

Hansa Financials

HansaWorld

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

Volume 2b: Accounting Package

Nominal Ledger and Multi-Currency

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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 Nominal Ledger and Multi-Currency features. 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
Nominal Ledger

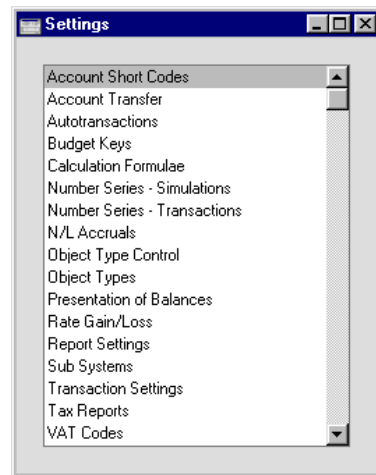
Chapter 1: The Nominal Ledger Module

The Nominal Ledger module is your tool for general accounting, budgeting, forecasting and analysis.

Settings

Introduction

The Nominal Ledger module has the following settings—



To edit a setting, ensure you are in the Nominal Ledger 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 Short Codes

Account Short Codes can help reduce errors when selecting Accounts and Objects in Purchase Invoices and Expenses. 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 they will not be able to use the 'Paste Special' function to choose Accounts and Objects).

Once you have defined your Short Codes, using the 'Paste Special' function from the Short Code field in a Purchase Invoice or Expense record means the correct Account and Object will be brought in automatically.

To enter a new Account Short Code or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or by selecting 'Settings' from the File menu. Double-click 'Account Short Codes' in the list. The 'Account Short Codes: Browse' window is displayed, showing all Account Short Codes previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

- | | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code | Enter a unique Code for the Short Code. Up to five characters can be used. |
| Comment | Enter a name for the Short Code, to be shown in the 'Account Short Codes: Browse' window and the 'Paste Special' list. |
| A/C | <p>Paste Special Account register, Nominal Ledger/System module</p> <p>Specify here the Account that is to be brought into a Purchase Invoice or Expense record whenever this Short Code is used.</p> |
| Objects | <p>Paste Special Object register, Nominal Ledger/System module</p> <p>Specify here the Object that is to be brought into a Purchase Invoice or Expense record whenever this Short Code is used. Several Objects can be entered, separated by commas.</p> |

Account Transfer

This setting can be used in combination with the 'Account Balance Transfer' Maintenance function to transfer balances from one Account to another, or to transfer the balances of a range of Accounts to a single Account. An example use for this feature is in Portugal, where it can be necessary to amalgamate the balances of several VAT Accounts in a single Account at the end of a period or financial year.

This setting is used to define the sets of rules which will inform the Maintenance function how the task is to be carried out. This means that each set of rules can be defined once and then used many times. Once a set of rules has been defined, the Maintenance function will use it to create a new record in the Simulation or Transaction register containing the necessary postings.

The Account Transfer Setting

To enter a new Account Transfer record or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or by selecting 'Settings' from the File menu. Double-click 'Account Transfer' in the list. The 'Account Transfers: Browse' window is displayed, showing all Account Transfer records previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

	From A/C Range	To A/C	Neg. To A/C	Simulation Type
1	100:198	199		Active
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Code Enter a unique Code by which the Account Transfer record will be identified.

Create Use these options to determine whether the 'Account Balance Transfer' Maintenance function will create a Simulation or a Transaction.

If a Simulation is created, it can be checked for accuracy before it is converted into a Transaction using the 'Transactions' Operations menu function on the 'Simulations: Browse' window.

No. Series You can specify that the Transaction or Simulation created by the 'Account Balance Transfer' Maintenance function will be numbered using a particular number sequence in the Number Series - Transactions or Number Series - Simulations settings. To do this, enter the first number of the number sequence here. If nothing is entered here, the first number sequence in the setting will be used. If the number entered does not fall into a recognised or currently valid number sequence, the Maintenance function will not create a Simulation or a

Transaction. This will occur most commonly when Number Series are tied to a period such as a calendar year and that period ends.



Be sure to specify a valid Number Series, otherwise no Simulations or Transactions will be created.

Comment

Enter a name for the Account Transfer record, to be shown in the 'Account Transfers: Browse' window and the 'Paste Special' list. The Comment is also transferred to the Text field of any Simulation or Transaction created by the 'Account Balance Transfer' Maintenance function.

Use the grid to define the set of rules used when moving Account balances. Use as many rows as necessary if you need to transfer balances from different ranges of Accounts, although it is usually recommended that you enter separate records in the setting for this purpose. This reduces the possibility for future errors.

From A/C Range **Paste Special** Account register, Nominal Ledger/System module

Range Reporting Alpha

Specify here the Account whose balance is to be transferred. If you want to move balances out of a number of Accounts, enter the first and last Account Numbers in the range, separated by a colon (as shown in the illustration).

To A/C **Paste Special** Account register, Nominal Ledger/System module

Specify here the Account that is to receive the balances from the Account(s) specified above.

In the example illustration, the Accounts in the range from 100 to 198 will have their balances moved to Account 199. If the original balance is a positive figure, it will be credited to the original Account and debited to this Account. If the original balance is negative and the Neg. To A/C field (below) is blank, it will be debited to the original Account and credited to this Account.

Neg. To A/C **Paste Special** Account register, Nominal Ledger/System module

If necessary, you can specify here a separate Account to be credited with balances from the Account(s) specified in the first column if those balances are negative.

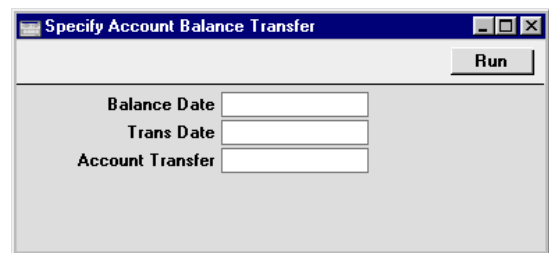
Simulation Type **Paste Special** Choices of possible entries

If the 'Account Balance Transfer' Maintenance function is to create a Simulation, specify here the Status that will be applied to each Simulation row (flip B). Please refer to the section later in this chapter describing the Simulation register for a description of each of the possible entries.

The 'Account Balance Transfer' Maintenance function

Once a set of rules has been defined using the Account Transfer setting as described above, the 'Account Balance Transfer' Maintenance function will use it to create a new record in the Simulation or Transaction register containing the necessary postings.

To use this function, first open the 'Maintenance' list by selecting 'Maintenance' from the File menu. Double-click 'Account Balance Transfer' in the list. The following dialogue box appears—



Balance Date **Paste Special** Current Date

The balances to be transferred are calculated using a period that ends with the date entered here. This date will also be the start date of the period the next time the function is used for the same Accounts.

If the function has not been used before, the date of the first Transaction will be used as the start date. This may be too early if you have Transactions for several years in your database. In this case, it is recommended that you obtain the correct start date by running the function to

create a temporary Simulation using the day before that start date as the Balance Date. Then run the function once again to create the required Simulation or Transaction, this time entering the appropriate Balance Date. Then, if necessary, delete the temporary Simulation.

If you do not enter a date here, the function will have no effect.

Trans Date **Paste Special** Current Date

Enter a date to be used as the Transaction Date in the Transaction or Simulation created by the function. If you do not enter a date, the Balance Date (above) will be used.

Account Transfer **Paste Special** Account Transfer setting,
Nominal Ledger

Enter the Code of a record in the Account Transfer setting. This will determine whether the function will create a Simulation or a Transaction and will specify the Accounts from which balances are to be transferred and the Accounts which are to receive those balances.

Click the [Run] button in the Button Bar to run the function. When it has finished, you will be returned to the 'Maintenance' list window.

Example

The example record in the Account Transfer setting shown at the beginning of this section can be used to create a Simulation transferring balances from Accounts 100-198 to Account 199.

The Analytical Balance report (or the Nominal Ledger report if you want more detail) shows the balances that will be transferred—

Analytical Balance Report				
Operations			Search	
Analytical Balance Report Radio Import/Export Ltd Last Reg Date 3/1/2003 Values in GBP			Hansa, Print date: 8/1/2003 15:11 Period 1/1/2002 : 31/12/2002 Only used accounts 100 : 198 Code 1/1/2002	
Account	B/Fwd Bal	Per Deb	Per Cred	Balance
Values in GBP				
100 Sales Type 1		0.00	1,102.06	1,102.06
105 Sales Type 1 EU		1,863.06	1,645.01	218.05
110 Sales Type 2		0.00	1,230.01	1,230.01
190 Carriage and Packing		10.00	42.00	32.00
<u>Group '1'</u>		1,873.06	4,019.08	218.05
				2,364.07
		1,873.06	4,019.08	218.05
				2,364.07

When the 'Account Balance Transfer' function is used, this is the Simulation that will be created—

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	100			Sales Type 1	1102.06		
2	199			Sundry Income		1102.06	
3	105			Sales Type 1 EU		218.05	
4	199			Sundry Income	218.05		
5	110			Sales Type 2	1230.01		
6	199			Sundry Income		1230.01	
7	190			Carriage and Packing	32.00		
8	199			Sundry Income		32.00	
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Difference Total

Note the treatment of the negative balance of Account 105 compared with that of the positive balances of Accounts 100 and 190.

When it is certain that the Simulation is correct, it can be converted into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

Autotransactions

Autotransactions are templates for accounting, which you can use to simplify the entering of Nominal, Sales and Purchase Ledger Transactions.

When a certain type of Transaction occurs repeatedly, you can create a template in which you put all the recurring data once and for all, e.g. a certain combination of Account numbers. Next time you wish to enter this type of Transaction, you can select the automatic function instead. This will create a ready-made Transaction, except for the data that is unique for this particular entry. Examples might include overhead allocations and recurring journals.

Autotransactions can thus save labour and ensure that the correct Accounts are used every time.

Creating a new Autotransaction

Double-click 'Autotransactions' in the 'Settings' list. A list of existing Autotransactions appears. Click [New] in the Button Bar to enter a new record. When the Autotransaction has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

	A/C	Objects	Description	Debit	Credit	V-Cd
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Code

This is the code that identifies this particular template. The code can consist of up to six alphanumeric characters. Each template must have a unique code, and codes should be used which do not duplicate Account numbers.

When entering Nominal Ledger Transactions, specify this code instead of an Account to signify that this Autotransaction is to be used.

Name	Assign a descriptive name to the template, e.g. "Sales VAT included". The name is then shown in the 'Autotransactions: Browse' window.
Account	<p>Paste Special Account register, Nominal Ledger/System module</p> <p>Enter the Account numbers for the template, one per row.</p> <p>The number sign (#) can be entered to this field, to signify that the Account number, Description and amount are to be copied from the preceding line of the Transaction when you use the template. # is obtained using Alt-3 on a UK Macintosh keyboard.</p> <p>The exclamation mark (!) can be entered to this field, to signify that the previous line of the Transaction is to be overwritten by the result of the Autotransaction. See the following example for a detailed description of how this works.</p> <p>You can link an Autotransaction with a particular Account number. Enter the code of the Autotransaction in the Auto. Trans. field of the Account record (in the System module). When the Account number is entered in a Transaction record, the Autotransaction will be entered on the following rows automatically.</p>
Object	<p>Paste Special Object register, Nominal Ledger/System module</p> <p>Here you indicate which Objects are involved in the Transactions. (Objects and Object Types are fully described in the 'System Module' chapter in Volume 1 of this manual.) You can also enter a # sign to copy Objects from the preceding line of the Transaction.</p>
Description	Text that describes each Transaction is entered in this field. You can also enter a # sign to copy text from the preceding line of the Transaction.
Debit, Credit	<p>Paste Special Calculation Formulae setting, Nominal Ledger</p> <p>A fixed amount can be entered here (e.g. a salary or a rent), or a formula for a calculation. You can enter a percentage as a number followed by a % sign (e.g. 30%). The Autotransaction will then apply the specified</p>

percentage to the amount on the preceding line of the Transaction. If you enter a number followed by two % signs (e.g. 30%%), the result of the percentage calculation will be rounded to the nearest whole number. You can also define a more complex formula using the Calculation Formulae setting (described below) and then enter the Code of that formula here. The Autotransaction will then apply the specified formula to the amount on the preceding line of the Transaction.

If the amount or formula is entered in the Debit field, the calculated amount will be entered in the same column as the original amount. If it is entered in the Credit field, the calculated amount will be entered in the opposite column.

However, if a Calculation Formula is entered in the Debit field, it will calculate an amount based on the amount in the Debit field in the row above and enter the result as a Debit. It is thus recommended that Calculation Formulae be entered to both the Debit and Credit fields in an Autotransaction.

You can balance all the preceding lines of the Transaction by entering an equal sign (=) in the Debit or Credit field.

Note that the Debit and Credit fields behave in a different manner if you have entered a Calculation Formula in either field. Please refer to the section below describing the Calculation Formulae setting for full details.

