have an Object brought in by specifying an Account Short Code in the field immediately to the right.

Short. **Paste Special** Account Short Codes setting, Nominal Ledger

Short Codes can help reduce errors when selecting Accounts and Objects. You can also use them if you do not want members of staff using Purchase Invoices and Expenses to have any access to the Account and Object registers (which means that 'Paste Special' cannot be used). Choose a Short Code here to bring in the appropriate Account and Object(s).

Description **Default taken from** Account

The Account name is entered automatically. As with Objects, you can have the cursor skip over this field when you press Return or Enter. The text can be changed or written over.

Amount The amount to be debited to the Cost Account. If a Currency has been specified, this figure should be in Currency.

A convenient way of ensuring the value in this field is correct is to move the cursor into the field and then to press the Enter or Return key. Hansa will enter the correct value to balance the Invoice, taking the TOTAL and any previous rows into account.

V-Cd **Paste Special** VAT Codes setting, Nominal Ledger

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 on this Item and the VAT Account to be debited.

A default is offered, taken from the Supplier, the Account record or, if none is specified there, from card 3 of the Account Usage P/L setting. In the last case, the appropriate VAT Code for the Zone of the Supplier will be used.

Flip B

If you need to use Hansa's Intrastat reporting feature, you should ensure the Item and Quantity fields on flip B of each Purchase Invoice are filled out correctly before approval. The Intrastat P/L document (described later in this chapter) lists the Items that have been purchased from Suppliers in other EU countries. This document takes this information from these fields. The Purchase Order Accruals report and the Accrued and Accrued by Nominal Code options of the Purchase Order Status report also require Items to be specified on flip B of each Purchase Invoice.

Item **Paste Special** Item register

You may enter the Item number of the purchased Item here. This information is used by the Job Costing module.

In the case of Purchase Invoices created from Purchase Orders, Item Numbers will be copied if either the Consolidate by Items and Project or the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use.

Qty The quantity purchased can be entered here.

In the case of Purchase Invoices created from Purchase Orders, Quantities will be copied over if either the Consolidate by Items and Project or the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use.

Project **Paste Special** Project register, Job Costing module (if installed)

The Number of a Project to which the Purchase Invoice can be linked. This field is used only if the Job Costing module is used in your system.

If the Project has been given an Object, this will be copied to the Objects field on flip A of the Purchase Invoice.

If a Project has been entered, an Item and Quantity must also be specified.

In the case of Purchase Invoices created from Purchase Orders, any Project specified on the 'Terms' card of the Order (or on flip B of an individual Purchase Order row) will be copied over to each Purchase Invoice row if either the Consolidate by Items and Project or the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use.

Flip C

N/L Accrual **Paste Special** N/L Accruals setting, Nominal Ledger

Please refer to the 'Accruals' section below for details of this field and an illustrated example.

Footer

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

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

make changes to the Purchase Invoice except to the Due Date and Comment fields.

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

Currency

Paste Special

Currency register, System module

Default taken from

Supplier or Default Base Currency

The currency used in the Purchase Invoice: the exchange rate is shown on the 'Currency' card where it can be modified only for this particular Invoice if necessary. If the Supplier record has a Currency specified on the 'Company' card of the Supplier screen, only that Currency can be used. Otherwise, any Currency can be used.

All figures shown in the Purchase Invoice should be in Currency: when the Nominal Ledger Transaction is created, they will be converted to the home Currency.

Calc. VAT

The VAT sum, calculated from the Purchase Invoice rows. This figure is calculated automatically as rows are added to the Purchase Invoice.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If no Currency has been specified, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module). In the Nominal Ledger Transaction resulting from this Purchase Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Currency Card

VAT		Terms	Costs	Currency	Other	Sup.Inv.No.	
Currency	EUR	Rate	:		Base Currency 1		
Base Currency 1	0.63		:		Base Currency 2		
Base Currency 2	1						

Currency **Paste Special** Currency register, System module

Default taken from Supplier or Default Base Currency

The Currency of the Purchase Invoice (also shown in the footer of the 'Costs' card) is shown together with the exchange rate which can be modified only for this particular Purchase Invoice if necessary. All figures shown in the Purchase Invoice should be in Currency.

Exchange Rates **Default taken from** Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rates for the specified Currency will be entered to this card by Hansa.

Note that, in the case of Purchase Invoices created from Purchase Orders, the exchange rate will be brought in from the Purchase Order if the Update Base Cur when Invoicing and Update Foreign Cur. when Invoicing options in the Account Usage P/L setting are not in use. This is useful if you have agreed an exchange rate with the Supplier at the time of ordering. Otherwise, the current exchange rate will be used, although the prices in Currency will not be changed. This means you will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order.

One of two conversion methods will be used. The Dual-Base system will be useful for companies that have offices in two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old national Currency for comparison purposes. The second

method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions. These are described below.

Exchange Rates (Dual-Base System)

In the example shown above, an Invoice has been received in Euros. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting). The illustration shows that GBP 0.63 buys one Euro.

Note that European Monetary Union (EMU) regulations specify that the ratios must always show how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY 122.15 buys USD 1.00.

VAT		Terms	Costs	Currency	Other	Sup.Inv.No.	
Currency	JPY	Rate	122.15	:	1	Base Currency 1	
Base Currency 1				:		Base Currency 2	
Base Currency 2							

For further examples, please refer to the 'Currency' chapter in Volume 2b of these manuals.

Other Card

VAT	9.63	Terms	Costs	Currency	Other	Sup. Inv. No.
Factoring		Zone				
Bank Code	NATWest	<input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Outside EU				
Bank A/C	098909890	Language				
Sort Code		Creditors Account		800		
VAT No.		Sales Group				
Objects		Comment				
Order No.		P/O Process				
Salesman		Bar Code				

Factoring

Paste Special

Supplier register

Default taken from

Supplier

If the Supplier is one that uses a factoring company (to which Payments are to be sent), enter the Supplier Number of that company here (that company must also be in the Supplier register).

Zone

Default taken from

Supplier

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

VAT is calculated as follows—

Domestic

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

Inside EU

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

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

to the Output Account from the VAT Code. Therefore, it is recommended that a dedicated VAT Code be used for VAT on EU Acquisitions, with an Output Account that is not used in any other VAT Code.

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

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

Bank Code	Paste Special	Banks setting, Purchase Ledger The Bank where the Supplier's bank account is held. This is brought in from the Supplier or the Factoring Supplier. It may be used in relation with foreign bank transactions.
Bank A/C		The Supplier's bank account number is brought in from the 'Accounts' card of the Supplier record or, if appropriate, from the record of the Supplier's factoring company. When a Payment is issued against the Invoice, it will be shown on flip H of the Payment record. If necessary, it can be changed to allow payment to be sent to a different account.
Sort Code		The Sort Code (branch number) of the bank where the Supplier's account is held is also brought in from the Supplier or the Factoring Supplier. When a Payment is issued against the Invoice, it will be shown on flip H of the Payment record.
VAT No.	Default taken from	Supplier The Supplier's VAT registration number. It is important that this field contains a value if the Supplier is in the "Within EU" Zone as this information is then required for EU VAT reporting purposes. Hansa contains a feature whereby it will check that the VAT Number entered here is in the correct format for the Supplier's Country. The correct format should be defined in the VAT Number Masks setting in the System module. If the Supplier's Country is blank, the Country

from the Company Info setting will be used. If that is blank, no validation check will be made.

Objects **Paste Special** Object register, System module

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

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

If the Objects on Creditor Account option is being used, any Objects specified for the Supplier will be copied here as a default.

Language **Paste Special** Languages setting, System module

Default taken from Supplier

The Language Code determines the text to be transferred from various registers and settings, for example the Account Name, text for Payment Terms and Payment Mode, the selection of document forms etc. Leave the field blank to use the base Language.

Order No. In the case of Purchase Invoices created from Purchase Orders, the Purchase Order Number will be shown here. This field cannot be changed.

Creditors Account

Paste Special Account register, Nominal Ledger/System module

The Creditor Account which will be used in any Nominal Ledger Transaction generated from this Purchase Invoice is shown here. For details of how the Account offered as a default is determined, please refer to the 'Accounting Principles' chapter in Volume 1 of these manuals.

Salesman	Paste Special	Person register, System module
	Default taken from	Supplier or Purchase Order
		Enter the initials of the Person responsible for this Purchase Invoice.
		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 Purchase Invoices in the 'Purchase Invoices: Browse' window by restricting their view to their own Purchase Invoices or to those of their Sales Group.
		Please refer to the section describing the Person register in the 'System Module' chapter in Volume 1 of these manuals for full details of the Limited Access module.
Comment	Default taken from	Supplier
		Record here any comment about this Purchase Invoice.
P/O Process	Paste Special	Purchase Order Process register, Purchase Orders module
		In the case of a Purchase Invoice created from a Purchase Order that has an associated Purchase Order Process, the Process Number will be shown here. This field cannot be changed. Purchase Order Processes are described in the 'Purchase Orders' chapter in Volume 3 of these manuals.
Bar Code		This field is used in Finland, where Purchase Invoices have bar codes containing information such as the Supplier's bank account number, the Invoice Currency and amount, and a unique reference number. Please refer to your local Hansa representative for more details, including enabling entry to this field using a barcode reader.

Entering a Purchase Invoice - Example

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

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

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

The insertion point should now be in the TOTAL field. Enter the total amount payable (inclusive of tax), and, in the VAT field, the tax amount (this latter is optional). Depending on the setting of the Calculate VAT check box in the Purchase Invoice Settings, the tax amount may be calculated automatically. Press Return again to move the insertion point to the Supplier Invoice Number field, and enter the number.

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

Continue and enter the accounting information. Move the insertion point to the Account Number field of the first row in the grid area, and enter the Account Number. Use the 'Paste Special' function to get access to the Chart of Accounts, from which the appropriate Account can be chosen: search among the Accounts in the normal way, by Number or by Name. On pressing Return, the insertion point will move to the Object field, or skip to the Amount field, depending on the options you have selected in the Purchase Invoice Settings. Ensure the insertion point is in the Amount field and enter the row amount (excluding VAT).

When all items have been entered, and the Invoice has been checked, approve it by checking the OK box. When it is saved, it will be committed to the Purchase Ledger.

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

Domestic Zone the sum of the Amounts of the rows plus VAT.

Inside EU Zone the sum of the Amounts of the rows.

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

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

Until the Invoice has been approved by checking the OK box, it is still possible to change it.

Preliminary Booking

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

When this option is used, the Invoice can be entered when it is received. In the illustration below, a Purchase Invoice has been entered and the Prel. Book box checked.

Purchase Invoice: Inspect

Operations New Duplicate Cancel Save

No. 3032 Inv. Date 2/12/2002 Trans. Date 2/12/2002

Supplier 503 Name UK Trading Company Ltd

TOTAL 235.00 Hold Signers

VAT 35.00 Sup. Inv. No.

Terms Costs Currency Other

Pay Term 30 Hold Due Date 1/1/2003

Cash Discount 0.00 Prel. Book Discount Date 2/12/2002

Reference Supp. Info on Trans. Cred.

	A/C	Objects	Short.	Description	Amount	V-Cd
1	742			Stock Purchased	200.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

OK Currency GBP Calc VAT 35.00

On saving, if so defined in the Sub Systems setting in the Nominal Ledger, Hansa will create a preliminary Nominal Ledger Transaction for the Invoice. This Transaction will contain normal VAT and Cost Account postings, but, instead of the usual Creditor Account, a preliminary Account (defined on card 1 of the Account Usage P/L setting) is credited.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 3032 Trans.Date 2/12/2002 Reference

Text 503 UK Trading Company Ltd, GBP

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

Difference Base 1 Total

Difference Base 2 Total

Until the Invoice has been approved it can be amended, even though this Transaction has been created. On approval, a new Nominal Ledger Transaction is created, reversing the posting to the preliminary Account, replacing it with a debit to the normal Creditor Account.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 3032 Trans.Date 2/12/2002 Reference

Text 503 UK Trading Company Ltd, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		P/L Control		235.00	
2	805		P/L Suspense a/c	235.00		
3	467		Base Currency Round Off	0.00		
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 the example, an additional posting has been made to the Base Currency Round Off Account so that the Transaction balances in the second base Currency.

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

Transaction: Inspect					
Operations  					
New Duplicate Cancel Save					
No.	3033	Trans.Date	2/12/2002	Reference	
Text	503 UK Trading Company Ltd, GBP				
Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1 440		Gen Office Exps	200.00		1
2 800		P/L Control		235.00	
3 742		Stock Purchased		200.00	1
4 805		P/L Suspense a/c	235.00		
5 467		Base Currency Round Off	0.00		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
Difference Base 1			0.00		
Difference Base 2			0.00		
Total			435.00	435.00	
Total			690.48	690.48	

If a preliminary Purchase Invoice is credited, it can no longer be changed or approved and the preliminary Transaction is treated as the final one. This ensures that the Nominal Ledger remains correct.

Inspecting and Approving Purchase Invoices

If the Invoice was not approved when it was entered, it must be approved now in order to commit it to the Purchase Ledger, and, if so defined in the Sub Systems setting in the Nominal Ledger, for the Nominal Ledger Transaction to be generated. The approval also causes the Invoice record to be locked, so that it cannot be altered after this point. Payments can only be issued against approved Purchase Invoices.