V-Cd

Paste Special

VAT Codes setting, Nominal Ledger

Enter any VAT Code to be entered to the Transaction row. This can be used to control the definition of reports.

Example

The following example shows a template which distributes an amount across four Objects on a percentage basis after an amount has been entered to the Transaction. It might be used to allocate shares of overhead costs to four departments.

The screenshot shows a window titled "Autotransaction: Inspect" with a table containing the following data:

Code	A/C	Objects	Description	Debit	Credit	V-Cd
1	!	DEPT1	#	10%		S
2	#	DEPT2	#		20%	S
3	#	DEPT3	#		30%	S
4	#	DEPT4	#		40%	S
5	831				17.5%	
6	700					=
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

The first row contains an exclamation mark in the Account field and a percentage in the Debit field. The exclamation mark indicates that when the Autotransaction is specified in a Transaction, the amount of the previous row of the Transaction is to be overwritten by a figure determined by the application of the Autotransaction (in this case, by a percentage of the original figure). That figure will be on the same side (debit or credit) as the original, as the percentage has been entered to the Debit field of the Autotransaction. In other words, the original figure entered will be reduced by 90%. The Object specified will be entered to the Object field of the Transaction row and the Description will be retained.

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Transaction. The # sign in the Account and Description fields signifies that the Account and Description originally

specified are to be used in the new line, which will contain "DEPT2" in its Object field. The third and fourth lines of the Autotransaction will have a similar effect, creating new lines in the Transaction with different Objects and percentages to the original figure.

The fifth line calculates VAT from the original figure at the standard rate of 17.5% and places it in a new row in the Transaction, posting to the VAT Inputs Receivable Account on the same side (debit or credit) as the original figure.

The final line of the Autotransaction contains an Account number and an equal sign (=) in the Credit field. This signifies that the sum of the previous lines of the Transaction is to be posted to that Account. The posting will be on the opposite side (debit or credit) to the original figure, since the equal sign is in the Credit field.

When a Transaction is entered, begin by entering the Account code for the relevant expense category, and the amount excluding VAT. On the second row, enter the code of the Autotransaction in the Account field.

Transaction: New

Operations

No. 6053 Trans.Date 28/11/2002 Reference

Text Office Expenses November 2002

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	440	DEPT1	Gen Office Exps	1000.00		S
2	DIST					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 1000.00 Total 1000.00 0.00
 Difference Base 2 1587.30 Total 1587.30 0.00

Press Return. The Autotransaction is entered by Hansa, and the amounts are recalculated as follows—

Transaction: New

Operations

No. 6053 Trans.Date 28/11/2002 Reference

Text Office Expenses November 2002

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	440	DEPT1	Gen Office Exps	100.00		S
2	440	DEPT2	Gen Office Exps	200.00		S
3	440	DEPT3	Gen Office Exps	300.00		S
4	440	DEPT4	Gen Office Exps	400.00		S
5	831		VAT Inputs Receivable	175.00		
6	700		Bank Current Account		1175.00	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 1175.00 1175.00
 Difference Base 2 0.00 Total 1865.08 1865.08

The example Autotransaction is designed to be used from the Nominal Ledger and is therefore double-sided to produce a balancing Transaction.

It may be that many overhead costs will be entered from the Suppliers' Purchase Invoices in the Purchase Ledger. Autotransaction Codes can be entered to the Account field of a Purchase Invoice row in the same way as illustrated above for Transactions, so in our example Purchase Invoices can also be distributed across departments. However, the Autotransaction used in this situation should be single-sided: it should not have the final balancing line posting to the Bank Account. When the Purchase Invoice is posted to the Nominal Ledger, a balancing posting to a Creditor Account will be made automatically as normal. Payment will reach the Bank Account when the Purchase Invoice is paid. In addition, any Autotransaction used in the Purchase Ledger will not need to calculate VAT because that will be handled by the VAT Code.

Single-sided Autotransactions can also be entered to the Account field of a Sales Invoice row.

Creating a new Autotransaction from an existing one

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens, listing existing records.

2. Click the Autotransaction you want to copy, and click [Duplicate] in the Button Bar. Alternatively, double-click the existing Autotransaction and, when it opens, click [Duplicate]. A copy of the selected Autotransaction is shown in the window. The title bar reads "Autotransactions: New", indicating that a new record has been created but not yet saved.
3. Edit the Autotransaction in the usual way, and enter the missing information. The new Autotransaction must be given a new, unique Code.
4. Save the record using the [Save] button or click [Cancel] to discard the record. Close the window by clicking the close box.

Changing an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens, containing a list of the Autotransactions you have defined.

2. Find the Autotransaction you need to change. If necessary, click in the Search field in the top right-hand corner of the window, enter the Code of the Autotransaction you want to find and press Return.

3. Double-click the row or press the Enter key.

The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.

4. Edit the Autotransaction in the usual way, and enter the missing information.
5. Confirm by clicking the [Save] button or discard the changes using the [Cancel] button. Close the window by clicking the close box.

Deleting an Autotransaction

1. Double-click 'Autotransactions' in the 'Settings' list.

The 'Autotransactions: Browse' window opens.

2. Find the Autotransaction you are interested in, using the Search field in the top right-hand corner of the window as described above if necessary.
3. Double-click the row or press the Enter key. The Autotransaction is opened in a window with the title 'Autotransactions: Inspect'.
4. Select 'Delete' from the Records menu. The Autotransaction is permanently deleted. The previous Autotransaction in the list is shown.
5. Click the close box.



You cannot undo the deletion of an Autotransaction.

Budget Keys

Budget Keys are one of the tools available in Hansa to help in the calculation of budgets. Budget Keys allow a formula to be applied to a yearly budget total in order to divide it into monthly figures.

For example, suppose that for particular Accounts each month of the year is budgeted to have the same balance, except June, July and August, which are to have balances half the size of the other months. Enter a Budget Key value of 1 for each of the three summer months, and 2 for the other months. The sum will be 21, which then corresponds to the annual balance.

When the sum of the Budget Keys is 100, each month will have a certain percentage of the annual figure. You can use percentage values as Budget Keys, but you don't have to. And remember that in case you start entering percentage values that add up to 100, changing a value will also change the sum away from 100.

Budget Key records should be defined in such a way as to co-ordinate with your budgeting methods. For example, if you start with an annual budget figure and break it down into quarterly totals, your Budget Keys should feature four lines, one for each quarter. If you work to monthly totals, each Budget Key should have twelve lines, and so on.

See the description of the Budget register later in this chapter to see how Budget Keys are used to help calculate budgets.

To enter Budget Keys, double-click 'Budget Keys' in the 'Settings' list. Then, open the 'Budget Key: New' window by clicking the [New] button. When the Budget Key record has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

	Value
1	10.00
2	12.00
3	15.00
4	25.00
5	45.00
6	40.00
7	30.00
8	25.00
9	20.00
10	15.00
11	10.00
12	5.00

- Code** This is a code that identifies the Budget Key, when used for budgeting. Only uppercase letters and numbers are allowed.
- Name** Give the key a descriptive name, e.g. "SALES." The name is shown in the "Budget Keys: Browse" window. Ideally, the Name should include a reference to the number of periods (i.e. the number of rows used in the grid, usually 12 for monthly periods or four for quarterly periods). This will help you when entering Budget records because these should have the same number of periods as the Budget Keys they use.
- Sum** Hansa will fill in this field automatically with the sum of the monthly or quarterly key values.
- Value** Enter the monthly or quarterly key values.

Calculation Formulae

This setting is used to define formulae which can then be used by Autotransactions.

Entering a Calculation Formula

Double-click 'Calculation Formulae' in the 'Settings' list. A list of existing Calculation Formulae appears. Click [New] in the Button Bar to enter a new record, or [Duplicate] to create a new record that is based on an existing one. When the Formula has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

	From	To	%	Amount
1	0.00	99.99	1.00	
2	100.00	199.99	5.00	
3	200.00	499.99	10.00	
4	500.00		20.00	
5				
6				
7				
8				
9				
10				
11				

To enter a Calculation Formula, follow these steps—

1. Enter a Code by which the Formula can be identified. This can consist of up to 12 alphanumeric characters. Each Formula must have a unique code, and codes should be used which themselves cannot be mistaken for formulae. For example, do not use a code of a number followed by a % sign such as "10%" or "+10%".
2. Assign a descriptive name to the Formula which will then be shown in the 'Calculation Formulae: Browse' window.
3. Use the grid area to draw up the Formula. This can use any combination of percentages (entered in the % column) and fixed values (entered in the Amount column).

The example in the illustration above takes an amount and calculates from it a figure based on a graduated percentage scale, in a similar

manner to income tax calculations. It functions by adding the following figures together—

- 1% of the first 99.99 of any amount
- 5% of the next 99.99
- 10% of the next 299.99
- 20% of any remaining amount.

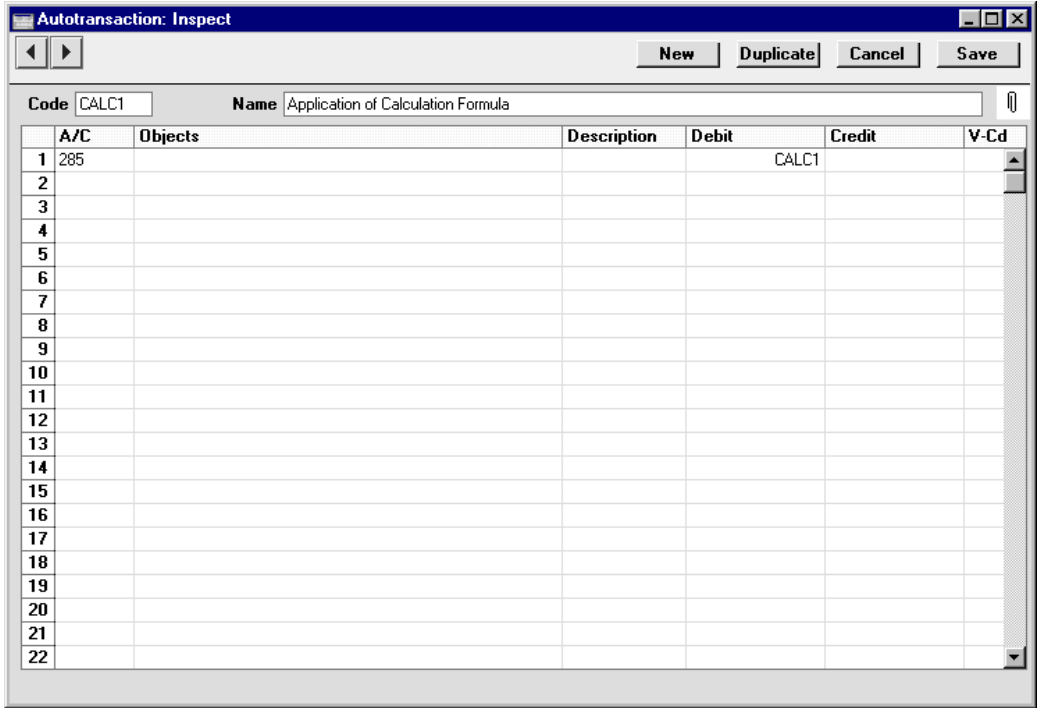
For example, applying the formula to the figure 5,000 produces 936.00 (1% from the first 99.99 = 1, 5% from the range 100-199.99 = 5.00, 10% from the range 200-499.99 = 30.00 and 20% on the rest = 900.00).

It is recommended that the number ranges of the different rows of the Formula (the From and To columns) are defined to two decimal places or are almost made to overlap. For example, ranges of 0-99.99 and 100-199.99 (or even 0-100 and 100-200) will produce a more accurate result than 0-100 and 101-200.

Using a Calculation Formula in an Autotransaction

A Calculation Formula should be attached to the Debit or Credit fields of an Autotransaction as follows. If it is attached to the Debit field of the Autotransaction, the Formula will be applied to the value entered in the previous row of the Transaction and the result placed in the Debit field of the Transaction. If it is entered in the Credit field of the Autotransaction, the result will be placed in the Credit field of the transaction.

In the illustration below, the code of the example Formula shown above has been entered to the Debit field of an Autotransaction—



Calculation Formulae in use

When a Transaction is entered, begin by entering the Account code for the relevant expense category, and the amount. On the second row, enter the code of the Autotransaction in the Account field.

Transaction: New [Icons] [New] [Duplicate] [Cancel] [Save]

No. 6053 Trans.Date 28/11/2000 Reference []

Text []

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	199		Sundry Income		5000.00	1
2	CALC1					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1: -5000.00 Total: 0.00 5000.00
 Difference Base 2: -8000.00 Total: 0.00 8000.00

Press Return. The Autotransaction is entered by Hansa, and the amounts are recalculated as follows—

Transaction: New

Operations

No. 6053 Trans.Date 28/11/2000 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	199		Sundry Income		5000.00	1
2	285		Commissions Payable	936.00		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 -4064.00 Total 936.00 5000.00
 Difference Base 2 -6502.40 Total 1497.60 8000.00

Number Series - Simulations

Define Number Series for Simulation transactions - see the next section for details of how to use this setting.