There are two ways to approve an Invoice—

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

Nominal Ledger Transactions from Purchase Invoices

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

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

Error Messages

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

If an error message appears, it means that some Accounts or other settings are incorrect. All Account numbers used by the Purchase Invoice, which may have been offered as defaults from the Account Usage P/L setting, the Supplier or the Supplier Category, must exist in the Account register (in the System module and the Nominal Ledger). The VAT Codes used must be defined, while Number Series for the current period must also exist.

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

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

Printing Purchase Invoices

A Purchase Invoice can be printed, to facilitate approval or authorisation.

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

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

Accruals

In normal circumstances the whole Amount for each Purchase Invoice row is posted to the Purchase Account when the Nominal Ledger Transaction is generated. However, this might not be appropriate if the Purchase Invoice is for a service or contract that is spread over time. In this case, it might be appropriate for the Amount to be posted to the Purchase Account gradually over the period of the service or contract.

For example, you receive an Invoice for a service contract for one year to the value of 120. You might not want the Purchase Account to be debited with the 120 at once: it might be more appropriate if it is debited with 10 per month over the year (the contract period), especially if the contract period crosses over into a new fiscal year.

The N/L Accruals setting in the Nominal Ledger is used to define the formulae by which Invoice amounts are gradually debited to the Purchase Account. For this example, we will use a record containing twelve monthly transfers, each of 8.33% (i.e. one twelfth of the total)—

The screenshot shows a software window titled "N/L Accrual: Inspect". At the top, there are navigation arrows and buttons for "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "Code" (12MOP), "Prel. Account" (821), and a "Description" field containing "12 equal monthly payments (PL)".

	Months	Days	Calculation	VAT
1	0		8.33	
2	1		8.33	
3	2		8.33	
4	3		8.33	
5	4		8.33	
6	5		8.33	
7	6		8.33	
8	7		8.33	
9	8		8.33	
10	9		8.33	
11	10		8.33	
12	11		=	
13				
14				
15				
16				
17				
18				
19				
20				
21				

This setting is described in detail in the 'Nominal Ledger' chapter in Volume 2b of these manuals.

Enter the Purchase Invoice, and refer to the record in the N/L Accruals setting in the N/L Accrual field on flip C—

Purchase Invoice: New

Operations New Duplicate Cancel Save

No. 3034 Inv.Date 3/12/2002 Trans.Date 3/12/2002

Supplier 512 Name Tampopo Noodle Co

TOTAL 141.00 Hold Signers

VAT 21.00 **Terms** Costs Currency Other Sup.Inv.No.

Pay Term 30 Hold Due Date 2/1/2003

Cash Discount 0.00 Prel. Book Discount Date 3/12/2002

Reference Supp. Info on Trans. Cred.

	A/C	Objects	Description	Amount	N/L Accrual	VAT
1	742		Stock Purchased	120.00	12MDP	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

OK Currency GBP Calc VAT 21.00

When the Invoice is approved and saved, the Amount (i.e. excluding VAT) of the Invoice row will not be posted to the Purchase Account in the normal way. Instead, it will be posted to the Prel. Account specified in the N/L Accrual record. The postings to the VAT and Creditor Accounts will not be affected.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 3034 Trans.Date 3/12/2002 Reference

Text 512 Tampopo Noodle Co, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	821		Stock Purchased	120.00		1
2	831		VAT Inputs Receivable	21.00		
3	800		P/L Control		141.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 141.00 141.00

Difference Base 2 0.00 Total 223.81 223.81

A record will also be created in the Simulation register. This will contain twelve sets of balancing debit and credit postings, each of which credits the Accrual Account and debits the Purchase Account with one twelfth of the total amount—

Simulation: Inspect

Operations

No. 6 Trans.Date 3/12/2002 Reference

Text 512 Tampopo Noodle Co, GBP P/INV.3034

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	742			Stock Purchased	10.00		1
2	821			Accruals from PL		10.00	1
3	742	3/1/2003		Stock Purchased	10.00		1
4	821	3/1/2003		Accruals from PL		10.00	1
5	742	3/2/2003		Stock Purchased	10.00		1
6	821	3/2/2003		Accruals from PL		10.00	1
7	742	3/3/2003		Stock Purchased	10.00		1
8	821	3/3/2003		Accruals from PL		10.00	1
9	742	3/4/2003		Stock Purchased	10.00		1
10	821	3/4/2003		Accruals from PL		10.00	1
11	742	3/5/2003		Stock Purchased	10.00		1
12	821	3/5/2003		Accruals from PL		10.00	1
13	742	3/6/2003		Stock Purchased	10.00		1
14	821	3/6/2003		Accruals from PL		10.00	1
15	742	3/7/2003		Stock Purchased	10.00		1
16	821	3/7/2003		Accruals from PL		10.00	1
17	742	3/8/2003		Stock Purchased	10.00		1
18	821	3/8/2003		Accruals from PL		10.00	1
19	742	3/9/2003		Stock Purchased	10.00		1
20	821	3/9/2003		Accruals from PL		10.00	1

Difference Total

Once a month, the 'Generate N/L Accrual Transactions' Maintenance function in the Nominal Ledger can be used to create a Transaction from each pair of balancing debit and credit postings in the Simulation. The dates of these Transactions will be taken from the Transaction Date of the corresponding Simulation row. This will allow the Invoice amount to be moved gradually from the Accrual Account to the Purchase Account.

Transaction: Inspect

Operations

No. 6050 Trans.Date 3/12/2002 Reference

Text 512 Tampopo Noodle Co, GBP P/INV.3034

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	742		Stock Purchased	10.00		1
2	821		Accruals from PL		10.00	1
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 Simulation and any Transactions created so far can be viewed from the Invoice using the Attachments feature. Click the [Attachments] button (with the paper clip icon) in the Invoice record, and then double-click an item in the list to open the record—

Archive: Purchase Invoice: 3034

Operations

- Simulation: 6
- Transaction: 2002.6050

2 Objects

When a Transaction is created from each pair of postings in the Simulation, the Status of these postings (shown on flip B of the Simulation) is changed

from “Active” to “Transferred”, preventing the creation of another Transaction the next time the function is used.

	A/C	Trans Date	Objects	Status	Debit	Credit	V-Cd
1	742			Transferred	10.00		1
2	821			Transferred		10.00	1
3	742	3/1/2003		Transferred	10.00		1
4	821	3/1/2003		Transferred		10.00	1
5	742	3/2/2003		Transferred	10.00		1
6	821	3/2/2003		Transferred		10.00	1
7	742	3/3/2003		Active	10.00		1
8	821	3/3/2003		Active		10.00	1
9	742	3/4/2003		Active	10.00		1
10	821	3/4/2003		Active		10.00	1
11	742	3/5/2003		Active	10.00		1
12	821	3/5/2003		Active		10.00	1
13	742	3/6/2003		Active	10.00		1
14	821	3/6/2003		Active		10.00	1
15	742	3/7/2003		Active	10.00		1
16	821	3/7/2003		Active		10.00	1
17	742	3/8/2003		Active	10.00		1
18	821	3/8/2003		Active		10.00	1
19	742	3/9/2003		Active	10.00		1
20	821	3/9/2003		Active		10.00	1
Difference					0.00		
Total					120.00	120.00	

The ‘Generate N/L Accrual Transactions’ Maintenance function is fully described in the ‘Nominal Ledger’ chapter in Volume 2b of these manuals.

Crediting Purchase Invoices

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

1. Create a new Purchase Invoice record, or copy the Purchase Invoice you want to credit. Copying will ensure that the correct Purchase Account will be credited.
2. Fill in the data in the normal way, but change the Payment Terms to “CN” and enter the number of the credited Invoice in the Cred. field on the ‘Terms’ card. Use ‘Paste Special’ to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.

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

- When the Invoice is approved, the Purchase Ledger will be updated, and a new Nominal Ledger Transaction will be generated.

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

Invalidating Purchase Invoices

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

A Purchase Invoice cannot be invalidated if it has been paid, if it is unapproved, if it is of preliminary status or if its Invoice Date is earlier than the Lock P/L Inv date specified in the Locking setting in the System module.

If a Project Transaction has been created from the Purchase Invoice, it will be deleted when the Invoice is invalidated. You will not be able to invalidate the Purchase Invoice if the Project Transaction has already been invoiced.

Operations Menu



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

OK

This command is available on the Operations menu only from the 'Purchase Invoices: Browse' window. It permits the approving of a Purchase Invoice and is therefore the equivalent of checking the OK box in a Purchase Invoice record. You can also select several Purchase Invoices (hold down the Shift

key to select a range of Purchase Invoices in the list) and approve them all at once. Remember that this action causes Nominal Ledger Transactions to be created for each Purchase Invoice in the selection and that therefore once it has been carried out you will no longer be able to modify those Purchase Invoices.

Invoice Status

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

Invoice Status		Hansa, Print date: 20/2/2003 18:19			
Radio Import/Export Ltd					
Invoice History					
No	Date		Amount	Balance	
PINV:3031	29/11/2002		64.63	64.63	
PAYMT:4011	30/12/2002		-64.63	0.00	
				0.00	
No	Date	Supplier	Type	Amount	Total
3031	29/11/2002	UK Trading Company Ltd			64.63 GBP
			VAT	9.63	
742		Stock Purchased		50.00	0.00
451		Carrier Charges		5.00	0.00

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

Balance

Before a Purchase Invoice can be saved, the amount in the VAT field in the header must equal that in the Calc VAT field (which contains the VAT sum of the Invoice rows), and the TOTAL field must equal the sum of the Amounts of the Invoice rows plus the VAT. If this is not the case, an error message 'Transaction out of balance' will appear when you try to save. This function can then be used to balance the figures.

Before the function can be used, the cursor should be placed either in the TOTAL field in the header or in the Amount field of one of the Purchase Invoice rows. Selecting the function will cause the field containing the cursor to be adjusted so that the Purchase Invoice balances, allowing it to be saved.

Print Cash IN-OUT

The 'Print Cash IN-OUT' command will usually be used for Purchase Invoices which are Cash Notes (i.e. their Payment Terms are of the "Cash" Type). It prints a cash receipt for your records: there is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Cash Out Invoices' in the 'Documents' list window. Indicate the Invoice Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

1. Using the Form register in the System module, design the cash document and name it "CASH_OUT_INV". Use the 'Properties' function on the Operations menu to assign a Document Type of "Cash Out Invoices". Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Cash Book module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash Out Invoices'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CASH_OUT_INV" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Invoice screen.

The Purchase Invoice must first have been saved before the function can be used, but it need not be approved.

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 with the Supplier regarding the Purchase Invoice. The Activity Type given to Activities created by this function will be taken from the Activity Types, Subsystems setting in the CRM module. The Task Type of the new Activities will be To Do, the Symbol will be Other and the Start Date will be the Due Date of the Purchase Invoice. The Person will be the current user.

When the function is selected, the following screen appears, by which a new Activity record can be created—

The screenshot shows a window titled 'Activity: Inspect' with a toolbar containing 'New', 'Duplicate', 'Cancel', and 'Save' buttons. Below the toolbar are input fields for 'Text' and 'Type', and a 'Done' checkbox. A tabbed interface is visible with tabs for 'Time', 'Task Type', 'Symbol', 'Customer', 'Project', 'Text', and 'Persons'. The 'Time' tab is active, showing fields for 'Start Time', 'End Time', 'Cost (Time)', 'Start Date', and 'End Date'. Below these are radio button options for 'Task Type' (Calendar, To Do, Timed To Do) and 'Calendar' (Time, Profile, Don't Show). Further down are radio button options for 'Symbol' (Call, Meeting, Deskwork, Other). At the bottom, there are fields for 'Customer' (503), 'Name' (UK Trading Company Ltd), 'Contact' (UK Trading Company Ltd), 'Phone' (020 7897 5678), and 'Result'.

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

The Purchase Invoice and the Activity will remain connected to each other through the Attachments facility. This allows you to open the Purchase Invoice quickly and easily when reviewing the Activity, or to open the Activity from the Purchase Invoice. When viewing the Activity or Purchase Invoice, 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 Purchase Invoice does not have to be saved before creating an Activity.

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

Please refer to Volume 6 of these manuals for full details of the 'Activity: Inspect' window and of the Activity Types, Subsystems setting.

Open NL Transaction

Once a Purchase Invoice has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

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

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

Connect to Prepayment

Please refer to the 'On Account Payments and Prepayments' section later in this chapter for a full description of this function.

Create Asset

If the Purchase Invoice represents an item that is to be included as one of your company's assets, it can be so registered using this function. It requires the Assets module to be present.

When the function is selected, new records in the Asset register are created for each row on the Purchase Invoice. These are all opened in separate windows, each with the title 'Asset: New', meaning that they have not yet been saved.

The screenshot shows a software window titled "Asset: New". At the top, there are navigation buttons: "Operations" (with left and right arrows), "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "Inventory No." (value: 1), "Description" (value: Gen Office Exps), and "Category". An "Inactive" checkbox is present. A tabbed interface is shown with "Purchase" selected. The "Purchase" tab contains two columns of fields:

Supplier	503	Name	UK Trading Company Ltd
Pur. Inv. No.	3033	Sup. Inv. No.	
Purch. Date	2/12/2002	Purch. Value	200.00
Prod. Date		VAT	35.00
Serial No.		Not Reclaimed	
Warranty No.		New/Used	New
Contract No.		Objects	
Comment			

The default information in the Asset record is taken from the Purchase Invoice: enter a Code and otherwise complete the window as appropriate and click the [Save] button to save the details. Click the [Cancel] button if you do not want to keep the Asset record.

The Purchase Invoice does not have to be approved for an Asset to be created.

Please refer to the 'Assets' chapter in Volume 4 of these manuals for full details.

Create Cash Out

In some countries, cash transactions need to be recorded using a sequential number series. This function is used to record such transactions in the Cash Out register in the Cash Book module. When it is selected, the following window appears, by which a new Cash Out record can be created—

A new record is opened in a window entitled ‘Cash Out: New’. This means that it has not yet been saved. After amendment if necessary, save the record in the Cash Out register by clicking the [Save] button in the Button Bar and close it using the close box. If a Payment Mode has been entered in the Payment Terms field of the Invoice, this will be transferred to the Cash Out record. Otherwise, a default Payment Mode will be brought in from the Cash Book Settings setting in the Cash Book module. A default Corresponding Mode will also be taken from that setting. If you have not specified any defaults in that setting, you will need to enter Payment and Corresponding Modes to the Cash Out record before you can save it. Alternatively, if you no longer require the Cash Out record, click [Cancel]. In either case, you will be returned to the Purchase Invoice window.

If you check the OK box before saving, this approves the Cash Out record. If you have determined that Nominal Ledger Transactions are to be created

from Cash Out records, one will now be raised (this is specified in the Sub Systems setting in the Nominal Ledger). You will no longer be able to modify the Cash Out record. The Transaction will not include a VAT element even if the Post VAT box in the Cash Book Settings setting has been checked, because VAT will already have been posted from the Purchase Invoice.

The Purchase Invoice must be saved and approved before a Cash Out record can be created.

Cash Out records can be created from Purchase Invoices of all kinds, but if you want them to be created from Cash Notes (Purchase Invoices with Payment Terms of the “Cash” type) only, switch on the Cash Collection option in the Cash Book Settings setting. The Cash Collection option also prevents the creation of more than one Cash Out record from a Purchase Invoice, and prevents the value of the Cash Out record from being changed (i.e. the values of the Invoice and the Cash Out record must be the same).

Please refer to the ‘Cash Book’ chapter in Volume 4 of these manuals for full details of the ‘Cash Out: New’ window and of the ‘Create Collection Cash Out’ Maintenance function. This function can be used to create Cash Out records from Purchase Invoices in batches. It will only create Cash Out records from Purchase Invoices that are Cash Notes.

The function requires the Cash Book module to be present.

VAT Correction

In some countries (e.g. Poland and Ukraine), once an Invoice has been posted to the Nominal Ledger, the posting to the VAT Input Account can be moved to a later month. This might be appropriate if the Invoice has been received before the goods have been delivered. This is known as a “VAT Correction” or “VAT Movement”. This function provides an easy way of doing this.

For the function to have any effect, all changes to the Invoice must first have been saved (use the [Save] button), and the Invoice must have been approved. You should also have defined an Input A/C Corr. (Input Correction Account) on flip C of each VAT Code used in the Invoice.

When the function is selected, a new record is created in the VAT Corrections setting. It is opened in a new window, entitled ‘VAT Correction: New’. This means that it has not yet been saved.

VAT Correction: New

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

No. 1 Trans. Date Invoice 3037

Supplier 511 Name Roman Candles SpA

TOTAL 528.75 Hold Signers

VAT 78.75 Sup. Inv. No.

1 2 3

Inv. Due Date 30/1/2003 Due Date 30/1/2003

Inv. Trans. Date 31/12/2002 Discount Date 31/12/2002

Reference Cred.

A/C	Objects	Short.	Description	Amount	V-Cd
1	742		Stock Purchased	450.00	1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

OK Currency GBP Calc VAT 78.75

Enter the new date for the VAT posting in the Trans. Date field in the header. Then approve the VAT Correction record by checking the OK box in the footer and saving.

The results in the Nominal Ledger are twofold—

1. In the Transaction created from the original Invoice, the posting to the Input VAT Account is replaced by one to the Input VAT Correction Account.

Transaction: Inspect

Operations   **New Duplicate Cancel Save**

No. 3037 Trans.Date 31/12/2002 Reference

Text 511 Roman Candles SpA, GBP

Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1 742		Stock Purchased	450.00		1
2 831		VAT Inputs Receivable	78.75		
3 800		P/L Control		528.75	
4	Signature JNW	Old Trans.Date 31/12/2002			
5 837		VAT Input Correction Account	78.75		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Difference Base 1 Total

Difference Base 2 Total

2. A new Transaction is created from the VAT Correction record, reversing the posting to the VAT Correction Account and debiting the Input VAT Account.

Transaction: Inspect

Operations

No. Trans.Date Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	837		VAT Input Correction Account		78.75	A
2	831		VAT Inputs Receivable	78.75		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 Total

Difference Base 2 Total

You can view past VAT Correction records using the VAT Corrections setting in the Purchase Ledger. You can also enter new records in the setting: type the Invoice Number into the new record to bring in the details of the Invoice.

Once the VAT Correction has been approved, its date can also be changed if necessary. To do this, open it, choose 'Update Trans. Date' from the Operations menu and enter the new date in the Trans. Date field.

The Payment Register

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

Entering a Payment

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

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

Payments: Browse						
Operations			New	Duplicate		Search
No.	Ord	OK	Trans Date	Reference	Sum	Cur
4000	✓		24/3/2002		117.50	GBP
4001	✓	✓	20/4/2002		1000.00	GBP
4002	✓	✓	20/4/2002		1000.00	GBP
4003	✓	✓	20/4/2002		0.00	GBP
4004	✓	✓	28/5/2002		1000.00	GBP
4005	✓	✓	28/5/2002		0.00	GBP
4006			13/7/2002		64.63	GBP
4007	✓		15/7/2002			
4008	✓	✓	20/7/2002		1000.00	GBP
4009	✓	✓	20/7/2002		1000.00	GBP

Payments are numbered consecutively. In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date, any reference, the total amount of the Payment and its Currency. The last two columns do not contain values for mixed-Currency Payments.

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

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

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

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

In the case of payments in Currency, in order for the accounts payable to balance, the possible rate loss or gain must be posted to a separate Account, not the basic Creditor Account. Exchange Rate Loss and Gain Accounts are specified on card 2 of the Account Usage P/L setting. The balancing must usually take place against the Exchange Rate—bank fees and the amount withdrawn cannot be changed.

Hansa provides several shortcuts to simplify your work entering Payments. You may for example enter the current date into a date field using ‘Paste Special’ (Windows and Linux users should press Ctrl-Enter, Macintosh users ⌘-Enter). The ‘Paste Special’ function is always available to simplify the entering of Account Numbers, Supplier Numbers, Payment Modes etc. When a transaction window is open for data entry, you also have the Operations menu available to the right in the menu bar. This menu is explained in the following sections.

Payment: Inspect

Operations New Duplicate Cancel Save

No. 4011 Pay Date 30/12/2002 Trans Date 30/12/2002

Pay Mode Q Own Bank A/C 11223344 Sort Code

Reference Supp. Info on Trans.

Comment

No.	Supplier	Text	B. Cur	Bank Amount	S. Cur	Sent Val
1	3031	UK Trading Company Ltd	GBP	64.63	GBP	64.63
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Ordered OK Currency GBP Withdrawn 64.63

First a run-through of the fields.

No.	Paste Special	Select from another Number Series
		<p>The serial number of the Payment: Hansa will enter the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Payments setting. You may change this number, but not to one that has already been used.</p> <p>If you have used the Payment Modes setting to define separate number sequences for each Payment Mode, the Payment Number will be determined by the default Payment Mode and will change if the Payment Mode is changed. Number sequences defined in the Payment Modes setting are not shown in the 'Paste Special' list.</p>
Pay. Date	Paste Special	Current Date
		<p>The date when you want the Payment to be executed.</p> <p>Once a Payment has been Ordered, it is still possible to change the Payment Date. When the Payment has been approved, however, no further changes are possible.</p>
Trans. Date		<p>The date of the Nominal Ledger Transaction resulting from this Payment. This date is always the same as the Payment Date and cannot be changed independently.</p>
Pay. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
		<p>The Payment Mode determines the Nominal Ledger Account to be credited by the Payment.</p> <p>On a single Payment record it is possible to enter payments to different Suppliers against different Invoices. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.</p> <p>If you have used the Payment Modes setting to define separate number sequences for each Payment Mode, the Payment Number will be determined by the default Payment Mode and will change if the Payment Mode is changed.</p>

Own Bank No. The number for the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.

Sort Code The Sort Code (branch number) of the bank where the account is held.

Reference This field can be used if you need to identify the Payment by any means other than the Payment Number (e.g. a bank reference in the case of credit transfers or BACS payments).

The Reference is shown in the 'Payments: Browse' window, allowing you to search for a Payment with a particular Reference. The Payment Journal report can also be used to list Payments with a particular Reference. This Reference will be copied to the Reference field of any Nominal Ledger Transaction generated from this Payment.

Supp. Info. on Trans.

When a Nominal Ledger Transaction is generated automatically from this Payment, use this option if you would like to have the Payment Number, Payment Date and Supplier shown on flip E of the Transaction. This applies to the posting to the Creditor Account only.

The check box will be on by default if you are using the Supp. Info. on Trans. option on card 1 of the Account Usage P/L setting.

Comment **Default taken from** Payment Mode

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

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

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

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

Flip A

No. **Paste Special** Open, approved Purchase Invoices, Purchase Invoice register

The number of the Purchase Invoice being paid. On entering an Invoice Number, the Currency, if any, of the Invoice will be brought in and, if the Invoice qualifies for an early settlement discount, a discount row is inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.

Note that when using 'Paste Special' only unpaid Purchase Invoices will appear in the selection list. However, Purchase Invoices against which an unapproved Payment has been entered are treated as unpaid (unless the Payment's Ordered box is checked) and thus will be listed. Sorting the 'Paste Special' selection by Supplier will allow you to find the Invoice that is being paid quickly and easily.

If the Payment is a Prepayment or On Account Payment to a Supplier with whom you have an account (marked using the On Account box on the 'Terms' card of the Supplier screen) for which an Invoice has not yet been received, this field should be left blank. An entry can be made to the Prepayment Number field on flip E instead. This is fully described in the 'On Account Payments and Prepayments' section below.

Supplier **Paste Special** Supplier register
Default taken from Purchase Invoice or Purchase Order

Entered by Hansa when the Invoice Number is entered (or when a Prepayment Number that is also a Purchase Order Number is entered on flip E).

Text The Supplier's Name is entered by Hansa, from the Supplier register. You may change this if you wish. It will appear in the Text field of the Nominal Ledger Transaction.

B. Cur **Paste Special** Currency register, System module

Default taken from Sent Currency

The Bank Currency: enter the Currency of the amount as issued from the bank.

So far as the accounting of the Bank Amount is concerned, it does not matter whether the Sent Currency, the home Currency or the Currency of the Bank Account (specified in the Account register in the System module) is entered here, since the resulting Nominal Ledger Transaction will contain values in all appropriate Currencies. However, it is recommended that all rows on the same Payment use the same Bank Currency so that a total amount is shown in the Withdrawn field and in the 'Payments: Browse' window. In smaller companies, this can help maintain a mental picture of the cash flow situation.

If there are any bank charges attached to this particular payment, they should be entered to the Bank Fee field on flip I in the Currency specified here.

Bank Amount **Default taken from** Sent Value

The amount paid, expressed in the Bank Currency. If the Currency is changed, the Bank Amount is converted using the current conversion rates: these cannot be modified for an individual payment. Do not use this field to subtract bank fees from the amount paid: the Bank Fee field on flip I is provided for this purpose.

In normal circumstances, you should not change the Bank Amount and Currency. In the case of partial payments or overpayments, change the Sent Value (described below) and the Bank Amount will be altered automatically by Hansa, taking exchange rates into account if necessary. If you change the Bank Amount, the Sent Value will not be updated automatically, so such an alteration should only be made in exceptional circumstances. Examples might be when you know that the exchange rate that will be levied by the bank is different to the latest rate in Hansa, or when you know the exact amount of the Payment as deducted from your bank account. Changing the Bank Amount is therefore

effectively the same as changing the exchange rate for a single Payment row.

S. Cur	<p>Paste Special Currency register, System module</p> <p>Default taken from Purchase Invoice</p> <p>The Payment Currency: enter the Currency you intend to use in paying the Supplier. The default is to the Currency used on the Purchase Invoice: any other Currency can be used if necessary. If the Currency is changed, the Sent Value is converted using the current conversion rates: these cannot be modified for an individual payment.</p> <p>If you want to ensure that all rows on a particular Payment have the same Sent Currency, check the Do not allow Payment rows with different Sent Currencies box in the Payment Settings setting.</p>
Sent Val	<p>Default taken from Outstanding amount on Invoice or Purchase Order total</p> <p>The amount paid, expressed in the Sent Currency. The default can be changed, in the event of partial payments or overpayments. If the Currency is changed, the Sent Value is converted using the current conversion rates: these cannot be modified for an individual payment. If the amount is altered before the Currency, the conversion will apply to the altered amount.</p> <p>When a Prepayment Number that is also a Purchase Order Number is entered on flip E, the Order total will appear here.</p>
	<p><i>Flip B</i></p>
PI. Cur	<p>The Purchase Invoice Currency is the Currency used on the Invoice being paid. This field cannot be changed.</p>
Open Inv. Value	<p>The outstanding amount of the Invoice being paid, in the Purchase Invoice Currency. This field cannot be changed.</p>
PIInv Val	<p>The amount being paid, in the Purchase Invoice Currency.</p>

*Flip C***Objects****Paste Special**

Object register, System module

Default taken from

Purchase Invoice ('Other' card) or Supplier

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

Any Objects specified here will be assigned to the debit posting to the Creditor Account in the Nominal Ledger Transaction generated from this Payment. Objects assigned to the credit posting to the Bank or Cash Account will be taken from the Payment Mode.