Number Series - Transactions

Each record in the Transaction register has its own unique identifying number, based on a sequential series. When entering a new Transaction, 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. In contrast to other registers, at least one Number Series must be defined for the Transaction register before any records can be entered.

Once defined, Number Series can be allocated to individual users using the Person register in the System module ('Ser Nos' card). In the Trans 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 Transaction, any user can change to any other Number Series using 'Paste Special'.

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

No.	Date		Comment	N/L		
	From	To				
1	6000	6999	1/1/2002	31/12/2002	London Office	GenTrans
2	60000	60999	1/1/2002	31/12/2002	Manchester	GenTrans
3	7000	7999	1/1/2003	31/12/2003	London Office	GenTrans
4	70000	70999	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.

N/L Accruals

In normal circumstances the full value of each Invoice row is posted to a Sales or Purchase 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 Invoice row value to be posted to the Sales or Purchase Account gradually over the period of the service or contract, especially if that period crosses over into a new fiscal year.

For example, you receive an Invoice for a service contract for one year to the value of 120. You do not want the Purchase Account to be debited with the 120 at once: instead it is to be debited with 10 per month over the year (the contract period). When entering such an Invoice, enter the Code of an N/L Accrual record on flip C (flip B in the case of a Sales Invoice). Records in the

N/L Accrual setting are used to define the rules governing the accrual process. When the Invoice is approved, the resulting Nominal Ledger Transaction will post its value to the Accrual Account specified in the N/L Accrual record, not to the Purchase Account. A record is also created in the Simulation register containing the appropriate number of sets of balancing postings (twelve in the example, one per month), each crediting the Accrual Account and debiting the Purchase Account with one twelfth of the total amount (10 in the example). One Nominal Ledger Transaction per month is then created from these balancing postings using the 'Generate N/L Accrual Transactions' Maintenance function (described later in this section). This process transfers the value of the Invoice row from the Accrual Account to the Purchase Account at the rate of 10 per month.

The N/L Accruals setting

To enter a new N/L Accrual record or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or by selecting 'Settings' from the File menu. Double-click 'N/L Accruals' in the list. The 'N/L Accruals: Browse' window is displayed, showing all N/L Accrual records previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

	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				

Code Enter a unique Code by which the N/L Accrual record will be identified. The Code should be one that has not already been used for an Autotransaction.

Description Enter a name for the N/L Accrual record, to be shown in the 'N/L Accruals: Browse' window and the 'Paste Special' list.

Prel. Account **Paste Special** Account register, Nominal Ledger/System module

Specify here an Accrual Account, which will usually be a Balance Sheet Account.

When this N/L Accrual record is used in a Sales Invoice row, this Account will be credited with the value of the Invoice row (excluding VAT). Use of the 'Generate N/L Accrual Transactions' Maintenance function will then gradually move the value out of this Account into the Sales Account.

When this N/L Accrual record is used in a Purchase Invoice row, this Account will be debited with the value

of the Invoice row (excluding VAT). Again, use of the 'Generate N/L Accrual Transactions' Maintenance function will then gradually move the value out of this Account into the Purchase Account.

Use the grid to define the formula used when creating the record in the Simulation register. Shown below is a sample Simulation, created from a Purchase Invoice using the N/L Accrual record illustrated above. Each row in the N/L Accrual record creates two rows in the Simulation (in this example debiting the Purchase Account and crediting the Accrual Account).

No.	Trans.Date	Reference	Text: 503 UK Trading Company Ltd, GBP P/INV.3030			
A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	740		Stock Valuation	10.00		1
2	821		Accruals from PL		10.00	1
3	740	15/11/2002	Stock Valuation	10.00		1
4	821	15/11/2002	Accruals from PL		10.00	1
5	740	15/12/2002	Stock Valuation	10.00		1
6	821	15/12/2002	Accruals from PL		10.00	1
7	740	15/1/2003	Stock Valuation	10.00		1
8	821	15/1/2003	Accruals from PL		10.00	1
9	740	15/2/2003	Stock Valuation	10.00		1
10	821	15/2/2003	Accruals from PL		10.00	1
11	740	15/3/2003	Stock Valuation	10.00		1
12	821	15/3/2003	Accruals from PL		10.00	1
13	740	15/4/2003	Stock Valuation	10.00		1
14	821	15/4/2003	Accruals from PL		10.00	1
15	740	15/5/2003	Stock Valuation	10.00		1
16	821	15/5/2003	Accruals from PL		10.00	1
17	740	15/6/2003	Stock Valuation	10.00		1
18	821	15/6/2003	Accruals from PL		10.00	1
19	740	15/7/2003	Stock Valuation	10.00		1
20	821	15/7/2003	Accruals from PL		10.00	1

Difference: 0.00 Total: 120.00 120.00

Months, Days

These two columns are used to calculate the Transaction Date of each balancing set of debit and credit postings in the Simulation. This will become the Date of the Nominal Ledger Transaction when one is created from the pair of postings using the 'Generate N/L Accrual Transactions' Maintenance function.

If a Transaction Date is to be a certain number of months after the Invoice Date, specify that number of months in the Months column. The day in the month will be the

same as that of the Invoice Date. If you enter "0", the Transaction Date will be the same as the Invoice Date.

If each Transaction Date is to be a certain number of days after the Invoice Date, specify that number of days in the Days column.

If values are entered in both the Months and Days fields, the Transaction Date will be calculated using both (i.e. Invoice Date + Months + Days).

Calculation

Specify here the percentage of the Invoice value that is to be the value of the corresponding set of debit and credit postings in the Simulation.

On the final row of the grid, = can be entered to signify that the value of the corresponding set of postings in the Simulation is to be the remaining Invoice amount. This ensures that nothing is lost when reducing the percentage to two decimal places.

VAT

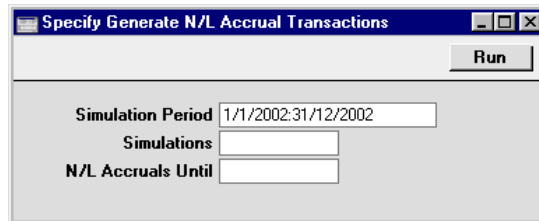
If you enter a VAT Code here, it will be copied to the corresponding set of debit and credit postings in the Simulation (and, from there, to the Transaction). It will not affect the calculation, but will be used for reporting (e.g. VAT Return).

If you leave this field empty, the VAT Code will be taken from the Invoice or Purchase Invoice row.

The ‘Generate N/L Accrual Transactions’ Maintenance function

Once a month, the ‘Generate N/L Accrual Transactions’ Maintenance function can be used to create Transactions from any pair of balancing debit and credit postings in Accrual Simulations whose Transaction Date has passed. This will allow the Invoice amounts to be moved gradually from the Accrual Account to the Sales or Purchase Account as appropriate.

To use this function, first open the ‘Maintenance’ list by selecting ‘Maintenance’ from the File menu. Double-click ‘Generate N/L Accrual Transactions’ in the list. The following dialogue box appears—



Simulation Period Paste Special Reporting Periods setting, System module

Enter a report period: all records in the Simulation register whose Transaction Date (shown in the header) falls within this period will be considered by the function.

Simulations Range Reporting Numeric

Use this field to ensure the function refers to a particular record in the Simulation register (or range of Simulations).

N/L Accruals Until Paste Special Current Date

Enter a date: all rows in the selected Simulations whose Transaction Date is earlier than this date will be converted into Transactions, providing their Status (flip B) is “Active”. The Transaction Date in the Simulation header will be used if there are any Simulation rows that do not have their own Transaction Date.

If no date is entered to this field, Transactions will be created for all rows in the selected Simulations, again providing their Status is “Active”.

Click the [Run] button in the Button Bar to run the function. It may take a few moments, depending on the number of Transactions to be created. When it has finished, you will be returned to the 'Maintenance' list window.

An example Transaction is illustrated below. This was created from the Simulation illustrated earlier in this section.

Transaction: Inspect [Window Controls]

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

No. 6057 Trans.Date 15/10/2002 Reference []

Text 503 UK Trading Company Ltd, GBP P/INV.3030

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation	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 0.00 Total 10.00 10.00

Difference Base 2 0.00 Total 15.87 15.87

When a Transaction is created from each pair of postings, 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	740			Transferred	10.00		1
2	821			Transferred		10.00	1
3	740	15/11/2002		Transferred	10.00		1
4	821	15/11/2002		Transferred		10.00	1
5	740	15/12/2002		Transferred	10.00		1
6	821	15/12/2002		Transferred		10.00	1
7	740	15/1/2003		Active	10.00		1
8	821	15/1/2003		Active		10.00	1
9	740	15/2/2003		Active	10.00		1
10	821	15/2/2003		Active		10.00	1
11	740	15/3/2003		Active	10.00		1
12	821	15/3/2003		Active		10.00	1
13	740	15/4/2003		Active	10.00		1
14	821	15/4/2003		Active		10.00	1
15	740	15/5/2003		Active	10.00		1
16	821	15/5/2003		Active		10.00	1
17	740	15/6/2003		Active	10.00		1
18	821	15/6/2003		Active		10.00	1
19	740	15/7/2003		Active	10.00		1
20	821	15/7/2003		Active		10.00	1

Difference: 0.00 Total: 120.00 120.00

Note that this function should be used with care as it is more powerful than its name suggests: it will create Transactions from all Simulations in the selection, not just those representing Accruals. Therefore, it can be used as a general function to create Transactions from Simulations. Take care to enter a date in the N/L Accruals Until field in the dialogue box: otherwise Transactions will be created for all rows for all Simulations in the selection. If you would like to see the details of the Transactions before they are created, produce an N/L Accrual Transactions report before using this function.

Object Type Control

This setting allows you to make sure that you will always choose an Object belonging to a certain Object Type when entering a Transaction using specified Accounts. This feature serves as a handy reminder always to use Objects. It does not prevent the use of Objects not in the specified Object Type.



This setting is valid in the Sales and Purchase Ledgers as well as in the Nominal Ledger.

	Type	Accounts
1	PERS	100:199,200:299
2	DEPT	100:199,200:299
3	PRODS	100:199,200:299
4	CUST	100:199
5	SUPP	200:299
6		
7		
8		

Enter and edit the fields in the usual way. (Don't forget the 'Paste Special' feature!)

Type

Paste Special

Object Types setting, Nominal Ledger

Enter the Object Type whose members you want to be required whenever a particular Account is used.

Accounts

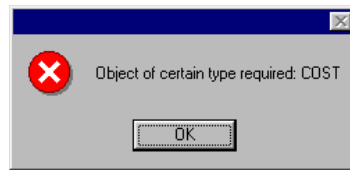
Paste Special

Account register, Nominal Ledger/System module

Enter the Accounts for which the use of particular Objects is required. A range of Account numbers is entered by separating the first and the last number in the range with a colon. Single Account numbers are separated by commas (e.g. 1000:2000, 3011, 3013, 3200:3499.)

Click [Save] when you are done. Click the [Cancel] button if you wish to close the setting without saving any changes.

If you forget to enter an Object belonging to the required Object Type, the following alert will be shown when you try to save the Transaction or Invoice—

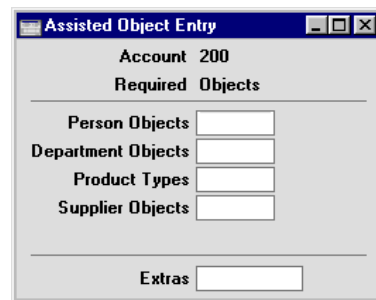


Click [OK] to close the message, and then enter an Object belonging to the requested Object Type.

Assisted Object Entry

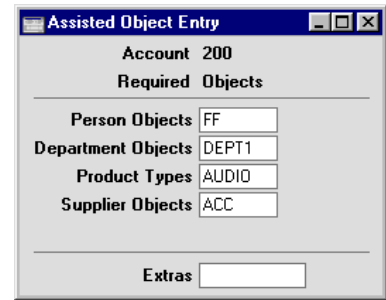
If you are using Object Type Control, the Assisted Object Entry feature will help you choose the correct Objects when entering Transactions and Simulations, as follows—

1. In a Transaction or Simulation, use an Account that has been quoted at least once in the Object Type Control setting. In the example Object Type Control setting illustrated earlier in this section, this means any Account between 100 and 299.
2. From the Object field, activate the 'Paste Special' feature using Ctrl-Enter or ⌘-Enter as usual. Instead of the usual 'Paste Special' list, the 'Assisted Object Entry' window opens.



In this example, Account 200 has been used in a Transaction. The illustration of the Object Type Control setting earlier in this section shows that Account 200 requires Objects belonging to four different Object Types. As a result, the 'Assisted Object Entry' window has four fields, one for each required Object Type.

- Using 'Paste Special' in the usual way, enter an Object belonging to each Type in the appropriate field. Use the Extras field if you want to add another Object belonging to a fifth Type.