If a Purchase Invoice Number is specified on flip A, the Objects will be taken from the 'Other' card of that Purchase Invoice. If no Purchase Invoice Number is specified (i.e. it is an On Account Payment or a Prepayment), the Objects will be taken from the 'Accounts' card of the Supplier if the Objects on On Account A/C option on card 1 of the Account Usage P/L setting is being used.

*Flip D***P. Mode****Paste Special**

Payment Modes setting, Sales/Purchase Ledger

Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Payment to be credited to different Bank Accounts.

Cheque No.

Record the number of the cheque used for the Payment here.

To generate a Cheque Number automatically, ensure the cursor is in the appropriate row and choose 'Assign Serial Number' from the Operations menu. The next number after that in the last Payment entered will be placed in this field.

If a cheque is printed using the 'Cheque Documents' or 'Payment Forms' options of the 'Documents' function, the cheque number will be recorded here automatically.

If the Type of the Payment Mode is "Own Cheques", this field cannot be left blank. It should contain the Serial Number of a record in the Own Cheques register: use 'Paste Special' to ensure the correct record is specified.

Flip E

Order No. **Paste Special** Purchase Order register

If the payment is a deposit against a Purchase Order, you can enter the number of the Purchase Order to this field or to the Prepayment Number field immediately to the right. If you enter it here, the Supplier on flip A will be changed to that of the Order, the Bank Amount and Sent Value will be changed to the Order total, and the Order Number will be copied to the Prepayment Number field. Please refer to the description of the Prepayment Number field below for full details.

Prepay. No **Paste Special** Purchase Order register

If the payment is a Prepayment (i.e. one where it is not possible to specify an Invoice Number on flip A), an entry should be made to this field. This can be a number of your own generation, a reference given to the prepayment by the Supplier or, preferably, the number of the Purchase Order against which the deposit has been issued. If a Purchase Order number is used, the Supplier on flip A will be changed to that of the Purchase Order, and the Bank Amount and Sent Value will be changed to the Order total.

When the Invoice to be set against the Prepayment is received, the two can be connected using the 'Connect to Prepayment' function on the Operations menu of the Purchase Invoice screen. This is fully described in the 'On Account Payments and Prepayments' section below. If a deposit or prepayment exists without a Prepayment Number, it will not be listed in the 'Paste Special' window available from that field and connecting it to an Invoice will be more difficult. Prepayments that do not

have a Prepayment Number will not be shown in the Prepayment History report.

It is not compulsory to make an entry to this field if the Invoice Number field on flip A is blank. If you would like to make it so, turn on the Use Prepayments, not On Account option on card 1 of the Account Usage S/L setting. This will also apply to the equivalent field on flip C of the Receipt screen in the Sales Ledger.

It is not necessary to enter a unique number to this field. This allows you to issue more than one deposit against an individual Purchase Order. However, using a Prepayment Number more than once may make the Prepayment History report difficult to understand, and may make it difficult to link a particular Prepayment to an Invoice using the 'Connect to Prepayment' function. Therefore you may wish to use the Force Unique Prepayment Numbers option, on card 1 of the Account Usage P/L setting. This will mean that once a Prepayment Number has been used in an approved Prepayment, you will not be able to use it again.

Flip F

VAT, V-Cd

These fields are provided to satisfy a requirement of users in Latvia, where it can be necessary to post VAT on Payment. This is also the case for users of the Cash VAT scheme in the UK. If the Book Payment VAT option in the Account Usage P/L setting is being used, the VAT Code and VAT Amount will be brought in automatically from the Invoice (the VAT Code comes from the first row of the Invoice). When the Payment is approved, the VAT amount will be moved from the temporary VAT Input Account to the final one (the I/P Account), as specified in the VAT Codes setting in the Nominal Ledger.

If you would like VAT to be posted from Prepayments, you should check the Book Prepayment VAT box on card 1 of the Account Usage P/L setting. When you enter a Prepayment Number (on flip E) that is also a Purchase Order Number, the VAT Code and VAT Value will be brought in automatically from the Order (the VAT Code comes from the first row of the Order) . If you enter a Prepayment Number that is not a Purchase

Order Number, you should enter a VAT Code manually. The VAT Value will then be calculated from the Sent Value. In both cases, the VAT Value will be credited to the On Account VAT Account and debited to the Prepayment VAT Account specified on card 2 of the Account Usage P/L setting.

Take care with these fields when entering On Account Payments. VAT will not be posted from On Account Payments (Payments that do not have an Invoice Number or a Prepayment Number). Therefore, if you are using the Cash VAT scheme, you should not use On Account Payments. Instead, you should enter a VAT Code manually and specify a Prepayment Number that is not a Purchase Order Number, as described in the previous paragraph. If you leave the VAT Code blank, the Nominal Ledger Transaction resulting from the Prepayment will not have a VAT element.

Flip G

Round Off Acc, Round Off

These fields will be filled automatically by Hansa when the Payment is approved. This occurs in the situation where a Purchase Invoice is to be treated as fully paid if the amount issued is slightly different to that outstanding, providing that difference is within an allowable margin. The difference is effectively written off. The margin can be specified separately for each Currency.

The Round Off field shows the amount that is written off (in the Purchase Invoice Currency), while the Round Off Account shows the Account used. This is taken from card 2 of the Account Usage P/L setting on the following basis—

- | | |
|-----------------------|---|
| Write Offs | if the Sent Currency is the same as the Purchase Invoice Currency, and the Sent Currency is not a member of the EMU; |
| Rate Round Off | if the Sent Currency is different to the Purchase Invoice Currency, and the Sent Currency is not a member of the EMU; |

EMU Rate Round Off

if the Sent Currency is different to the Purchase Invoice Currency, and the Sent Currency is a member of the EMU;

EMU Rate Write Off

if the Sent Currency is the same as the Purchase Invoice Currency, and the Sent Currency is a member of the EMU.

Although primarily intended for use by Hansa's Multi-Currency system, non-Multi-Currency users can use this feature as an easy way of automatically writing off small outstanding amounts. To do this, set an allowable margin on the 'Round Off' card of the Currency screen for the record representing the home Currency.

For more details about this feature, please refer to the section describing the 'EMU' and 'Round Off' cards of the Currency screen in the 'Multi-Currency' chapter in Volume 2b of these manuals.

Flip H

To Bank A/C.

The number of the Supplier's bank account receiving the Payment is brought in from the 'Other' card of the Purchase Invoice or from the 'Accounts' card of the Supplier record.

Sort Code

The branch number of the bank holding the Supplier's bank account is brought in from the 'Other' card of the Purchase Invoice or from the 'Accounts' card of the Supplier record.

Flip I

Bank Fee

Enter any fee charged by the bank for this payment. This figure should be in the Bank Currency. Bank fees will be debited to the Bank Fee Account specified on card 1 of the Account Usage P/L setting. In calculating the value of the credit posting to the Bank Account specified in the Payment Mode, the Bank Fee will be added to the Sent Value. The Sent Value will be debited to the Creditor Account.

Note that this field allows you to specify a Bank Fee for each row (or for a single particular row) on the Payment,

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

B. Cur. 1

The amount paid, expressed in Base Currency 1.

In normal circumstances, the Bank Amount and Sent Value fields on flip A are sufficient to express the value of the Payment. If the Sent Currency and Bank Currency are different, the Nominal Ledger Transaction resulting from the Payment will contain values in all appropriate Currencies, converted using the latest Exchange and Base Rates.

If you know the exact amount of the Payment in Base Currency 1 as withdrawn from your bank account (i.e. you know the exchange rate that will be levied by the bank), you can either change the Bank Amount or you can enter the exact figure in Base Currency 1 here. The first of these choices will post to the Bank Rate Gain or Loss Account (specified on card 2 of the Account Usage P/L setting), while the second will post to the Rate Gain or Loss Account. Please refer to the 'Multi-Currency' chapter in Volume 2b of these manuals for full details and an example.

This field must contain a value if so specified for the Payment Mode (using the Force field on flip D).

B. Cur. 2

The amount sent, expressed in Base Currency 2.

This field must contain a value if so specified for the Payment Mode (using the Force field on flip D).

Footer

Ordered

The Ordered and OK check boxes are provided to allow for the delay between the issuing of a Payment and the clearing of the funds from your company's bank account. Checking the Ordered box indicates that a Payment has been issued, while checking the OK box indicates that the funds have been cleared. The Ordered box must therefore be checked before the OK box.

When a Payment is saved with its Ordered box checked, the Invoice being paid is no longer treated as open, even if the OK box is not checked.

If, once a Payment has been issued, it transpires that the funds are not cleared from your company's bank account (perhaps because the cheque bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line is drawn through the row, re-opening the Purchase Invoice.

OK

Payments are approved by clicking this check box. On clicking [Save] to save the Payment, if so determined in the Sub Systems setting in the Nominal Ledger, a Transaction will be generated crediting the Bank Account specified for the Payment Mode and debiting the Creditor Control Account of the Invoice being paid.

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

Currency

If the Bank Currency for all rows on the Payment is the same, that Currency is additionally shown here so that it can be displayed in the 'Payments: Browse' window.

Withdrawn

The sum of the Bank Amounts: the total for this Payment. This field only contains a value if all rows on the Payment feature the same Bank Currency.

Entering a Payment - Example

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

Open the Payment register using the Master Control panel or the Registers menu in the Purchase Ledger. When the 'Payments: Browse' window appears, click the [New] button. The 'Payments: New' window is shown with a Payment Number already entered. Press Enter to move the insertion point to the Payment Date field. Enter the date when you want the Payment to go out.

The next field is Payment Mode. You can choose between the various modes you have entered in Settings. Hansa will automatically enter the details such as the Bank account number.

Press Return again to move the insertion point to the Number field, the top left-hand field in the Payment rows grid. For each line, enter the Purchase Invoice Number from your Purchase Ledger. Ctrl-Enter (Windows and

Linux) or ⌘-Enter (Macintosh) will activate the 'Paste Special' function, showing all open (unpaid) Supplier invoices.

Select a Purchase Invoice by double-clicking. Press Return to bring in information such as the Supplier Number and Name. Enter the amount you want to pay. Check the Ordered box to order a payment. When this is done you may print a Remittance Advice by using the 'Print Forms' function on the Operations menu or by clicking the Printer icon. This can also serve as your documentation for the person writing the cheques. If necessary, the Remittance Advice form can be designed to incorporate a cheque.

Payments in Currency

If you are paying Purchase Invoices in a foreign Currency, it may be necessary to calculate a rate loss or gain. By the time the payment in currency is made, it may convert to a different amount in your home Currency compared to the Invoice. So, in order for the debit posting to the Creditor Account to be balanced by the credit posting to the bank, a rate loss (or gain) must be credited (or debited) to a third Account (for Exchange Rate losses and gains). In fact it is possible to have separate Accounts for rate losses and rate gains. These Accounts are specified on card 2 of the Accounts Usage P/L setting. It is usually against the exchange rate that the balancing must take place—bank fees and the amount paid are not usually changeable.

In the Nominal Ledger Transaction created from a Payment in Currency, that Currency together with the Exchange Rate used will be noted in the Text field.

More details about Payments in Currency can be found in the 'Multi-Currency' chapter in Volume 2b of these manuals.

Reconciling and Approving Payments

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

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

When you receive a statement from the bank, you can reconcile it with the ordered Payments. Payments that agree with your bank statement should be approved by clicking the OK check box. If so defined in the Sub Systems

setting in the Nominal Ledger, Nominal Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank Account. You can approve several Payments at once by highlighting them in a browse window and selecting 'OK' from the Operations menu.



After approving a Payment, it cannot be altered.

If an Ordered Payment is not included on the statement (perhaps because the cheque bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line is drawn through the row, re-opening the Purchase Invoice. When the Payment is approved, rows with red lines will not be included in the resulting Nominal Ledger Transaction.

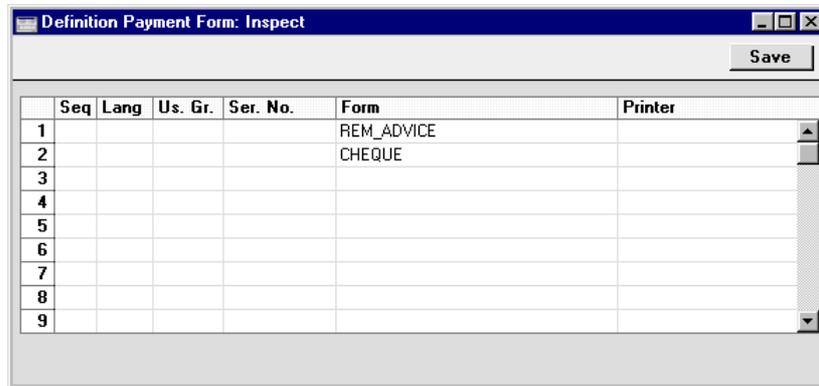
Printing Payment Forms and Cheques

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

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

1. Using the Form register in the System module, design the remittance advice and the cheque and name them "REM_ADVICE" and "CHEQUE". Use the 'Properties' function on the Operations menu to assign a Document Type of "Payment" (in the former case) and "Payment Cheques". A sample "REM_ADVICE" is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Purchase Ledger using the Modules menu.
3. Click [Documents] in the Master Control panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Payment Forms'.
4. Select 'Define Document' from the Operations menu.
5. The Sequence column in the subsequent window is used to determine the order in which the Forms will be printed. If, for example, you need a

remittance advice to be printed first, on the first line enter “1” as the Sequence Number and “REM_ADVICE” as the Form (you can use ‘Paste Special’ from the Form field to ensure the spelling is correct). On the second line, enter “2” as the Sequence Number and “CHEQUE” as the Form. The Printer column can be used to print the Forms on different printers if necessary: you may have a dedicated printer for your cheque stationery. You can, of course, specify on a third line that an internal authorisation document is also to be printed.



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

Note that following steps 3-6 will ensure that the same Form is used for Payments of all Payment Modes. However, if a particular Payment Mode has been assigned a Form, that will take precedence. It is therefore possible to assign different Forms to different Payment Modes, but with the disadvantage that it is not possible to attach sequences of Forms to each Payment Mode, as described in step 5 above.

The Payment Form can be printed using one of three methods—

1. When viewing an individual Payment record, by selecting ‘Print Form’ from the Operations menu.
2. When viewing an individual Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.
3. By selecting ‘Documents’ from the File menu or by clicking [Documents] in the Master Control panel and selecting ‘Payment Forms’ from the subsequent list.

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

Operations Menu



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

Order

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

OK

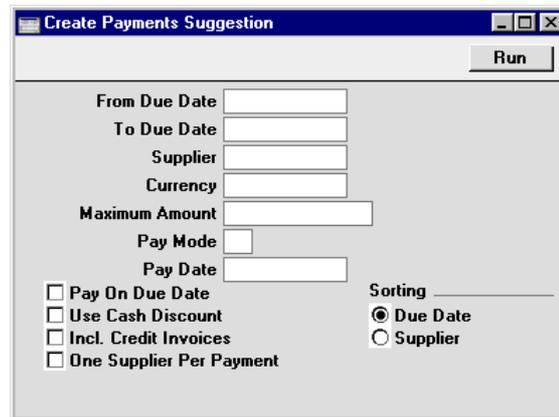
This command is available on the Operations menu only from the 'Payments: Browse' window. It permits the approving of a Payment and is therefore the equivalent of checking the OK box in a Payment record. You can also select several Payments (hold down the Shift key to select a range of Payments in the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

Create Payments Suggestion

This command is available on the Operations menu only from the 'Payments: Browse' window. It finds Purchase Invoices that are due for payment and creates appropriate records in the Payment register. These Payments are not ordered or approved: once they have been checked, these tasks can be carried out using the 'Order' and 'OK' functions on the Operations menu of the 'Payments: Browse' window.

Selecting the function opens the following window, which can be used to specify which Purchase Invoices are to be paid. In some ways (described below), this window does not behave in a manner typical of dialogue boxes in Hansa. Once it has been completed, click the [Run] button to create the Payment records.

The function then creates separate Payment records for each Payment Date in the selected period. By default, all Purchase Invoices due for payment on a particular date will appear in the Payment record for that date, irrespective of Supplier (this default can be overridden using the One Supplier Per Payment check box). If payment forms (such as remittance advices or cheques) are then printed, a separate page will be printed for each Supplier.



From Due Date, To Due Date

Paste Special Current Date

Use these fields to specify a range of dates to restrict the Purchase Invoices to be paid to those due for payment in a certain period. If the fields are left blank, only those (if any) Purchase Invoices with no Due Date will be found.

Supplier

Paste Special Supplier register

Specify here a Supplier whose Invoices are to be paid. Leave blank to consider all Suppliers.

Currency

Paste Special Currency register, System module

Specify here a Currency to be used in the Payments. Only those open Purchase Invoices in the Currency specified will be considered. If the field is left blank, only those with no Currency (i.e. in the home Currency)

and those in Base Currency 1 (as defined in the Base Currency setting in the System Module) will be found.

Maximum Amount

Specify here the maximum amount to be paid. The figure should be in the Currency specified above. The total sum of the Purchase Invoices being paid will not exceed the figure specified, but Hansa will not attempt to match the figure exactly by making partial payments. Priority will be given in Due Date order.

Pay Mode

Paste Special

Payment Modes setting, Sales/Purchase Ledger

Specify a Payment Mode to be used by the Payment record. If none is specified, the first Payment Mode in the list will be used.

Pay Date

Paste Special

Current Date

A Payment Date must be specified using this field or by switching on the check box below for the function to have any effect.

Pay On Due Date

Switch this check box on if you want to create potentially several Payment records, with Payment Dates that are the same as the Due Dates of the Purchase Invoices being paid. If switched on, this will take precedence over any date entered in the field above.

Use Cash Discount

Switch this check box on if you want to take account of any cash discount offered for early settlement. In such a circumstance, the earliest Discount Date of the Purchase Invoices being paid will be used as the Payment Date.

Incl. Credit Invoices

Credit Invoices with a value in the Cred. field (i.e. those crediting specific Purchase Invoices) will always be taken into consideration by this function. However, those Credit Invoices without a value in the Cred. field (i.e. those not set against a specific Purchase Invoice) will only be taken into account if this check box is switched on.

One Supplier Per Payment

Use this option if you would like separate Payment records to be created for each Supplier. Otherwise, a single Payment record will be created, containing all Purchase Invoices that are due for payment, irrespective of Supplier.

Sorting

If you are not using the One Supplier per Payment option above, a single Payment record will be created, containing all Purchase Invoices that are due for payment. Use these options to choose the order in which the Purchase Invoices are to be listed in the Payment record.

Create Withholding Rows

This function is intended for use in Argentina, where the responsibility for the collection of some of the input VAT lies with the recipient of Purchase Invoices. This is done by paying a proportion of the Invoice amount directly to the authorities. This function is used to create a separate Payment record for that proportion. For full details of this feature, please refer to your local Hansa representative.

Print Forms

This function is used to print any documents associated with the Payment, such as remittance advices, cheques or documents used to gain internal authorisation for the Payment. Please refer to the 'Printing Payment Forms and Cheques' section earlier in this chapter for full details of this function.

If the function is selected for an unordered Payment, the print-out will be marked "Test Printout". Unordered Payments can be printed an unlimited number of times, but once Ordered or approved they can only be printed once. This prevents the accidental issuing of duplicate cheques, should cheques be incorporated into your payment forms.

New Cash Discount

In normal circumstances, when a Purchase Invoice is paid, a settlement discount is calculated when the Payment is entered. This discount is determined by Hansa according to the Payment Terms of the Invoice and the Payment Date. This function is provided for more individual circumstances.

If you have a Purchase Invoice for which you want to deduct a cash discount, start by entering the Purchase Invoice number in the left-hand column. Change the Sent Value to the amount less discount. Then select 'New Cash Discount' from the Operations menu. A new row will be created, containing

the phrase “Cash Disc” and the deducted amount, calculated by Hansa. This figure can be changed as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on card 1 of the Account Usage P/L setting will be credited.

New Fee

This function should be used when you need to pay a single bank charge for the whole Payment. If you need to pay separate bank charges for each Payment row, use the Bank Fee field on flip I.

Start by entering the Purchase Invoice number in the left-hand column. Then select ‘New Fee’ from the Operations menu. A new row will be created, containing the phrase “Fee”. Enter the Bank Fee in the right-hand Amount field. When the Nominal Ledger Transaction is created, the Bank Fee Account specified on card 1 of the Account Usage P/L setting will be debited. The Sent Value plus the Bank Fee will be credited to the Bank Account from the Payment Mode, while the Sent Value will be debited to the Creditor Account.

Print Cash IN-OUT

The ‘Print Cash IN-OUT’ command will usually be used for Payments which use a cash Payment Mode. It prints a cash receipt for your records: there is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. Double-click ‘Cash Out Payments’ in the ‘Documents’ list window. Indicate the Payment Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

1. Using the Form register in the System module, design the cash document and name it “CASH_OUT PAYM”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Cash Out Payments”. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Cash Book module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. The ‘Documents’ list window is opened: highlight ‘Cash Out Payments’.

4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "CASH_OUT_PAYM" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Payment screen.

The Payment must first have been saved before the function can be used, but it need not be approved.

Open NL Transaction

Once a Payment has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

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

Assign Cheque Number

This function can be used to generate a Cheque Number automatically. Ensure the cursor is in the appropriate row and choose this function from the Operations menu. The next number after that in the last Payment entered will be placed in the Cheque Number field on flip D. Note that the last Payment entered does not have to be approved or ordered. The function will have no effect if there is no previous Payment with a Cheque Number.

Create Cash Out

In some countries, cash transactions need to be recorded using a sequential number series. This function is used to record such transactions in the Cash Out register in the Cash Book module. When it is selected, the following window appears, by which a new Cash Out record can be created—

The screenshot shows the 'Cash Out: New' window with the following data:

No.		Date	26/2/2003
Local Machine			
Pay Mode	C	Person	
Corresp.		Comment	
Supplier	503	Reference	
Name	UK Trading Company Ltd		
Address	Merryseal House		
	Norbury Road		
	London SE3 4ER		
Specification			
Objects			
Total	64.63	VAT Code	
Net		VAT	
Currency	GBP	Rate	
Base Currency 1	0.63	Base Currency 1	
Base Currency 2	1	Base Currency 2	

A new record is opened in a window entitled 'Cash Out: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Cash Out register by clicking the [Save] button in the Button Bar and close it using the close box. A default Corresponding Mode will be brought in from the Cash Book Settings setting in the Cash Book module, while the Payment Mode from the Payment will be transferred to the Cash Out record. If you have not specified any defaults in that setting, you will need to enter a Corresponding Mode to the Cash Out record before you can save it. Alternatively, if you no longer require the Cash Out record, click [Cancel]. In either case, you will be returned to the Payment window.

If you check the OK box before saving, this approves the Cash Out record. If you have determined that Nominal Ledger Transactions are to be created from Cash Out records, one will now be raised (this is specified in the Sub

Systems setting in the Nominal Ledger). You will no longer be able to modify the Cash Out record.

The Payment must be saved and approved before a Cash Out record can be created.

Cash Out records can be created from Payments of all kinds, but if you want them to be created from those with Payment Modes of the “Cash” type only, switch on the Cash Collection option in the Cash Book Settings setting. This refers to the Payment Mode in the header of the Payment record. The Type of a Payment Mode is set on flip B of the Payment Mode window. The Cash Collection option also prevents the creation of more than one Cash Out record from a Payment, and prevents the value of the Cash Out record from being changed (i.e. the values of the Payment and the Cash Out record must be the same).

Please refer to the ‘Cash Book’ chapter in Volume 4 of these manuals for full details of the ‘Cash Out: New’ window.

The function requires the Cash Book module to be present.

Prepare Cheque

If you have the Cheques module, you can use this function to create a record in the Own Cheque register for an individual Payment row. First, place the cursor in the Cheque Number field on flip D in the row for which an Own Cheque record is to be created. The Cheque Number field must be empty. Then, choose this function from the Operations menu.

The screenshot shows the 'Own Cheque: New' window with the following data:

Ser No	3	Reg Date	26/2/2003
Cheque Nr		Effect Date	30/12/2002
Amount	64.63	Currency	GBP
Supplier	503	Name	UK Trading Company Ltd
Comment			
Clearing Date		Bank Acc	11223344
Orig A/C		Objects	
Temp A/C		Objects	
Target A/C		Objects	
Type	<input checked="" type="radio"/> Cheque <input type="radio"/> IOU <input type="radio"/> Direct Cheque		

A new record is opened in a window entitled 'Own Cheque: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Own Cheque register by clicking the [Save] button in the Button Bar, print it by clicking the Printer icon and close it using the close box.

On Account Payments and Prepayments

On Account Payments and Prepayments can be used when you issue payments to Suppliers without reference to specific Invoices (usually before you have received the Invoices). These can be entered to the Payment register without specifying a Purchase Invoice Number on flip A. In the case of a Prepayment, a Prepayment Number is specified on flip E instead. In the case of an On Account Payment, both the Invoice Number and the Prepayment Number are left blank. These two special types of Payment are now described in detail.

Prepayments

A Prepayment Payment is usually used where a Supplier has been paid a deposit against a Purchase Order, before an Invoice has been received for that deposit.

For each Supplier to whom you are likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify the control or suspense Account number on card 2 of the Account Settings P/L setting, using the On Account A/C field. You can also specify a separate suspense Account for each Supplier Category or even each Supplier if you wish.