Assisted Object Entry

Account 200

Required Objects

Person Objects FF

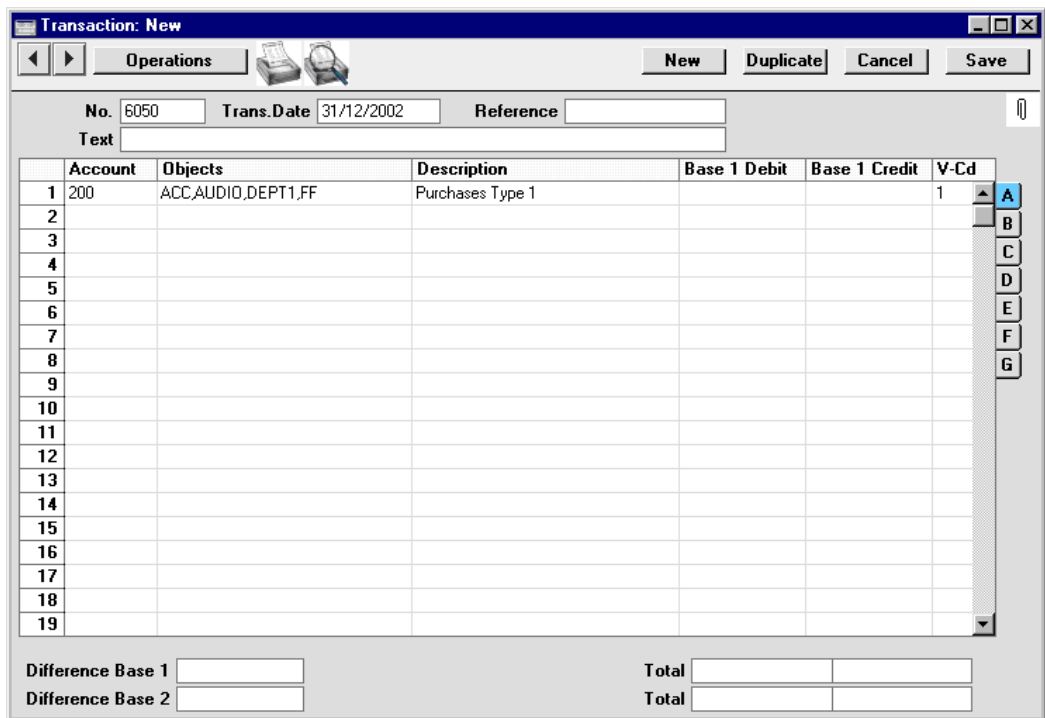
Department Objects DEPT1

Product Types AUDIO

Supplier Objects ACC

Extras

- Close the 'Assisted Object Entry' window by pressing the Shift-Enter key combination. The Objects will all be pasted into the Transaction—



Transaction: New

Operations

No. 6050 Trans.Date 31/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	200	ACC,AUDIO,DEPT1,FF	Purchases Type 1			1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

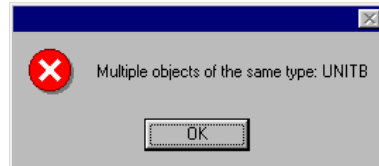
Difference Base 1 Total

Difference Base 2 Total

Object Types

This setting is used to define the different Object categories you are going to use in the accounting. Objects are discussed in greater detail in the Objects section of the 'System Module' chapter in Volume 1: Object Types are a means by which Objects of a similar nature can be grouped together.

When entering a Nominal Ledger Transaction, only one Object of a particular Object Type can be used in a Transaction row. Also, only one Object of a particular Object Type can be specified in a Sub System record (e.g. an Invoice). If there is an attempt to use more than one Object of the same Object Type, the following warning appears—



Creating an Object Type

Double-click 'Object Types' in the 'Settings' list. A list of existing Object Types appears. Click [New] in the Button Bar to enter a new record.

A dialog box titled "Object Type: Inspect". It has a button bar with "New", "Duplicate", "Cancel", and "Save". Below the buttons are three fields: "Code" with the value "PRODS", "Comment" with the value "Product Types", and "Length" which is empty. There are also "Start Str." and "Length" fields, both empty. A small icon is visible to the right of the Comment field.

Enter the text. The code field will show only uppercase letters. (Lower-case letters are automatically converted to uppercase.) You can move between fields with the arrow keys or with Enter. Use a name that identifies the Object Type as clearly as possible.

If a series of characters is specified in the Start String field, the Object Codes of all Objects belonging to this Type will have to begin with those characters.

The Length is used to satisfy certain reporting requirements in Estonia.

Confirm the entry by clicking [Save], or, if modifying an existing record, restore the old data by closing the window or by clicking [Cancel]. Close the window with the close box.

Deleting an Object Type

1. Double-click 'Object Types' in the 'Settings' list.

The 'Object Types: Browse' window opens.

2. Find the Object Type you are interested in, using the Search field in the top right-hand corner of the window if necessary.
3. Press the Enter key (or double-click the line).

The Object Type is shown in a window with the title 'Object Types: Inspect'.

4. Select 'Delete' from the Records menu. The Object Type is removed permanently. The window changes to show the previous Object Type in the list.
5. Close the window with the close box. The list of Object Types is shown again.



You cannot undo a deletion of an Object Type.

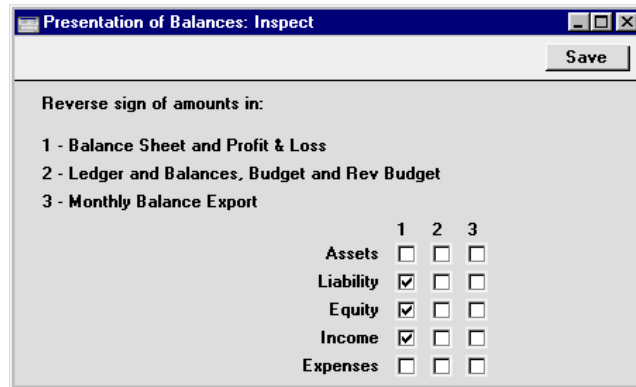
Presentation of Balances

Internally, Hansa interprets a Credit entry as a value that is subtracted from an account balance, while a Debit entry is added. Assets and costs are therefore stored as positive values, while liabilities, equity and incomes are negative.

These internal calculation and storage methods are often impractical when it comes to displaying balances in reports on the screen or on paper. Therefore, Hansa has a default setting for displaying balances, whereby some values are inverted, e.g. liabilities and equity are shown as positive values. There are, however, many different accounting conventions in this world, and you are therefore given the option to change the default settings. You may have your own standard, or you may wish to exchange data with other accounting systems using conventions other than Hansa's default method.

It is not unusual for the board, the bank, auditors, and tax authorities to request different presentations of the company's figures. With Hansa's flexible method for presentation, you can solve this easily by changing the settings of Presentation of Balances. This can be done any time, e.g. between printing two reports of the same kind.

Open the 'Presentation of Balances' window by double-clicking 'Presentation of Balances' in the 'Settings' list.



As you can see, the window contains a set of check boxes. The five rows indicate different classes of accounts, and the three columns contain the different circumstances where the numbers are to be presented.

A checked box indicates that the field will be presented with the sign opposite to the internal representation. An empty box means that Hansa's internal sign will be used. Internally, Hansa regards all debits as positive numbers, and all credits as negative numbers.

The default setting is that values for Assets, Liabilities and Equity follow the internal values, while Revenues and Costs are presented with the opposite sign.

Check the boxes in the window to select your settings.

Confirm your changes by clicking [Save] or revert to the previously saved setting by clicking [Cancel].

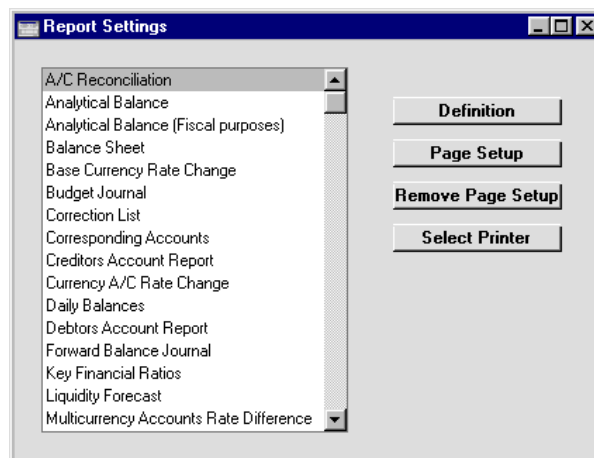
Rate Gain/Loss

Please refer to the 'Multi-Currency' chapter for full details of this setting.

Report Settings

The appearance and format of some Nominal Ledger reports can be changed to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions window is described in the section covering the particular report later in this chapter.



The [Definition] button can only be used with the four reports named above. The remaining three buttons can be used with all reports, in all modules. If you change to another module using the Modules menu in the usual way, the list of reports on the left-hand side of the 'Report Settings' window will change appropriately. Highlight a report in the list and then click a button, as described below.

When you have finished working with the 'Report Settings' window, close it by clicking the close box.

Select Printer If you are using a Macintosh, the [Select Printer] button can be used to re-direct the output from the highlighted report to the modem port, where you can connect a serial (PC) printer (e.g. a dot matrix printer for printing on pre-printed stock of pin-feed paper).

Page Setup, Remove Page Setup

The [Page Setup] button allows you to set the page size, number of copies and other printer options for the highlighted report. These settings will be used whenever the report is printed. Windows users can also use this function to choose the printer on which the report is to be printed. Click the [Remove Page Setup] button to revert to standard.

Sub Systems

The integration between Hansa's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

This setting controls when such automatic generation of Transactions is to be activated, and from which sub systems. Double-click 'Sub Systems' in the 'Settings' list to open the following window—

Sub System	From Date
<input checked="" type="checkbox"/> Invoices	1/3/2002
<input checked="" type="checkbox"/> Receipts	1/3/2002
<input checked="" type="checkbox"/> Purchase Invoices	1/3/2002
<input checked="" type="checkbox"/> Payments	1/3/2002
<input checked="" type="checkbox"/> Expenses	1/3/2002
<input type="checkbox"/> Personnel Payments	
<input checked="" type="checkbox"/> Goods Receipts	1/3/2002
<input checked="" type="checkbox"/> Deliveries	1/3/2002
<input checked="" type="checkbox"/> Stock Movements	
<input checked="" type="checkbox"/> Stock Depreciations	
<input checked="" type="checkbox"/> Productions	
<input checked="" type="checkbox"/> Returned Goods	

Check boxes containing a tick represent those Sub Systems from which Nominal Ledger Transactions will be generated. Use the date field to indicate the date from which Transactions are to be generated. Further Sub Systems are shown on cards 2 and 3.

Once you have specified that a particular Sub System is to generate Nominal Ledger Transactions, you can make an exception for Sub System records that fall within a particular number sequence. For example, if it is the general case that Invoices will generate Nominal Ledger Transactions when they are approved, you can choose to not have Transactions created for Invoices whose Number falls within a particular range. This is done using the appropriate Number Series setting for the Sub System in question (Number Series - Invoices) in the example. Please refer to the section describing the appropriate Number Series setting for details.

This function is particularly useful at the transfer to Hansa from another accounting system, when it is necessary to enter opening balances to Hansa. If an overall opening balance has been entered to the Debtor Account for example, any Invoices transferred from the old system and entered as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

It is therefore recommended that the check boxes be switched on according to your requirements, and for each a date entered which is later than the Transaction Date used for all your opening balance transactions. This will ensure that these will not be posted to the Nominal Ledger, and that there is no danger of forgetting to switch the check boxes on when new transactions are entered.

If you do not wish to use the feature whereby Nominal Ledger Transactions are generated automatically, or if you forget to turn it on, there is a Nominal Ledger report, N/L Transfer Sub Systems, which can be used to print a list of all Sub System transactions. This can be used as a basis for the manual entry of equivalent Nominal Ledger Transactions. This report is described later in this chapter. There is also a Maintenance function in the System module, 'Create N/L Transactions' which can be used to create such Nominal Ledger Transactions in batches.