A Prepayment issued by your company to the Supplier is entered as a Payment, but leave the Purchase Invoice Number blank. Instead, a Prepayment Number should be specified on flip E. This can be a number of your own generation, the number allocated to the prepayment by the Supplier or, preferably, the number of the Purchase Order against which the deposit has been issued. Using 'Paste Special' from this field will open a list of Purchase Orders from which the correct one can be chosen. If a Purchase Order Number is used, the Supplier Number on flip A will change to that from the Purchase Order and the Sent Value will be changed to the Order value. Change this to the value of the deposit if this is different—

Payment: Inspect

Operations   **New Duplicate Cancel Save**

No. 4012 Pay Date 30/12/2002 Trans Date 30/12/2002

Pay Mode Q Own Bank A/C 11223344 Sort Code

Reference Supp. Info on Trans.

Comment

No.	Supplier	Text	Order No.	Prepay.No	S.Cur	Sent Val	
1	505	Moscow Trading Company		1013	GBP	1000.00	A
2							B
3							C
4							D
5							E
6							F
7							G
8							H
9							I
10							
11							
12							
13							
14							
15							
16							
17							

Ordered OK

Currency GBP Withdrawn 1000.00

The special Account for on account Suppliers used in this example is 755 since raising a Prepayment creates an asset. The Nominal Ledger Transaction generated when the Payment is approved and saved will debit the Sent Value to this Account. The Credit Account is taken from the Payment Mode as usual—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 4012 Trans.Date 30/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	755		S/L Suspense a/c	1000.00		A
2	700		Cheque		1000.00	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 1000.00 1000.00

Difference Base 2 0.00 Total 1587.30 1587.30

When the Purchase Invoice arrives, the Prepayment can be allocated to that Invoice so that it can be treated as paid.

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

When you are certain that the Purchase Invoice is complete, select 'Connect to Prepayment' from the Operations menu. A new row is inserted as the first

row of the grid area, containing a reference to the Prepayment. Enter the Prepayment Number of the Payment row representing the Prepayment, using 'Paste Special' if necessary to bring up a list of open (unallocated) Prepayments. This list shows open Payment rows with a Prepayment Number and without an Invoice Number. Payment rows that do not have a Prepayment Number or an Invoice Number will not be in this list: please refer to the 'On Account Payments' section below for details of allocating these to Purchase Invoices.

Select a Prepayment from the list by double-clicking. The Prepayment Number is shown in the special Prepayment row. An amount will also be shown. This will be the whole open value of the Prepayment, or the Invoice TOTAL (from the Purchase Invoice header) whichever is the lower. This figure will be debited to the Creditor Account when the Purchase Invoice is approved and saved, so the Invoice will be treated as paid to that extent.

Purchase Invoice: New

Operations

No. 3035 Inv.Date 31/12/2002 Trans.Date 31/12/2002

Supplier 505 Name Moscow Trading Company

TOTAL 1000.00 Hold Signers

VAT 148.94 Terms Costs Currency Other Sup.Inv.No.

Pay Term 30 Hold Due Date 30/1/2003

Cash Discount 0.00 Prel. Book Discount Date 31/12/2002

Reference Supp. Info on Trans. Cred.

A/C	Objects	Short.	Description	Amount	V-Cd
1	Prepayment Number		1013 Prepayment Invoice	1000.00	0.00
2	742		Stock Purchased	851.06	1
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

OK Currency GBP Calc VAT 148.94

When the Purchase Invoice is approved, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a Payment against the Invoice. This maintains a correct Purchase Ledger for the Supplier—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	742		Stock Purchased	851.06		1
2	831		VAT Inputs Receivable	148.94		
3	800		P/L Control		1000.00	
4	800		P/L Control	1000.00		
5	755		S/L Suspense a/c		1000.00	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1	0.00	Total	2000.00	2000.00
Difference Base 2	0.00	Total	3174.60	3174.60

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

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

Prepayment is fully used up by the Purchase Invoice, so it is no longer regarded as open.

Note that it is important to ensure that the Invoice is complete before selecting 'Connect to Prepayment' from the Operations menu. The function calculates the amount shown in the special Prepayment row: this is the amount which will be debited to the Creditor Account and therefore the amount which goes towards paying off the Invoice. If the Invoice is incomplete when the function is selected to the extent that the TOTAL (as shown in the header, not as calculated from the Invoice rows) is zero (or is otherwise incorrect), this will be the amount shown in the special Prepayment row. When the Purchase Invoice is completed, approved and saved, this is the figure that will be debited to the Creditor Account. So the Purchase Invoice will not be paid off, and the Prepayment will remain open.

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



Ensure the TOTAL of the Purchase Invoice is correct before using 'Connect to Prepayment'.

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

On Account Payments

An On Account Payment is one with no Purchase Invoice Number and with no Prepayment Number. It is possible to connect an On Account Payment to a subsequent Purchase Invoice, but the 'Connect to Prepayment' function cannot be used. Instead, the Purchase Invoice is first entered and approved without reference to the On Account Payment. It must then be registered as having been paid by the On Account Payment. This is done in a Payment record as a two-step process—

The screenshot shows a software window titled "Payment: New". At the top, there are navigation buttons: "Operations", "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "No." (4015), "Pay Date" (31/12/2002), "Trans Date" (31/12/2002), "Pay Mode" (Q), "Own Bank A/C" (11223344), and "Sort Code". There is also a checkbox for "Supp. Info on Trans." and a "Comment" field.

No.	Supplier	Text	B.Cur	Bank Amount	S.Cur	Sent Val
1	3034	512	Tampopo Noodle Co	GBP	141.00	GBP 141.00
2		512	Tampopo Noodle Co	GBP	-141.00	GBP -141.00
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

At the bottom of the window, there are checkboxes for "Ordered" and "OK", a "Currency" field set to "GBP", and a "Withdrawn" field set to "0.00".

In order to update the Purchase Ledger correctly, you must enter the payment information twice as shown above; first as a normal row, and then with a negative sign as an On Account Payment. The example illustration below shows that an On Account Payment of 1,000 has been issued, which has been partially used up by an Invoice for 164.50.

Periodic Supplier Statement					
Operations			Search		
Periodic Supplier Statement Radio Import/Export Ltd Detailed			Hansa, Print date: 24/2/2003 17:52 Period 1/12/2002 : 31/12/2002 Suppliers 512 Amounts in Currency		
512	Tampopo Noodle Co				GBP
Trans Date	Type	No	Debit	Credit	Balance
		Fwd balance			0.00
31/12/2002	INV	3034		141.00 GBP	141.00
31/12/2002	ONACC	4014	1,000.00 GBP		-859.00
31/12/2002	ONACC	4015	-141.00 GBP		-718.00
31/12/2002	PAYM	4015, (3034)	141.00 GBP		-859.00
		Total	1,000.00	141.00	
		Net Change	859.00		
		Balance			-859.00
		Fwd Bal		Net Change	Balance
		GBP	0.00	0.00	0.00

Correcting Mistakes in Payments

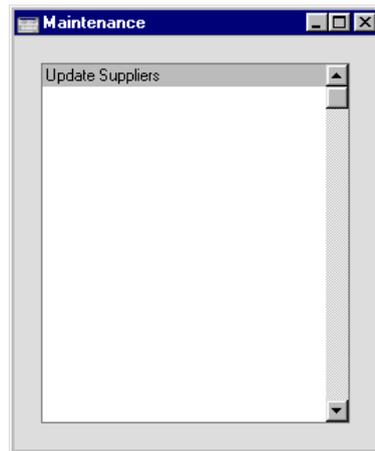
Even with the tightest quality control, it is probable that the occasional mistake will be made when entering Payments. Once a Payment has been approved, it cannot be changed, but mistakes can nevertheless be rectified easily using the following procedure. It is important that this procedure be followed,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

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

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 is one such function available in the Purchase Ledger. To use it, 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.

Update Suppliers

This function can be used to copy the Bank 2 of each Supplier to the Bank Code and vice versa.

Selecting the function brings up the following dialogue box—



Suppliers

Paste Special

Supplier register

Range Reporting

Alpha

Enter a Supplier Number or range of Supplier Numbers to specify the Suppliers to which the function is to be applied. Leave the field blank if all Supplier are to be affected.

Swap Bank 2 and Bank Code fields

Check this box to move the information in the Bank 2 field of each Supplier to the Bank Code field and vice versa. The function will have no effect if this box is not checked.

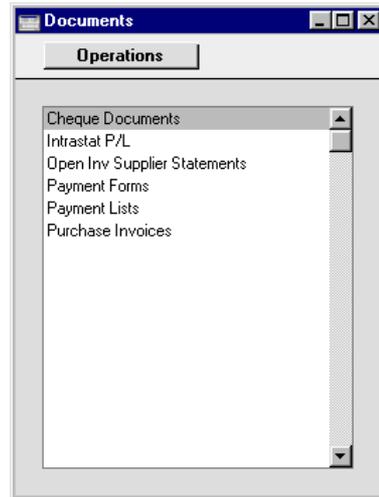
Click [Run] to run the function. It may take a few moments, depending on the number of Suppliers. When it has finished, you will be returned to the 'Maintenance' list window.

Documents

Introduction

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

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Purchase Ledger. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight the appropriate item in the list.
2. Using the Operations menu, determine the print destination of the documents. The default is to print to the chosen printer. Other options available are the Print Queue (see the chapter entitled 'Hansa's Work Area' in Volume 1 for full details of this feature) or Fax (if your hardware can support this feature).
3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Purchase Invoices

or Payments are to be printed). The specification window for each document is described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine which Form is printed by each option in the 'Documents' window, follow this procedure (when Hansa is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Purchase Ledger and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual. For example, each option can use different Forms determined perhaps by the Language of the Supplier or the Number Series of the Purchase Invoice or Payment.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

Cheque Document

This document can be used to print cheques for Payments. It works in the same way as the Payment Form document described below.

Intrastat P/L

The Intrastat system is used to collect statistics on the physical trade in goods (i.e. the actual movement of goods) between the various member countries of the European Union (EU). If your business is situated in an EU country and its trade with companies in other EU countries is greater than the threshold value, it will be necessary to send an Intrastat report periodically to the relevant authorities.

This document lists the Items purchased from Suppliers in the EU Zone during the relevant period together with quantities and values. This information is taken from the fields on flip B of the relevant Purchase Invoices. When entering Purchase Invoices, make sure these fields are filled out correctly before approving them. If you will be creating Purchase Invoices from Purchase Orders (using the 'Invoice' function on the Operations menu of the Purchase Order screen), make sure you have chosen the Consolidate by Items and Project or Transfer Each Row Separately options in the Purchase Invoice Settings setting. These will ensure the appropriate information is transferred from Purchase Orders to Purchase Invoices automatically.

The Form should be designed to conform to official requirements.

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

Specify Intrastat P/L

Run

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

Items

Item Groups

Invoices

Person Francoise French

Media

Screen Print Queue

Printer Clipboard

File Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Specify the period for the report.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number or range of Item Numbers separated by a colon to have those Items listed in the report.
Item Groups	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
		Enter an Item Group or range of Item Groups separated by a colon to have Items from those Item Groups listed in the report.
Invoices	Range Reporting	Numeric
		To gather statistics from a particular range of Invoices, enter the first and last Invoice Number in the range, separated by a colon. This can be useful if you have used a separate Number Series for Invoices to Suppliers in the EU Zone.

Open Invoice Supplier Statement

The Supplier Statements document contains a summary of the open (unpaid) Invoices received from a Supplier, including those that are on Hold. It is similar to the report of the same name, but the design of the document is different, and can be modified by the user in the Form register in the System module.

- | | | |
|----------------------|--------------------------------------|--|
| Supplier | Paste Special | Supplier register |
| | Range Reporting | Alpha |
| | | If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) for whom you wish to print statements. |
| Category | Paste Special | Supplier Categories setting, Purchase Ledger |
| | | If you want to print statements for Suppliers of a particular Category, specify that Category here. |
| | Days of delay (not less than) | |
| | | If you only wish to include Invoices in the statements that are overdue by more than a certain number of days, enter that number here. |
| Min. Turnover | | If you only want to print statements for Suppliers with a certain level of turnover, enter that turnover figure here (in the home Currency). Your turnover with each Supplier is calculated from approved Purchase Invoices entered during the first period in the Reporting Periods |

setting in the System module, and the figure includes VAT.

Min. no. of Invoices

If you only want to print statements for Suppliers from whom you have received at least a certain number of Invoices, enter that number here.

On Date

Paste Special

Current Date

Enter a date to produce statements for a specific date. All Invoices that were open or due (depending on the choice made below) on that date will be included in the statements, while Invoices and Payments since that date will not be included. If the field is left blank, the current date will be used.

Invoices

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

Open

This option lists all unpaid Invoices on the statement.

Due

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

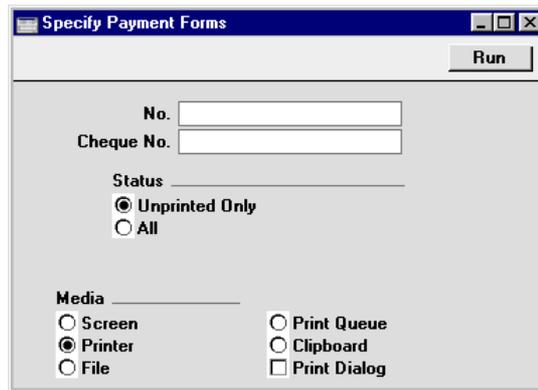
When designing the Form to be used when printing Statements, the Unallocated Cash field should be included if you want a figure for total open Prepayment value to be printed.

Payment Forms

The payment form is a document containing all information necessary to effect a payment. Please refer to the 'Printing Payment Forms and Cheques' section above for details of how to ensure this function complies with your requirements.

When printing a payment form for a specific Payment record, all payments for a single Supplier are summed up. This means that instead of multiple forms, only one form per Supplier and Payment is printed.

A printed payment form is also useful as documentation of all the cheques issued by the program. In case you choose to write your cheques manually, the document provides you with a valuable tool for reconciliation.



Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:). The Unprinted button is pre-selected. Click All only if you want to print all payment orders: take care with this option not to issue duplicate cheques if cheques are incorporated into your payment form.

If a Cheque Number is specified, this will be incremented automatically if the Payment record contains payments to more than one Supplier, and will be recorded on flip D of the Payment record.

Payment Lists

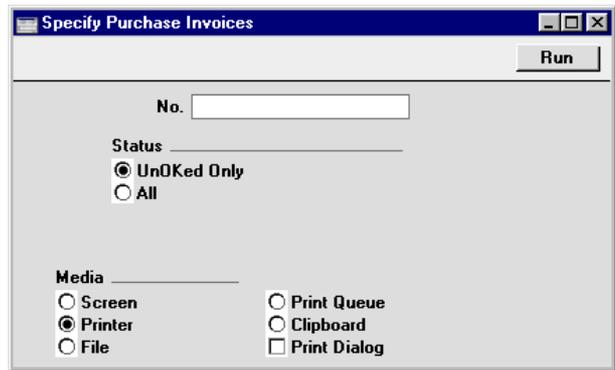
The Payment List document gives you a summary of the Payments made, with a separate page for each Payment record.

Enter the Payment Number for a single Payment, or a range of Payment Numbers, separating them with a colon (:). The All button is pre-selected. Click Non-printed only if you just want to print the new Payment records.

Purchase Invoices

The Purchase Invoice document contains a summary of all the information registered for a particular Invoice. This includes Supplier data, dates, Payment Terms, Account usage etc. The documentation can serve as a support to the persons checking the invoice and authorising payments.

The document contains the same information as the Supplier Invoice Journal report, but is printed with one page per invoice.



The image shows a Windows-style dialog box titled "Specify Purchase Invoices". It has a "Run" button in the top right corner. The main area contains the following controls:

- A text input field labeled "No." for entering invoice numbers.
- A "Status" section with two radio buttons: "UnOKed Only" (which is selected) and "All".
- A "Media" section with five radio buttons: "Screen", "Printer" (which is selected), "File", "Print Queue", "Clipboard", and "Print Dialog".

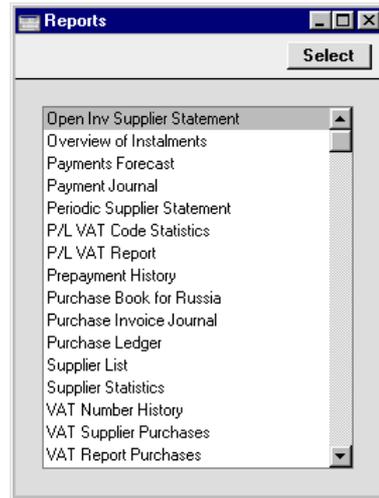
Enter the Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several. Use the Status options to determine that you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

Reports

Introduction

As with all modules, to print a report in the Purchase Ledger, select 'Reports' from the File menu or click [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 Purchase Ledger—



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

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

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

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

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

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

Open Invoice Supplier Statement

This report summarises the outstanding Invoices from each Supplier (including those that are on Hold) and thus can be used for payment-planning purposes. For each Invoice is shown the Invoice Number, the Due Date, the outstanding amount and the number of days by which it is overdue. Note that, in all Hansa reports, the number of overdue days is shown as a negative figure.

Supplier

Paste Special

Supplier register

Range Reporting

Alpha

If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) you wish to include in the report.

Category

Paste Special

Supplier Categories setting,
Purchase Ledger

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

Days of delay (not less than)

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

Min. Turnover

If you only want to include in the report Suppliers with a certain level of turnover, enter that turnover figure here (in the home Currency). Your turnover with each Supplier is calculated from approved Purchase Invoices entered during the first period in the Reporting Periods setting in the System module, and the figure includes VAT.

Min. no. of Invoices

If you only want to include in the report Suppliers from whom you have received at least a certain number of Invoices, enter that number here.

On Date

Paste Special

Current Date

Enter a date to produce the report for a specific date. All Invoices that were open or due (depending on the choice made below) on that date will be included in the report, while Invoices and Payments since that date will not be included. If the field is left blank, the current date will be used.

Invoices

Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) are to be included in the report.

Overview of Instalments

Invoices can be payable in instalments if they have Payment Terms that refer to a record in the Instalments setting. This report lists the unpaid instalments owed by your company. Paid instalments are not shown.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first row of the Reporting Periods setting is used as default. Instalments that become due in the report period will be shown.
Supplier	Paste Special	Supplier register
		Enter a Supplier Number here to list the instalments owed to that Supplier.
Currency	Paste Special	Currency register, System module
		Enter a Currency here to list the instalments owed on Invoices that were received in that Currency.
Show Currency		Choose this option to have Currencies shown in the report.
Sorting		The report can be sorted by Invoice Number, Due Date or by Supplier. In the last case, the instalments for each Supplier can be sorted by Invoice Number or Due Date.

Payments Forecast

This report, which, together with the Receipts Forecast in the Sales Ledger, will be very useful for cash-flow prediction purposes, gives information about outstanding credits (i.e. unpaid approved Purchase Invoices), sorted by Due Date or Payment Date. This shows how much it is expected the company will have to pay out in the near future.

Purchase Invoices booked in foreign Currencies will be recalculated to the home Currency using the current exchange rates, not the rates used when the Invoice was entered.

- | | | |
|-----------------------|----------------------|--|
| Supplier | Paste Special | Supplier register |
| | | Use this field to show how much is outstanding to a single Supplier. |
| Payments until | Paste Special | Current Date |
| | | Purchase Invoices whose Due Date falls after the date entered here will not be shown in the report. This field will be used to predict the cash-flow position at a particular date. |
| Object | Paste Special | Object register, System module |
| | | This field can be used to list all outstanding Purchase Invoices with a particular Object. This refers to any Objects entered on the 'Other' card of the Purchase Invoice, not those entered in the Purchase Invoice rows. |

Object Type	Paste Special	Object types setting, Nominal Ledger
		This field can be used to list all outstanding Purchase Invoices with Objects of a particular Object Type. Again, this refers to any Objects entered on the 'Other' card of the Purchase Invoice.
Function		Use these options to control the appearance of the report.
	Detailed	The report will contain all outstanding credits.
	Aged	The report will contain all outstanding credits, sorted and grouped into age groups.
Pay Date		Use these options to select whether the report is to assume payment will be made on the Due Date of each Purchase Invoice, or on the Discount Date.
Status		It is possible to include all Purchase Invoices in the report, or only those where the Hold box has not been checked.
Include		Usually only approved Purchase Invoices will be shown in the report. Check one or both of these boxes if you want unapproved and/or preliminary Purchase Invoices to be shown as well.

Payment Journal

This report is a chronological listing of the Payments entered during the specified period. You can control the selection to show a range of Payment Numbers or Payments with a certain Payment Mode.

No	Range Reporting	Numeric
		Limit the report to a single or range of Payments.
Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. The first record in the Reporting Periods setting is used as a default.
Payment Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
		To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip D of each Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.
Supplier	Paste Special	Supplier register
		To list Payments issued to a particular Supplier, enter their Supplier Number here.

Reference	To list Payments with a particular Reference, enter that Reference here.
Status	Select one or more of the check boxes to specify the types of Payments that are to be included in the report.
Function	Two versions of this report are available, with different sort orders and formats.
Overview	This option is a list of Payments in Payment Number order. For each Payment, the Number, Registration Date, Transaction Date, Signer, Own Bank Account and total value in Base Currency 1 are shown. The Payment rows are listed individually, showing the Purchase Invoice Number, Supplier Bank Account, Text (usually the Supplier Name), Discount, Sent Value and Sent Currency are shown.
By Supplier	This option is a list of Payment rows sorted by Supplier Number and Payment Date. For each Payment row, the Supplier, Payment Date, Invoice Date, Purchase Invoice Number, Payment Number, Sent Value and Sent Currency are shown. A total for each Supplier is also provided.

Periodic Supplier Statement

The Periodic Supplier Statement contains information about the current balance for each Supplier showing open (unpaid) Purchase Invoices (including those on Hold), paid Invoices and Payments. It can thus be used to produce a full Purchase Ledger transaction history for a specified period.

When printed to screen, the Periodic Supplier Statement has Hansa's Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the first and last date of the period you want to include in the report.
Supplier	Paste Special	Supplier register
	Range Reporting	Alpha
		To limit the report to a single Supplier, enter its Supplier Number here. Alternatively you can enter a range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		If you want to restrict the report to Suppliers of a particular Category, specify that Category here.

Suppliers with Balance Only

To limit the report to only Suppliers with a current balance, check this box.

Amounts in Currency

The outstanding amounts can be shown in the home currency (converted using the Exchange Rate shown on each Purchase Invoice) or, if this check box is switched on, in the Currency of the Invoice.

Include Ordered Payments

Switch this check box on to include Payments that have been Ordered but not approved in the report.

P/L VAT Code Statistics

This report contains information about VAT paid to each Supplier. The report is designed for use in countries where detailed VAT reporting is necessary.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period covered by the report.
Header		Enter a title for the report. If left blank, the title "P/L VAT Code Statistics" is used.

Invoice No	Range Reporting	Numeric
	If necessary, enter here the internal Purchase Invoice Number of the Purchase Invoice (or range of Purchase Invoices) you wish to include in the report.	
Category	Paste Special	Supplier Categories setting, Purchase Ledger
	To restrict the report to Suppliers of a single Category, enter a Category Code here.	
All VAT Codes	By default, the report shows for each Purchase Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Purchase Invoice all VAT Codes, including those not used by the Invoice, switch this option on.	
Invoice Type	Determine here whether Normal and Credit Invoices are to be included in the report. Down Payments, Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.	

P/L VAT Report

This report satisfies a specific requirement of users in Latvia. Before producing the report, be sure to enter an Account in the VAT Accounts setting so that the report can calculate a total figure for VAT paid on imported goods. Please refer to your Hansa representative for more details.

Prepayment History

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

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

Show Currency Choose this option to have Currencies shown in the report.

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

Sort on Prepayment Number

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

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

List balances per Prepayment

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

List balances per Supplier

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

Purchase Book for Russia

This report satisfies a specific requirement of users in Russia. Please refer to your Hansa representative for more details.

Purchase Invoice Journal

This report is a chronological listing of the Supplier Invoices entered during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices received from a particular Supplier. The type of Invoice can also be selected.

No.	Range Reporting	Numeric
	Enter a range of Purchase Invoices to include in the report.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the report period. The first row of the Reporting Periods setting is used as a default.	
Supplier	Paste Special	Supplier register
	If necessary, limit the report to a single Supplier.	
Signer	Paste Special	Person register, System module
	Enter a Person's initials to list all Purchase Invoices signed by that Person in the report period.	

Object	Paste Special	Object register, System module
		This field can be used to list all Purchase Invoices with a particular Object. This refers to any Objects entered on the 'Other' card of the Purchase Invoice, not those entered in the Purchase Invoice rows. If you enter a number of Objects separated by commas, only those Purchase Invoices featuring all the Objects listed will be shown.
Object Type	Paste Special	Object types setting, Nominal Ledger
		This field can be used to list all Purchase Invoices with Objects of a particular Object Type. Again, this refers to any Objects entered on the 'Other' card of the Purchase Invoice.
Row Object	Paste Special	Object register, System module
		This field can be used to list all Purchase Invoices with a particular Object. This refers to any Objects entered in the Purchase Invoice rows. Only those rows with the appropriate Object will be shown in the report. If you enter a number of Objects separated by commas, only those Purchase Invoice rows featuring all the Objects listed will be shown.
Project	Paste Special	Project register, Job Costing module
		Use this field to list Purchase Invoices related to a single Project. Only those rows with the appropriate Project Number entered on flip B will be shown in the report.
Salesman	Paste Special	Person register, System module
		To list Purchase Invoices of a single Salesman, enter their initials here.
Sales Group	Paste Special	Sales Groups setting, System module
		To list Purchase Invoices with a particular Sales Group (shown on the 'Other' card), enter that Sales Group here.
Only Prel Booked Invoices		
		Check this box to list only those Supplier Invoices marked as preliminary.

Only On Hold Invoices

Use this option to list only those Supplier Invoices whose Hold box has been checked.

Function

Specify here the level of detail required in the report.

Overview

This choice gives a report with one row per Invoice, showing the Purchase Invoice Number, Date, Supplier's Invoice Number, Supplier, Total and Currency. Purchase Invoices in Currency are not converted to the home Currency.

Detailed

In addition to the information shown above, this options shows for each row of each Invoice, the Account Code, Description, VAT Amount and Sum is shown. You can use this report as an archive file instead of a copy of each Invoice.

Status

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

Invoice Type

Check the boxes to include Purchase Invoices of different types.