Tax Reports

You can use this setting together with the Tax Calculations report and the Tax Report document to design and produce custom reports. The basic steps in this process are—

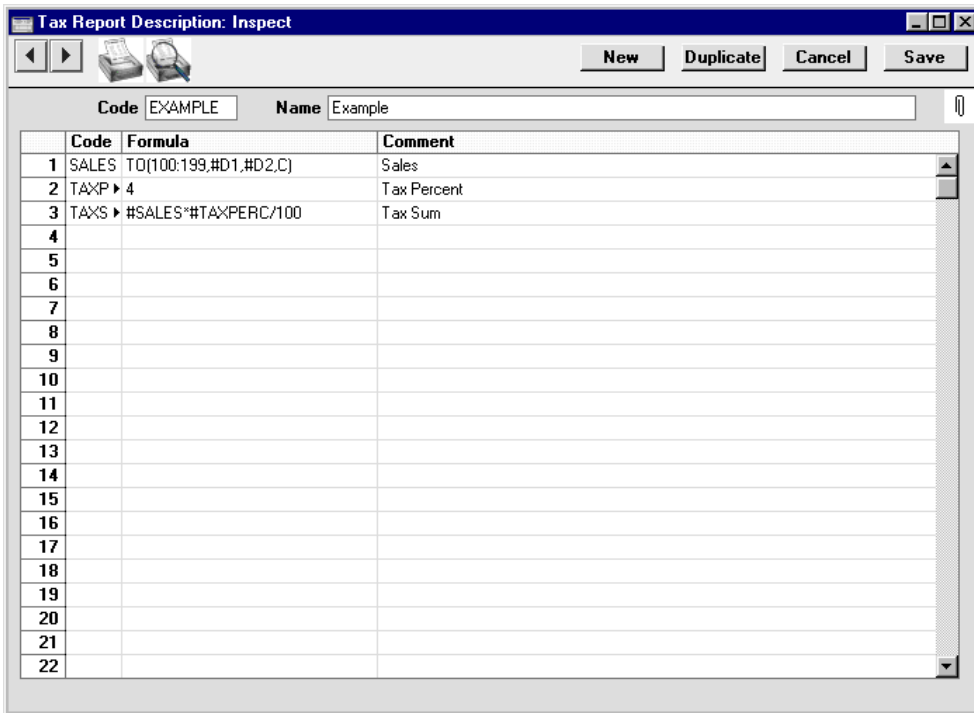
1. Use the Tax Reports setting to define the calculation formulae that are to be used in your report.
2. Use the Tax Calculations report to test your formulae and to check the results.
3. Use the Form register in the System module to design a Form to be used by the Tax Report document.
4. Use the Tax Report document to print a report for sending to the tax authorities.

These steps are now described in detail.

The Tax Reports Setting

This setting is used to define the tax calculation formulae that will make up your custom reports. Each record in this setting contains a complete report definition.

To enter a new Tax Report definition or to edit an existing one, first open the 'Settings' list by clicking the [Settings] button in the Master Control panel or by selecting 'Settings' from the File menu. Double-click 'Tax Reports' in the list. The 'Tax Reports: Browse' window is displayed, showing all Tax Report definitions previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.



- Code** The unique code identifying this Tax Report record (i.e. this set of report definitions).

- Name** Enter a name for the Tax Report record as it will be shown in the 'Tax Reports: Browse' window and the 'Paste Special' list

Enter the report definitions (formulae) in the grid. Do not include any spaces in the formulae.

Code	A unique Code identifying each row. This Code can be used to refer to the row in other formulae, when it must be preceded by the # character (#SALES and #TAXPERC in row 3 of the illustration are examples, referring to rows 1 and 2 respectively). # is alt-3 on the UK Macintosh keyboard.
Formula	The formula used to calculate the value of this row.
Comment	The name of this row of the report, to be shown in the Tax Calculations report.

Several commands are available for use in the Formula field. They are not case sensitive.

TO(Account Code,Date 1,Date 2,Type)

This command returns the net change between Date 1 and Date 2 for the specified Account.

Use the Type parameter as follows—

- C** returns the net change resulting from credit postings to the specified Account
- D** returns the net change resulting from debit postings to the specified Account
- A** returns the overall net change (Debit - Credit)

Some examples of the use of this command are as follows—

TO(100,01/01/2002,31/12/2002,C)

Returns the sum of the credit postings to Account 100 for the year 2002.

TO(100:1999,01/01/2002,31/12/2002,A)

Returns the sum of the net changes in Accounts 100 to 1999 for the year 2002. The Accounts used are determined using an alpha sort, rather than a numeric one. Thus Account 1000001 will be included in the example range, while Account 200 will not.

-TO(100:1999,01/01/2002,31/12/2002,A)

As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in Hansa. Prefixing the TO command with a minus sign will cause sales to be displayed as positive figures in the report.

OTO(Object Code,Account Code,Date 1,Date 2,Type)

This command is similar to TO, but in calculating the net change during the period for the specified Account, only postings with the specified Object Code are taken into account.

The reference to the Object Code is case sensitive. For example—

OTO(A,100,01/01/2002,31/12/2002,C)

Returns the sum of the credit postings with Object A to Account 100 for the year 2002. Credit postings with Object a will not be included.

TO2(Account Code 1,Account Code 2,Date 1,Date 2)

This command returns the net change between two Accounts (i.e. between two corresponding Accounts) between Date 1 and Date 2. For example—

TO2(750,100,01/01/2002,31/12/2002)

Returns the sum of the postings during the year 2002 where Account 750 is the debit Account and 100 is the corresponding credit Account.

TO2(750,100:1999,01/01/2002,31/12/2002)

Returns the sum of the postings during the year 2002 where Account 750 is the debit Account and any Account between 100 and 1999 is the corresponding credit Account.

OTO2(Object Code,Account Code 1,Account Code 2,Date 1,Date 2)

This command is similar to TO2, but in calculating the net change between the corresponding Accounts, only double-sided postings where the specified Object Code is used on both sides are taken into account.

The reference to the Object Code is case sensitive.

BAL(Account Code,Date,Type)

This command returns the balance for the specified Account on the specified Date. It therefore differs from the TO command in that balances brought forward from previous periods are taken into account.

The command can return the sum of the balances of a range of Accounts in the same manner as the TO command: please refer to the description of the TO command above for examples.

OBAL(Object Code,Account Code,Date,Type)

This command is similar to BAL, but in calculating the balance for the specified Account on the specified date, only postings with the specified Object Code are taken into account.

ABS(expression) This command returns the absolute (positive) value of the expression. The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

ABS(-1) Returns 1

ABS(1) Returns 1

ABS(TO(100:1999,01/01/2002,31/12/2002,A))

Returns the sum of the net changes in the income Accounts 100 to 1999 for the year 2002, expressed as a positive figure. Balances for income Accounts are stored as negative figures in Hansa.

SIGN(expression) This command returns the following—

- 1 if the value of the expression is positive
- 1 if the value of the expression is negative
- 0 the value of the expression is zero

The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

SIGN(TO(100:1999,01/01/2002,31/12/2002,A))

Returns -1 since the balances of income Accounts are negative

SIGN(ABS(TO(100:1999,01/01/2002,31/12/2002,A)))

Returns 1, since the ABS command expresses the balances of income Accounts as positive figures

ROUND(expression,number of decimal places)

This command returns the value of the expression rounded to the specified number of decimal places. The expression can be a hard-coded number or a formula using one of the Tax Report commands. For example—

ROUND(1234.24,0)

Returns 1234

ROUND(1234.24,1)

Returns 1234.2

ROUND(1234.24,-2)

Returns 1200

ROUND(TO(100:1999,01/01/2002,31/12/2002,A),2)

Returns the sum of the net changes in the income Accounts 100 to 1999 for the year 2002, rounded to two decimal places.

IF(expression, return 1, return 2) This command returns the following—

return 1 if the value of the expression is positive or zero

return 2 if the value of the expression is negative

The expression, return 1 and return 2 can all be hard-coded numbers or formulae using one of the Tax Report commands. For example—

IF(BAL(100,31/12/2002,A),1,-1)

Returns 1 if BAL(100,31/12/2002,A) is positive or -1 if it is negative

Dates Where a date is to be included in a formula, it can be hard-coded as in the examples above, or you can use one of the following variables—

#D1 The first date of the report period, as entered in the report or document specification window

#D2 The last date of the report period, as entered in the report or document specification window

#D3 The Previous Date, as entered in the report or document specification window

It is recommended that you use these variables, to ensure that your formulae can be used at any time without modification.

For example, to print the closing balance for Account 100 for the report period 1/1/2002:31/12/2002, you could hard-code the date in the formula as follows—

BAL(100,01/12/2002,A)

Alternatively, you could take the date from the report period, as follows—

BAL(100,#D2,A)

Unexpected Results

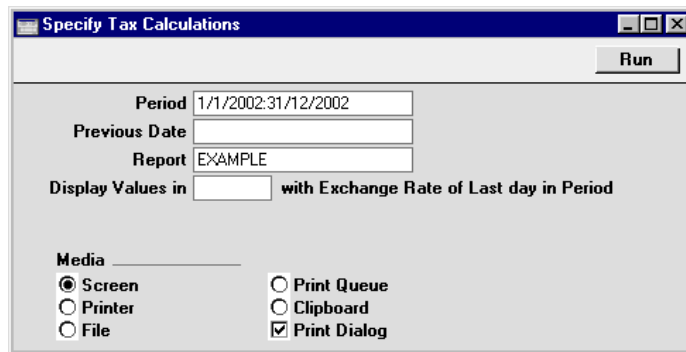
If a Tax Report record produces unexpected results and you are certain that the formulae are correct, the probable cause is that you are using the comma as the Decimal or Date Separator in the Date and Numeric Formats setting in the System module. As shown above, the comma is also used to separate the parameters in the

formula commands. If you wish to continue using the comma as the Decimal or Date Separator, please refer to your local Hansa representative for a solution.

The Tax Calculations Report

The Tax Calculations report can be used to test your formulae and to check the results. As you add or change formulae in a record in the Tax Report setting, you can recalculate this report to see the consequences of the changes immediately.

On double-clicking 'Tax Calculations' in the 'Reports' list in the Nominal Ledger, the 'Specify Tax Calculations' window opens—



Period	Paste Special	Reporting Periods setting, System module
		Specify the period to be covered by the report.
		To refer to the first date of this period in your formulae, use the expression #D1.
		To refer to the last date of this period in your formulae, use the expression #D2.
Previous Date	Paste Special	Current Date
		Enter any comparison date, as required by the formulae in your record in the Tax Report setting. To refer to this date of this period in your formulae, use the expression #D3.
Report	Paste Special	Tax Reports setting, Nominal Ledger
		Specify the record in the Tax Report setting that contains the formulae that you wish to test.

Display Values in Paste Special

Currency register, System module

Specify the Currency that is to be used in the report. Leave the field empty to use the home Currency (Base Currency 1).

When the specification window is complete, click the [Save] button in the Button Bar. The resulting report contains a separate line for each row in the record in the Tax Reports setting—

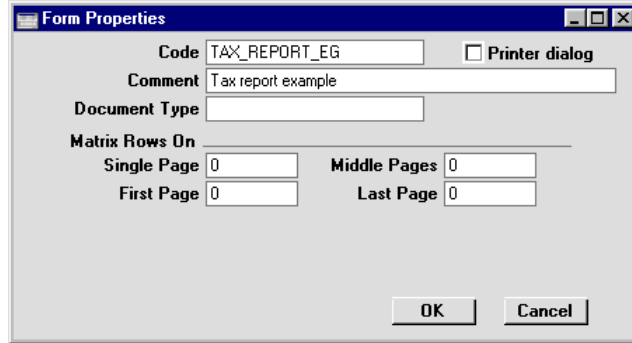
Tax report calculation EXAMPLE			
Operations		Search	
SALES	4,672.59	Sales	TO(100:199,#D1,#D2,C)
TAXPERC	4.00	Tax Percent	4
TAXSUM	186.90	Tax Sum	#SALES*#TAXPERC/100

The calculated result of the formula is shown in the second column, while the formula itself is shown in the fourth column.

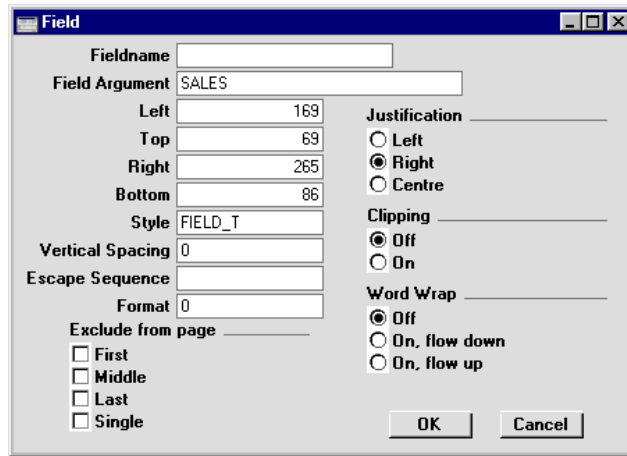
Designing a Form to be used with the Tax Report Document

The Tax Report document prints the results of your formulae, using the correct formatting. Design the Form used by this document in the usual way (as described in the ‘System Module’ chapter in Volume 1 of these manuals) with these exceptions—

1. When creating a new Form, select ‘Properties’ from the Operations menu. Enter an appropriate Code and Comment (name), but leave the Document Type blank—

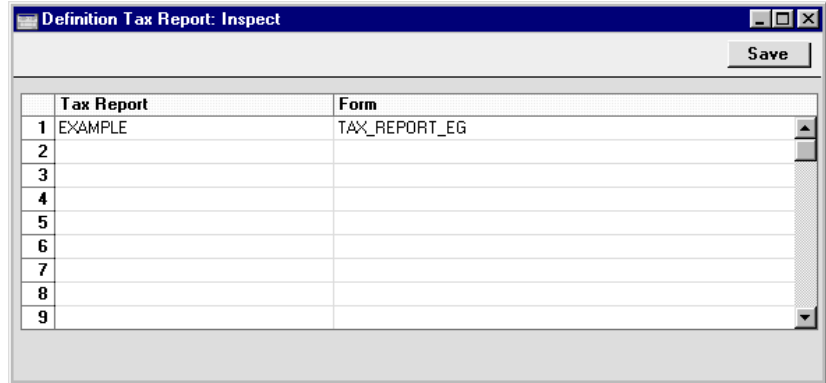


2. A particular Form should be linked to a single record in the Tax Reports setting. This link will be established using the ‘Define Document’ function, described in the next section. Each field in the Form will relate to a particular row in the Tax Report record. When adding fields to the Form, leave the Fieldname blank. Instead, enter the Code of the row in the Tax Report record as the Field Argument—

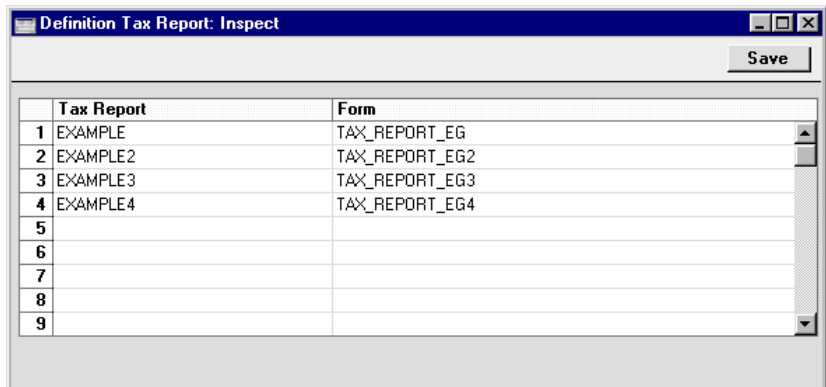


- Since a particular Form is linked to a single record in the Tax Reports setting, you should design a new Form for each record in that setting.

When the design of the Form is complete, click the [Save] button in the Button Bar to save it. Then, change to the Nominal Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel. Highlight 'Tax Report' in the list and select 'Define Document' from the Operations menu.



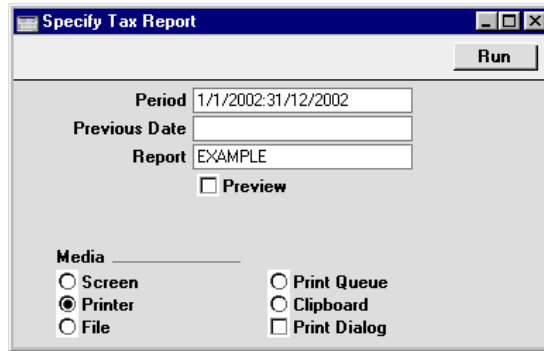
Use this window to link a record in the Tax Reports setting to a Form. Enter the Code of a Tax Report record in the first column, and its associated Form in the second. You can use 'Paste Special' in both cases if necessary. As you create further Tax Report records and design the Forms to go with them, list them in the document definition window—



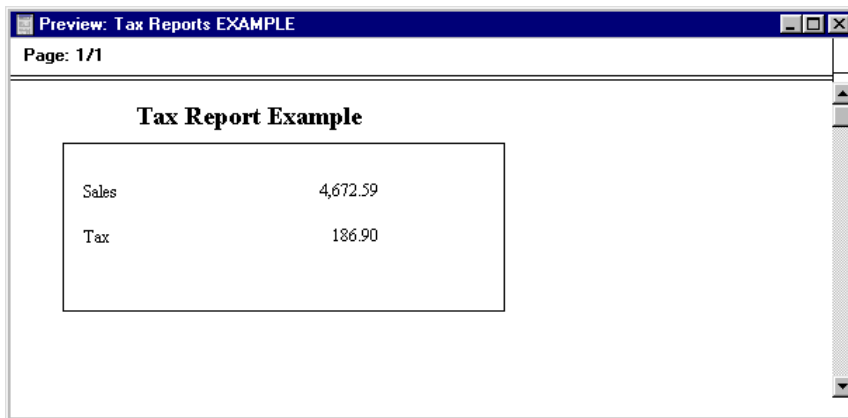
Click [Save] to save the Tax Report document definition.

The Tax Report Document

When the time comes to print the Tax Report document, this can be done in the usual way, by double-clicking 'Tax Report' in the 'Documents' list window. The 'Specify Tax Report' window appears—

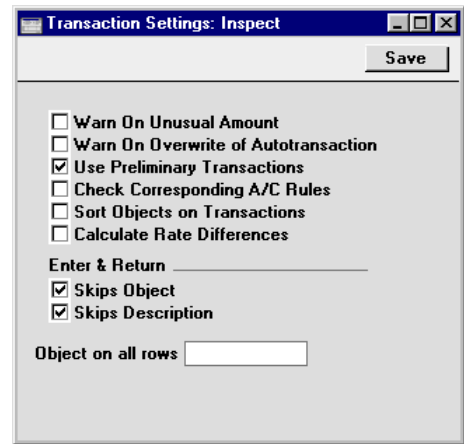


This window should be used in the same way as the 'Specify Tax Calculations' window described above. Specify the Tax Report record to be printed in the Report field: the correct Form for that Tax Report record will be printed, providing you have completed the document definition window as described above. Click the [Run] button in the Button Bar to print the document. If you have checked the Preview box, it will be printed to screen—



Transaction Settings

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



Warn on Unusual Amount

When defining Accounts using the Account register (available in the Nominal Ledger and in the System module), 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, debit), a warning can be made to appear if an attempt is made, in the example, to credit the Account when entering a Transaction. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Warn on Overwrite of Autotransaction

Check this box if you want Hansa to issue a warning if you try to alter anything, for example an Account number, when you use an Autotransaction.

Use Preliminary Transactions

This option allows Nominal Ledger Transactions to remain fully editable even after they have been saved. If this feature is being used, its scope can be restricted using the Not Prel TR field in the Locking setting in the System module. If a date has been specified in this field, only Transactions whose Transaction Date is later than this date will be modifiable (i.e. they will be 'Preliminary' Transactions); Transactions whose

Transaction Date is on or before that date will not be modifiable (i.e. they will be of 'actual' status).

When you print reports for a month which is not locked, the report heading will state that the report contains Preliminary Transactions.

Months must be locked chronologically. It is not possible to close transactions for June while May is still open. (When a month is locked for Preliminary Transactions it is, however, still open for normal Transaction entry.)

Check Corresponding A/C Rules

Hansa contains a feature whereby the Accounts used on each side (debit/credit) of a Transaction can be subject to certain rules (corresponding rules). Switch this option on if you would like Hansa to prevent the entry of Transactions that do not comply with these rules.

The corresponding rules are a means of ensuring that Transactions are entered clearly, where it can easily be seen which credit posting is balancing which debit posting. The following examples illustrate compliance with these rules—

Eg	Account	Debit	Credit	
1	110	1000		
	750		1000	OK
2	110	1000		
	750		800	
	831		200	OK
3	110	1000		
	120	200		
	750		1000	
	831		200	Wrong
4	110	1000		
	750		1000	
	120	200		
	831		200	OK

If the option is being used and it is necessary to enter a Transaction where the correspondence is not clear (i.e. one which you will not be able save), you will need to establish correspondence manually using the Corr. field on flip F of the Transaction screen. Please refer to the section below describing this screen for full details.

Sort Objects on Transactions

Use this option if you would like the Objects specified in a Transaction row to be sorted. This will take place when you have entered them and moved to the next field.

Calculate Rate Differences

Please refer to the description below of flip E of the Transaction record for details about this check box.

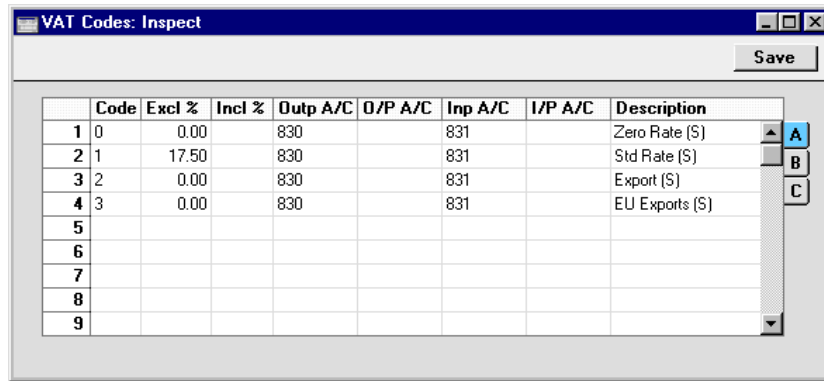
Enter and Return When pressing the Return or Enter key, you can determine whether the cursor is to skip over the Object and Description fields in each row of the Transaction screen using these check boxes. If so, you can still move the cursor into those fields using the mouse or the Tab key if necessary.

VAT Codes

In order to comply with VAT regulations it is necessary to differentiate between domestic, EU and external trade. To solve this, Hansa makes use of VAT Codes, whereby any number of VAT Codes with different accounting specifications can be defined.

VAT Codes can be assigned to Customers, Suppliers and also to individual Sales and Purchase Accounts. The VAT Codes help Hansa to use the correct VAT percentage, to control the Nominal Ledger accounting and to provide VAT statistics. The standard VAT Codes used in the UK are supplied with the program.

To edit the VAT Codes, double-click 'VAT Codes' in the 'Settings' list. The following window appears—



To edit a VAT Code, simply click in the field to be changed and overwrite the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows—

Flip A

Code Each VAT Code record should be identified by a unique Code.

Excl % Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount.

Incl % Specify the percentage to be applied to a figure that includes VAT in order to calculate the VAT amount.

Outp A/C **Paste Special** Account register, Nominal Ledger/System module

Specify here the VAT Outputs Account to be credited whenever this VAT Code is used.

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

O/P A/C	Paste Special	Account register, Nominal Ledger/System module
		<p>This field is only used if the Book Receipt VAT option on card 1 of the Account Usage S/L setting is on. This will be the case for users of the Cash VAT scheme in the UK.</p> <p>If this field contains a value, the Outp A/C will be treated as a preliminary VAT Output Account, to be credited whenever an Invoice is approved. However, when the Invoice is paid, the VAT is moved from the Outp A/C to the O/P A/C. This therefore becomes the final VAT Output Account.</p> <p>If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Outp Account.</p>
Inp A/C	Paste Special	Account register, Nominal Ledger/System module
		<p>Specify here the VAT Inputs Account to be debited whenever this VAT Code is used.</p>
I/P A/C	Paste Special	Account register, Nominal Ledger/System module
		<p>This field is only used if the Book Payment VAT option on card 1 of the Account Usage P/L setting is on. This will be the case for users in Latvia and for users of the Cash VAT scheme in the UK.</p> <p>If this field contains a value, the Inp A/C will be treated as a preliminary VAT Input Account, to be debited whenever a Purchase Invoice is approved. However, when the Purchase Invoice is paid, the VAT is moved from the Inp A/C to the I/P A/C. This therefore becomes the final VAT Input Account.</p> <p>If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Inp Account.</p>
Description		<p>The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen.</p>

Flip B

	Code	Excl %	Incl %	Tax %	Tax A/C	Real Sales	Description
1	0	0.00				-	Zero Rate (S)
2	1	17.50				-	Std Rate (S)
3	2	0.00				-	Export (S)
4	3	0.00				-	EU Exports (S)
5							
6							
7							
8							
9							

Tax 1 %, Tax 1 A/C

These two fields will be useful in situations where it is necessary to apply a second tax such as an environmental tax to Sales Invoices. The taxable percentage should be entered to the Tax 1 % field and the Account to be credited by the tax amount should be entered in the Tax 1 A/C field, using 'Paste Special' if necessary.

The tax will be applied when entering Quotations, Orders and Invoices for Customers assigned a VAT Code record that has been defined as including the extra tax provision. The tax amount will be calculated from the transaction total including VAT, and will be shown in the Tax Sum field on the 'Del.' card of the Quotation and on the 'Del. Terms' card of the Order, and in the Ext. Tax field in the footer area of the Invoice.

Real Sales

Paste Special

Choices of possible entries

The options attached to this field are used for specific reporting requirements as follows—

- This option should be chosen when the VAT Code is to have no special properties.

Exclude from Official Reports

Choose this option if rows with this VAT Code in Invoices and Purchase Invoices are to be excluded from the VAT Customer Sales and VAT

Supplier Purchases reports respectively. These reports are designed for use in Portugal.

No VAT

This option is used by the Sales Book and Purchase Book reports, designed for use in Russia. Please refer to your local Hansa representative for more information.