Purchase Ledger

The Purchase Ledger report is a summary of your account position with each Supplier. Together with the Periodic Supplier Statement report, it is a very useful tool for payment scheduling purposes. You can limit the selection to a specified period or to a certain Supplier. The type of Purchase Invoice shown can also be specified.

In its basic form, the report shows Supplier Name and Telephone Number and, for each Purchase Invoice, the amount outstanding, the Due Date or Discount Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want, as described below. Invoices whose Hold box has been checked are marked with an asterisk (*).

When printed to screen, the Overview option of this report has Hansa's Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record.

- | | | |
|--------------------|------------------------|---|
| Supplier | Paste Special | Supplier register |
| | Range Reporting | Alpha |
| | | To limit the report to a single Supplier (or range of Suppliers), enter the Supplier Number here. |
| Category | Paste Special | Supplier Categories setting, Purchase Ledger |
| | | If you want to restrict the report to Suppliers of a particular Category, specify that Category here. |
| Date | | Enter a date to show the status of the Purchase Ledger on that date. If the field is left blank, the current date will be used. |
| Salesman | Paste Special | Person register, System module |
| | | To list Purchase Invoices of a single Salesman, enter their initials here. |
| Sales Group | Paste Special | Sales Groups setting, System module |
| | | To list Purchase Invoices with a particular Sales Group (shown on the 'Other' card), enter that Sales Group here. |

Objects	<p>Paste Special Object register, System module</p> <p>To list Purchase Invoices with a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.</p> <p>The total for On Account Payments and Prepayments shown for each Supplier will be calculated from Payment rows with the appropriate Object(s) specified on flip C.</p>
Include Prel. Book	<p>Use this check box to include Purchase Invoices marked as preliminary in the report.</p>
Ignore Ordered Payments	<p>Use this option if you do not want Ordered Payments to be taken into account when calculating the outstanding balance on each Purchase Invoice.</p>
Function	<p>Use these options to control the level of detail shown in the report.</p>
Detailed	<p>This option produces a report listing for each open Invoice any Payments, Credits and Payments on account.</p>
Overview	<p>This option is a summary showing an outstanding balance, due date and age for each open Purchase Invoice.</p>
Aged	<p>This gives a report showing the balances payable to each Supplier, broken down into ageing periods. The age groups are defined in the Age Limits setting in the Sales Ledger module.</p>
Balance	<p>This option simply prints the total balance payable to each Supplier.</p>
Rate Diff	<p>This option produces a report showing the difference between booked value and the value at the current Exchange Rate, for Invoices made out in foreign Currencies.</p>

- Status** Use these options to determine which Purchase Invoices are included in the report.
- Open** When this option is selected the report will contain all unpaid Purchase Invoices.
- Due** When this option is selected the report is limited to those Invoices that are due for payment.
- Sorting** The report can be sorted by Supplier Number or Name.
- Amounts** Use these options to determine what figures are to be shown in the report.

N/L Base Currency

All figures in the report will be converted to the home Currency, using the Exchange Rate for the Transaction Date.

Currency

Select this option if you want the report to show amounts in the Currencies used on Invoices and Payments.

- Include** The Overview option can show the due date or the discount date (the date any settlement discount expires) for each Invoice. Use these options to choose which date is to be shown.

Show Prepayment Nos

By default, the Detailed and Overview options include a total for On Account Payments and Prepayments for each Supplier. Check this box if you would like the Prepayments to be listed individually. Both the Payment Number of the Payment record containing the Prepayment and the Prepayment Number from flip E of the relevant Payment row will be shown for each Prepayment.

Show Base Currency 2 Totals

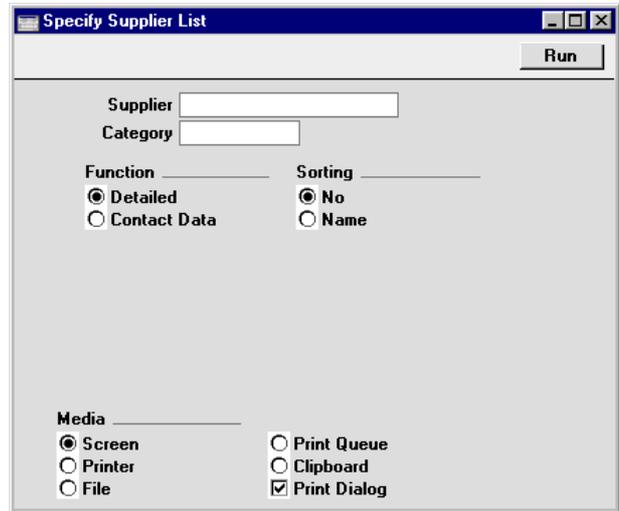
By default, the report contains figures in the home Currency (Base Currency 1) for the overall outstanding balance and the total due (i.e. the amount that is outstanding where the Payment Terms have expired). Check this box if you would like these figures to be expressed in Base Currency 2 as well.

Show Creditor Accounts

If this box is checked, the Creditor Accounts affected by the Purchase Invoices in the main part of the report will be listed at the end, together with balances (calculated from the Invoices in the report only). It has no effect in the Rate Diff. version of the report.

Supplier List

This is a simple listing of the information entered in the Supplier register.



Supplier

Paste Special

Supplier register

Range Reporting

Alpha

Use this field to limit the report to a single Supplier, or range of Suppliers.

Category

Paste Special

Supplier Categories setting, Purchase Ledger

To restrict the report to Suppliers of a single Category, enter a Category Code here.

Function	Use these options to control the level of detail shown in the report.
Detailed	This gives a report showing all available information for each Supplier.
Contact Data	This gives a report showing only contact data (Supplier Number and Name, Contact Person and Telephone Number), and is therefore a more compact listing.
Sorting	The report can be sorted by Supplier Number or Name.

Supplier Statistics

The Supplier Statistics report shows the turnover of business conducted by your company with each Supplier in the specified period.

Supplier	Paste Special	Supplier register
	Range Reporting	Alpha
		Use this field to limit the report to a single Supplier, or range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		To restrict the report to Suppliers of a single Category, enter a Category Code here.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period, separated by a colon.
Specify		You can choose whether the turnover figures are to include or exclude VAT.

VAT Number History

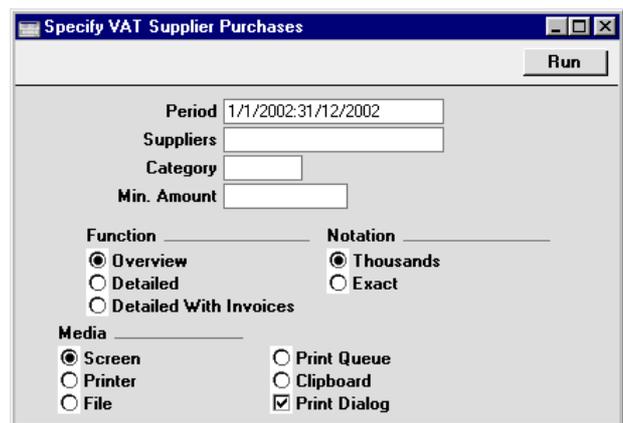
This report is also available in the Sales Ledger. Please refer to the ‘Sales Ledger’ chapter earlier in this Volume for a description.

VAT Report Purchases

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

VAT Supplier Purchases

This report is a simple list of Suppliers showing total purchases including VAT in the report period. The Suppliers are listed in VAT Registration Number order. The information is taken from approved Purchase Invoices. Purchase Invoice rows using VAT Codes whose Real Sales field on flip B is set to ‘Exclude from Official Invoices’ will not be included.



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

Supplier	Paste Special	Supplier register
	Range Reporting	Alpha
		<p>If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) you wish to have shown in the report.</p> <p>Note: all Suppliers in the range should have VAT Registration Numbers specified. The report calculates purchases from each VAT Number, not from each Supplier. If more than Supplier in the range is without a VAT Number, each of their sales totals will be the total for all Suppliers without a VAT Number.</p>
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		<p>If you want to restrict the report to Suppliers of a particular Category, specify that Category here.</p>
Min. Amount		<p>Enter a figure here if you only want to list Suppliers whose purchases including VAT in the report period exceed that figure. If you choose to print using the Exact Notation (below), an exact figure must be entered here. If you choose to print using the Thousands Notation, enter the exact figure divided by one thousand. For example, if you want to list Suppliers whose sales total including VAT exceeds 10,000 during the report period, enter "10,000" if you are using the Exact Notation or "10" if you are using the Thousands Notation.</p>
Function		<p>Use these options to control the level of detail shown in the report.</p>
	Overview	<p>This is a simple list of Suppliers, showing for each their VAT Registration Number and total purchases including VAT for the report period.</p>
	Detailed	<p>In addition to the information shown in the Overview, this option lists per Supplier the total purchases excluding VAT and total VAT.</p>
	Detailed With Invoices	<p>This is similar to the Detailed option, but also lists the Invoices (showing Invoice Number and Date) that contribute towards the total figures.</p>

Notation

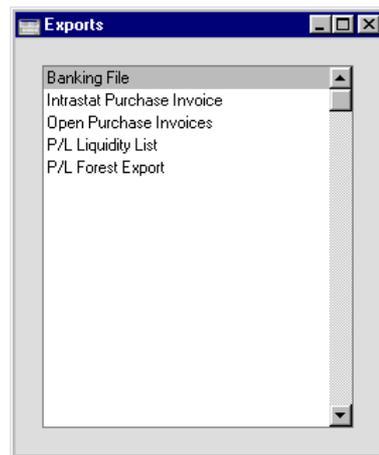
The report can show exact amounts, or amounts divided by one thousand. If the latter option is chosen and the Min. Amount (above) is blank, the Min. Amount is effectively set to 1,000 as Suppliers whose purchases are less than that will not be listed.

Exports

Introduction

The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel. On selecting the function, the window illustrated below appears. This lists the Exports which can be produced from the Purchase Ledger. To proceed, double-click one of the items in the list. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Banking File

Select this option when you want to export a selection of Payments from your Purchase Ledger. This file may then be sent to the bank for use by a credit transfer system, and serve instead of a printed payment order.

The operation of the function is dependent on the value entered to the VAT Law field in the Company Info setting in the System module, while the format of the export file is chosen in the Bank Transfer setting. The function is not operational for all countries: please refer to your local Hansa representative for full details.

Enter a Payment Number, or a range of numbers separated by a colon. By default, only Payments which have not yet been exported are included in the export. Click the All button if you want all Payments included in the export file.

If a Payment record contains more than one Purchase Invoice, a single payment order to the bank will be created if the One Payment Per Supplier box is checked. This option only works when the bank chosen in the Bank Transfer setting is the Estonian Hansapank. If you are using this option, note that there may not be enough space to show all the Purchase Invoice numbers being paid (depending on the length of the numbers) so it is recommended that you send this information separately to the Supplier.

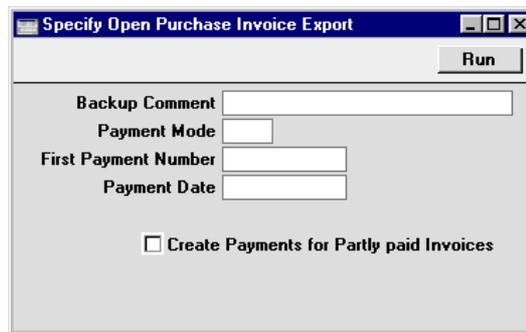
When the export has finished, you may close the 'Export' window using the close box.

Intrastat Invoices

This function can be used to export information from Purchases Invoices received from Suppliers in the Within EU Zone to satisfy Intrastat reporting requirements. Please refer to the description of the Intrastat P/L document earlier in this chapter for more details (e.g. the information that should be entered on flip B of these Purchase Invoices). If you will be using this function, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number in the Company Info setting in the System module.

Open Purchase Invoices

This command will export all approved unpaid Purchase Invoices in the system. The file can be used in connection with a change of financial systems or when creating a new database at the start of a financial year.



The Backup Comment can be used for a description of the back-up file (up to 40 characters are permitted). This will be shown in the list of importable files shown by the 'Imports' function.

When importing the file into a new database, the Purchase Invoices will be shown as approved, but no Nominal Ledger Transactions will be created (opening balances should be entered to the Nominal Ledger separately). If you selected the Create Payments for Partly paid Invoices option before creating the export file, approved Payments will also be created for the paid amounts on part-paid Purchase Invoices (again with no corresponding Nominal Ledger Transactions). This will only occur when the file is imported: no Payments will be created in the database creating the export file. If you want this to happen, specify the Payment Mode (using 'Paste Special' if necessary), Payment Date and the first Payment Number. The Payment Numbers are generated by the export function, not when the file is imported, so be sure to choose a First Payment Number that does not conflict with any

Payments already in the new database. Note that On Account Payments will not be transferred to the new database.

If any of the amounts are in Currency, be sure to import all Currency and Exchange Rate records to the new database before importing the Invoices.

P/L Forest Export

This export function is used in Latvia Please refer to your Hansa representative for more details.

P/L Liquidity List

This function can be used to export approved unpaid Purchase Invoices to a file that can then be used by a spreadsheet or page make-up program. The file contains the Due Date, Purchase Order Number, Invoice Number, Supplier Name and the unpaid amount of each open Purchase Invoice.

On selecting the function, the 'Specify P/L Liquidity List' window opens. Leave the field blank if all open Purchase Invoices are to be exported, or enter a Purchase Invoice Number or range of Numbers. Then, click the [Run] button to start the export process.

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