Flip C

	Code	Excl %	Incl %	Outp A/C Corr.	Inp A/C Corr.	Description
1	0	0.00				Zero Rate (S)
2	1	17.50				Std Rate (S)
3	2	0.00				Export (S)
4	3	0.00				EU Exports (S)
5						
6						
7						
8						
9						

Outp A/C Corr., Inp A/C Corr.

Paste Special

Account register, Nominal Ledger/System module

These fields must contain values if you will be using the VAT Correction feature in the Sales and Purchase Ledgers. Please refer to the description of this feature elsewhere in this Volume for details.

The Transaction Register

In a company, all accounting events are entered as Transactions. Depending on the nature of the Transaction, this can be done directly to the Transaction register or remotely from the Sales and Purchase Ledgers or the Stock module.

In Hansa, you can decide which Transactions are be entered directly and which are to be created remotely from other Ledgers (or 'Sub Systems'). This is done using the Sub Systems setting described earlier in this chapter.

Typically, Transactions representing Sales and Purchase Invoices, Receipts and Payments will be generated remotely from the Sales and Purchase Ledgers. Other types of transactions will be entered directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

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

In the Nominal Ledger, select 'Transactions' from the Registers menu, or click the [Transactions] button in the Master Control panel. The 'Transactions: Browse' window is opened, showing a list of Transactions already entered.

No.	Trans. Date	Text	Reference
2002.6049	20/11/2002	Purchase 17.5% VAT	
2002.6051	30/11/2002	Receipt against Invoice 960009	
2002.6052	30/11/2002		
2002.6053	30/11/2002	Purchase: Office Material	
2002.6054	30/11/2002		
2002.6055	30/11/2002	Purchase: Office Material	
2002.6056	30/11/2002		
S/INV.960157	6/12/2002	005 Moscow Trading Co, GBP	
PURCH.5022	13/12/2002	504 Estonian Export, GBP	
2002.6059	15/12/2002	503 UK Trading Company Ltd, GBP P	

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the financial year: the Transactions numbered 2002.6049 to 2002.6059 in the illustration are

examples of this. The characters representing the financial year are taken from the Fiscal Years setting in the System module. Transactions that have been created from a Sub System are shown with their Transaction Numbers preceded by a code depending on their nature. In their case, the Transaction Numbers themselves are determined in the Sub System in which they were created. For example, Transactions generated from Sales Invoices have a Transaction Number that is the same as their Invoice Number, and are shown in the browse window with a prefix of S/INV.



In Hansa you may separate Transaction Date and Registration Date. This is particularly important in relation to your external reporting, e.g. the VAT reporting, and your internal accounting, where you may wish Transactions to go into the correct month.

In the Text column you can see the short explanatory text that was entered for each Transaction. For those Transactions created from Sub Systems, the Text column usually shows details of the Customer or Supplier involved and, if appropriate, the Currency and Exchange Rate used.

As in other lists you may sort the Transactions by the contents of the different columns. The current sort column is shown with its heading underlined. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. 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 with your Transactions—

- Enter Transactions
- Inspect Transactions
- Make corrections
- Print the Transactions

Entering a Transaction

To enter a Transaction, first open the Transaction register using the 'Transactions' item on the Registers menu or the [Transactions] button in the Master Control panel.

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

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

The screenshot shows a window titled "Transaction: Inspect" with a toolbar containing "Operations", "New", "Duplicate", "Cancel", and "Save". Below the toolbar are input fields for "No." (6049), "Trans.Date" (20/11/2002), and "Reference". A "Text" field contains "Purchase 17.5% VAT".

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	355		Advertising	123.40		1
2	831		VAT Inputs Receivable	21.60		
3	700		Bank Current Account		145.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

At the bottom, there are summary fields:

Difference Base 1	0.00	Total	145.00	145.00
Difference Base 2	0.00	Total	230.16	230.16

In the following list you will find short descriptions of each of the fields in the above picture.

Header

No

Paste Special

Select from another Number Series

Transaction Number. When creating a new Transaction, Hansa will enter the next unused number from the

current number sequence (set on the 'Ser Nos' card of the user's Person record) or from the Number Series - Transactions setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Transaction Number is assigned when the Transaction is saved.

Trans. Date	Paste Special	Current Date
		The date of the Transaction does not have to coincide with the date when the Transaction was recorded. The last used Transaction Date is offered as a default.
Reference		An optional reference field whose contents are shown in the 'Transactions: Browse' window.
Text		A short description of the Transaction.
Footer		
Difference		Any difference between the sums of Debited and Credited amounts is shown here: the two sums must be the same before the Transaction can be saved. A balancing entry shows a zero balance.
Total		These two fields show the sums of Debits and Credits for this Transaction.

The remainder of the screen contains the rows of the Transaction, where you should list the postings to the individual Accounts. These must balance (the debits must equal the credits) before the Transaction can be saved.

The Transaction row matrix is divided into seven horizontal flips. When you click a flip tab (marked A-G), the two or three right-hand columns of the grid are replaced.



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

Flip A

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

Specify here the Account used by the Transaction row.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described towards the beginning of this chapter.

Object **Paste Special** Object register, Nominal Ledger/System module

Up to 20 Objects, separated by commas, can be assigned to this Transaction row. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. Full details can be found in the description of the Object register in the 'System Module' chapter in Volume 1 of this manual.

You can use a check box in the Transaction Settings setting to have the cursor skip over this field when you press Return or Enter if you don't use Objects.

Description A default Description is brought in from the Account record. It can be modified for this Transaction if necessary. As with Objects, you can have the cursor skip over this field when you press Return or Enter.

Base 1 Debit, Base 1 Credit

For each row, specify a debit or credit amount. Use figures in Base Currency 1 as specified in the Base Currency setting in the System module or in your home Currency if you are not using the Dual-Base Currency system. The debits total must equal the credits total before the Transaction can be saved: each Transaction must therefore have at least two rows. If you have the Transaction setting Warn On Unusual Amount switched on and a particular Account can only have amounts posted to one side (debit or credit) you will be warned if

you attempt to post a figure to the other side. Note that this warning will not be enforced and can be overridden.

V-Cd

Paste Special

VAT Codes setting, Nominal Ledger

You can mark each row in a Transaction with a VAT Code. The code may be entered automatically with the Account number, or manually. No calculation ensues: the field is for reporting purposes only. Nevertheless, care should be taken to ensure the correct VAT Code (if any) is entered, since it will affect the accuracy of your VAT Return. Please refer to the section later in this chapter describing the VAT Return report for full details.

Flips B-D: Multi Currency accounting

If you are using the Dual-Base Currency system, values in Base Currency 2 should be entered on flip B. 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.

If the Transaction is one which uses a simple conversion from a foreign to the home Currency, the foreign Currency together with values in that Currency should be entered on flip C.

All exchange rates are entered on Flip D.

For full details of these features, please refer to the 'Multi-Currency' chapter later in this manual.

In the case of Transactions solely in the home Currency where the Dual-Base or simple conversion systems are not being used, flips B-D can be ignored.

Flip E

Flip E can be used to pay off Sales and Purchase Invoices. On one row of the Transaction, specify the Bank Account to be debited (in the case of a Sales Invoice) or credited (in the case of a Purchase Invoice). On the next line, specify the Debtor or Creditor Account as appropriate and, on flip E, specify the Invoice(s) being paid as described below.

Invoices and Purchase Invoices paid off in this manner will no longer be treated as open, but records in the Receipt or Payment registers will not be created.

It is also possible to create Invoices and Purchase Invoices using flip E. Again, records will not be created in the Invoice or Purchase Invoice registers, but such Invoices will appear in any Open Invoice 'Paste Special' list until they have been paid off: in this respect they are treated as normal Invoices. On separate rows of the Transaction, specify the Debtor/Creditor Account, Sales/Purchase Account(s) and VAT Output/Input Account. No defaults are offered. On flip E in the row posting to the Debtor/Creditor Account, set the T (Type) field to "C" or "S" as appropriate and enter a Customer or Supplier and an Invoice Number.

If you are going to use flip E, there is no need to turn off the Sub-ledger Checking options in the Account Usage S/L and P/L settings. Any Accounts that have been protected by this feature can still be used if the T (Type) field is set to "C" or "S". This means that there is no risk of allowing the Debtor or Creditor Account to be used accidentally and incorrectly in other Nominal Ledger Transactions, thus rendering them inaccurate.

In the case of Transactions generated automatically from Sales and Purchase Invoices, Receipts and Payments, the fields on flip E will contain values if the Cust. Info. on Trans. (in the case of the Sales Ledger) or Supp. Info. on Trans. (Purchase Ledger) check box options have been used.

T (Type)	Paste Special	Choices of possible entries
		Use this field to specify whether the Transaction row is a debtor or creditor posting. Enter "C" (for "Customer") if a Receipt or Sales Invoice is being registered or "S" (for "Supplier") if a Payment or Purchase Invoice is being registered. The 'Paste Special' lists attached to the Serial No and Company fields will vary according to what has been entered here.
		"C" or "S" should only be entered if the row is a posting to the Debtor or Creditor Accounts. Balancing postings to Sales, Purchase, VAT and Bank/Cash Accounts should carry the default entry of "M". "M" should also be used in all other Transactions.
Ser No	Paste Special	Open, approved Purchase or Sales Invoices
		Once "C" or "S" has been entered to the Type field, a Sales or Purchase Invoice Number must be entered here before the Transaction can be saved.
		If an existing number is entered, that will signify the Invoice to be paid off. When you press the Tab or Enter key, its Customer or Supplier Number will appear in the

Company field, the appropriate Debtor or Creditor Account will be brought in, and the outstanding amount will be placed in the Credit (Sales Invoice) or Debit (Purchase Invoice) field.

If a non-existent number is entered, that will signify that a new Invoice is to be created.

Due

Paste Special Current Date

Once a Sales or Purchase Invoice has been entered to the Serial No field, its Due Date will be shown here.

If creating a new Invoice, enter a Due Date as appropriate.

Company

Paste Special Customer or Supplier register

Once a Sales or Purchase Invoice has been entered to the Serial No field, its Customer or Supplier will be shown here.

If creating a new Invoice, enter a Customer or Supplier as appropriate.

An example Receipt against a Sales Invoice entered using the Transaction screen is shown below (flip E is shown in the illustration).

Transaction: Inspect

Operations

No. 6051 Trans.Date 30/11/2002 Reference

Text Receipt against Invoice 960009

T	Ser No	Due	Company	Account	Debit	Credit	V-Cd
1	C 960009	26/2/2002	001	750		92.82	
2	M			700	92.82		
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Difference Base 1 Total

Difference Base 2 Total

When “C” or “S” is entered to the Type field and a Sales or Purchase Invoice Number to the Serial Number field, the Debtor or Creditor Account (750 in the illustration above) will be brought in automatically, and the outstanding amount will be placed in the Credit or Debit field as appropriate. If the original Invoice was in a foreign Currency, the outstanding amount will be converted using the latest Exchange Rate. If the Exchange Rate has changed since the Invoice was raised or received, you can optionally have a new row added automatically to the Transaction, posting the gain or loss to the Rate Gain or Loss Accounts specified in the Rate Gain/Loss setting. If you would like to make use of this option, check the Calculate Rate Differences box in the Transaction Settings setting.

An example creation of a Sales Invoice is shown below (again, flip E is shown in the illustration).

Transaction: Inspect

Operations

No. 6052 Trans. Date 30/11/2002 Reference

Text



	T	Ser No	Due	Company	Account	Debit	Credit	V-Cd
1	C	960242	30/12/2002	001	750	470.00		
2	M				199		400.00	1
3	M				830		70.00	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Difference Base 1 Total

Difference Base 2 Total

If a company is both a Customer and Supplier, Flip E can also be used to set their Sales and Purchase Invoices against each other (contra transactions). If the values of the Sales and Purchase Invoices are not the same, the Invoice with the lower amount will be fully paid off, while the other will be partially paid off, so it will continue to be treated as open. In the example shown below, a Sales Invoice issued to Customer 001 has been set against a Purchase Invoice received from Supplier 504—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 6060 Trans.Date 31/12/2002 Reference

Text

T	Ser No	Due	Company	Account	Debit	Credit	V-Cd
1	C 960013	26/12/2002	001	780		11.75	A
2	S 3009	12/11/2002	504	800	11.75		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 0.00 Total 11.75 11.75
 Difference Base 2 0.00 Total 18.65 18.65

Flip F

Corr

Hansa contains a feature whereby the Accounts used on each side (debit/credit) of a Transaction can be subject to certain rules (corresponding rules). If the Check Corresponding A/C Rules option in the Transaction Settings setting is being used, Hansa will prevent the saving of complex Transactions, where, for example, the first two lines are debit Accounts and there are then several credit lines. These Corresponding Rules are fully explained in the section describing the Transaction Settings setting earlier in this chapter.

In circumstances where the option is on, but it is still necessary to enter such complex Transactions, you must establish correspondence manually using this field. For each Transaction row, you can put a number in the Corr field. All rows with the same number will be treated as corresponding to each other. The numbers used are arbitrary.

Flip G

The Quantity field can be used when entering Transactions manually from a list produced by the N/L Transfer, Invoices report in the Sales Ledger. There is an option to show quantities in this report. Typically, this field will be used for Transactions representing Invoices raised in the Job Costing module.

Entering a Transaction - Example

As described above, Hansa provides several shortcuts to simplify your work when entering Transactions. You may enter the current date into a date field using the Ctrl-Enter key combination (Macintosh users can press ⌘-Enter). If you will be entering Transactions of the same type repeatedly (e.g. salaries), you can automate their entry using Autotransactions. Their use is fully described in the 'Settings' section of this chapter.

1. Open the Transactions register by selecting 'Transactions' from the Registers menu or by clicking the [Transactions] button in the Master Control panel. Then, click [New] or press Ctrl-N/⌘-N or highlight a Transaction similar to the one you want to enter, and click [Duplicate] in the Button Bar.

The 'Transaction: New' window is opened, containing an empty Transaction or a duplicate of the highlighted one. Hansa suggests the next unused Transaction Number from the correct journal number series, and as Transaction Date the date from the last entered Transaction.

2. Enter and edit the data in the normal way. We will show how to enter the various items with the help of a few examples.

We assume that you have bought some office material from the local stationery store.

You have purchased two boxes of copy paper at 12.50 each, a box of pencils for 6.00, and a box of adhesive tape for 3.20. The VAT was 5.22, and the total 39.42. You paid by cheque from the company's current account.

The Transaction will look like this—

Transaction: New

Operations

No. 6053 Trans.Date 30/11/2002 Reference

Text Purchase: Office Material

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	430		Stationery Costs	25.00		1
2	440		Gen Office Exps	6.00		1
3	440		Gen Office Exps	3.20		1
4	831		VAT Inputs Receivable	5.22		
5	700		Bank Current Account		39.42	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

- Click [Save] to enter the Transaction in the Nominal Ledger.

The next Transaction records the purchasing of a new desk. Start by clicking [New]. The stationery Transaction is closed and replaced with an empty record ready for data entry.

The desk cost 247.00 excluding VAT. You are charged 20.00 for transport, and then of course VAT.

Here you can try the automatic balancing function, since all crediting is done to the same Account. Enter the three debit postings and continue with row 4 until you are going to enter the amount. The Transaction will look like this—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	604		FA - Cost of Fixt./Fittings	247.00		1
2	451		Carrier Charges	20.00		1
3	831		VAT Inputs Receivable	26.70		
4	720		Petty Cash			
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 **Total**
Difference Base 2 **Total**

With the cursor in the Base 1 Credit column, press the Return or Enter key. Hansa enters the correct credit amount to balance the entry for you. If you press Return or Enter again, the Transaction will be saved, closed and committed to the Nominal Ledger, and a new, empty, Transaction will be opened. You can use this feature when you need to enter several Transactions quickly in one sitting.

Correcting Transactions

In the program you can easily correct Transactions in a legal manner.



You may not alter an entry in your Ledger just any way you want to. A correction of a Transaction means that you create a new Transaction, which also cancels the old one. The altered Transaction should be marked that it has been cancelled.

When a Transaction is open for data entry, the Operations menu is available in the menu bar, allowing you to make several types of corrections after the Transaction has been entered.

Assume that you have entered the wrong VAT percentage, and that you find out only after entering the Transaction.

1. Highlight the Transaction containing the error in the 'Transactions: Browse' window and click [Duplicate].

This creates a copy of the faulty Transaction. First you want to remove the error.

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.
3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error.

Transaction: New

Operations

No. 6055 Trans.Date 30/11/2002 Reference

Text Purchase: Office Material

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	430		Stationery Costs		25.00	1
2	440		Gen Office Exps		6.00	1
3	440		Gen Office Exps		3.20	1
4	831		VAT Inputs Receivable		5.22	
5	700		Bank Current Account	39.42		
6	Correction to Transaction		2002.6053			
7	430		Stationery Costs	25.00		1
8	440		Gen Office Exps	9.20		1
9	831		VAT Inputs Receivable	5.99		
10	700		Bank Current Account		40.19	
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

- Enter the journal number of the transaction to be corrected, including the financial year prefix, and then on the following rows make new, correct, entries as in the illustration above. Click [Save] when you have finished.

The new Transaction is saved, and the old Transaction is marked as corrected automatically, as shown in the following picture—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	430		Stationery Costs	25.00		1
2	440		Gen Office Exps	6.00		1
3	440		Gen Office Exps	3.20		1
4	831		VAT Inputs Receivable	5.22		
5	700		Bank Current Account		39.42	
6	Corrected by Transaction 2002.6055		Reg.Date 30/11/2002			
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total
 Difference Base 2 Total

Hansa also provides you with another method to correct entries. In manual ledgers, errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. A note is made with the initials of the accountant, and a corrected entry is made with the next unused journal number. Hansa provides a similar method.

1. In the 'Transactions: Browse' window, find and double-click the old Transaction you want to change. Select 'Update Mark' from the Operations menu. A new line is added in the Transaction, showing your initials and the original date of the Transaction.
2. You will now want to cancel - draw a (red) line across - the faulty row. Highlight the row by clicking the number to the left of the row. Press the Backspace key to draw the correction line across the row. Then you can enter the correct information. Save in the normal way.

Transaction: Update

Operations

No. 6054 Trans.Date 30/11/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	604		FA - Cost of Fixt/Fittings	247.00		1
2	451		Carrier Charges	20.00		1
3	831		VAT Inputs Receivable	26.70		
4	720		Petty Cash		293.70	
5	Signature	JNW	Old Trans.Date	30/11/2002		
6	700		Bank Current Account		293.70	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

- If the error is in the header area of the Transaction (i.e., the Transaction Date is wrong), it can also be corrected using the 'Update Mark' function. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text or the Reference.

If you are using the Use Preliminary Transactions option (set in Transaction Settings), Transactions can be freely modified providing their Transaction Date falls within a month that has not been closed. There is no need to use the 'Update Mark' or 'Correction Mark' functions in this circumstance, since postings are not considered to be final until the month has been closed. Months are closed using the Locking setting in the System module: please refer to the 'System Module' chapter for full details.

If it is discovered that a Transaction which falls within a closed month contains an error, it cannot be corrected using 'Update Mark'. This is because 'Update Mark' modifies the Transaction and attempts to save it using the original Transaction Date. This falls in a period when modifications are not permitted. Therefore, the only way of correcting such Transactions is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month.

Operations Menu

When a Transaction is open in a record window, the Operations menu is available. The menu has eight commands.

Operations	Window ?
B <u>a</u> lance Transaction	Shift+Ctrl+T
S <u>w</u> ap Debit_Credit	Shift+Ctrl+C
U <u>p</u> date Mark	Ctrl+*
C <u>o</u> rrrection Mark	
C <u>a</u> lculate Field	Shift+Ctrl+F
C <u>h</u> ange Sign	
O <u>p</u> en Subsystem Record	
U <u>p</u> date Currency Rates	

Balance Transaction

If the cursor is in one of the Transaction rows, selecting this command changes the Debit or Credit value in that row, so that the Transaction balances. This is particularly practical when you have made an error of the amount in just one line.

An alternative to selecting this function is to place the cursor in the Credit field of the last row and press the Return or Enter key.

Swap Debit & Credit

This command swaps the entries of a Transaction, transferring all Debit values to the Credit column and all Credit values to the Debit column.

This is useful when you wish to cancel a Transaction with an opposing correction Transaction. To do this, find the erroneous Transaction in the 'Transactions: Browse' window, highlight it and click [Duplicate]. A copy of the Transaction is opened. Select this function and save by clicking [Save]. The erroneous Transaction is now cancelled. Full details are contained in an earlier section of this chapter, 'Correcting Transactions'.

Update Mark

In the case of a Transaction that contains an error, use this command to insert a special update mark allowing you to record a signature before entering the correct posting on the Transaction. Full details are contained in an earlier section of this chapter, 'Correcting Transactions'.

Correction Mark

When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction.

Full details are contained in an earlier section of this chapter, 'Correcting Transactions'.

Calculate Field

Please refer to the 'Multi-Currency' chapter later in this manual for full details of this function.

Change Sign

This function changes the sign (negative to positive, positive to negative) of all Debit and Credit amounts in the Transaction.

Open Subsystem Record

If the Transaction was created when a Sub System record (e.g. an Invoice or Purchase Invoice) was approved and saved, this function can be used to open that Sub System record in a new window.

Update Currency Rates

Please refer to the 'Multi-Currency' chapter later in this manual for full details of this function.

The Simulation Register

Hansa offers you the possibility of entering simulated transactions in the Nominal Ledger. These transactions are similar to standard Transactions, with the difference that they may be removed and altered. Most reports in the Nominal Ledger allow you to include or exclude simulated transactions. This allows you to try different alternatives in the business e.g. to test the outcome of different depreciation calculations on the result of the company.

All simulated transactions are stored in the Simulation register. Except where described below, you enter records into this register in the same way as for normal Transactions. Hansa's special functions for corrections are not available, since all simulated transactions may be removed and altered freely.

The screenshot shows the 'Simulation: Inspect' window. At the top, there are navigation buttons (left, right, Operations) and action buttons (New, Duplicate, Cancel, Save). Below these are input fields for 'No.' (4), 'Trans.Date' (30/11/2002), and 'Reference'. A 'Text' field is also present. The main area is a table with the following data:

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	533		PLANT	Depreciation - Plant & M/C	1255.07		
2	612		PLANT	FA - Depn of Plant & M/C		1255.07	
3	535		VEHIC	Depreciation - Vehicles	103.00		
4	622		VEHIC	FA - Depn of Motor Vehicles		103.00	
5	531		OFFEQ	Depreciation - Office Equipment	78.66		
6	602		OFFEQ	FA - Cost of Demo Eqmnt		78.66	
7	534		FIXT	Depreciation - Fixtures & Fittings	19.00		
8	617		FIXT	FA - Depn of Fixt/Fittings		19.00	
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

At the bottom of the window, there are summary fields: 'Difference' (0.00), 'Total' (1455.73), and another 'Total' (1455.73).

Simulations can be converted into Transactions using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window and using the 'Generate N/L Accrual Transactions' Maintenance function (described earlier in this chapter, in the section describing the N/L Accruals setting). Despite its name, this will create Transactions from all Simulations,

not just those representing Accruals. The Transaction Dates of the new Nominal Ledger Transactions will be the same as the dates in the rows of the Simulations from which they were created. If there are Simulation rows with different dates, a separate Transaction will be created for each date. Otherwise a single Transaction will be created for each Simulation. If there are rows without dates, the date will be taken from the header of the Simulation record.

The Status field on flip B can be used to exclude Simulation rows from the resulting Transaction. This field can hold one of five values, selected using 'Paste Special'—

Active The row will be included in a new Transaction when it is created from the Simulation.

Simulation rows of this Status are shown in Nominal Ledger reports when the option to include Simulations is used.

Transferred A Transaction including this Simulation row has already been created. Both the 'Transactions' Operations menu function and the 'Generate N/L Accrual Transactions' Maintenance function will set the Status to "Transferred" automatically.

The row will not be included in a new Transaction if one is created from the Simulation. If you want to include it in another Transaction, change the Status back to "Active", taking care that a balancing Transaction will result.

Simulation rows of this Status are not shown in Nominal Ledger reports when the option to include Simulations is used.

Invalid If the Simulation is obsolete, change the Status of its rows to "Invalid". No Transactions will be created from such rows. If not all the Simulation rows are marked as "Invalid", take care that a balancing Transaction will result from the remaining rows.

Simulation rows of this Status are not shown in Nominal Ledger reports when the option to include Simulations is used.

Year End Stage 1, Year End Stage 2

These are very similar to "Active", with the exception that Simulation rows of each Status can explicitly be

included or excluded in the Analytical Balance and Nominal Ledger reports. They are included in all other reports when the option to include Simulations is used.

Operations Menu



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

Transactions

This command is used to create permanent Nominal Ledger Transactions from the highlighted Simulations.

When the function is selected, a new record is created in the Transaction register for each highlighted Simulation. Simulation rows will only be included in these Transactions when their Status field on flip B is set to "Active", "Year End Stage 1" or "Year End Stage 2". This Status will then be changed to "Transferred" to prevent more Transactions being created from the same Simulations. If you do want to create more Transactions, change the Status back to "Active".

The Transaction Dates of the new Nominal Ledger Transactions will be the same as the dates in the rows of the Simulations from which they were created. If there are Simulation rows with different dates, a separate Transaction will be created for each date. Otherwise a single Transaction will be created for each Simulation. If there are rows without dates, the date will be taken from the header of the Simulation record.

Balance

If the cursor is in one of the Simulation rows, selecting this command changes the Debit or Credit value in that row, so that the Simulation balances. This is particularly practical when you have made an error of the amount in just one line.

An alternative to selecting this function is to place the cursor in the Credit field of a particular row and press the Return or Enter key.

The Account Reconciliation Register

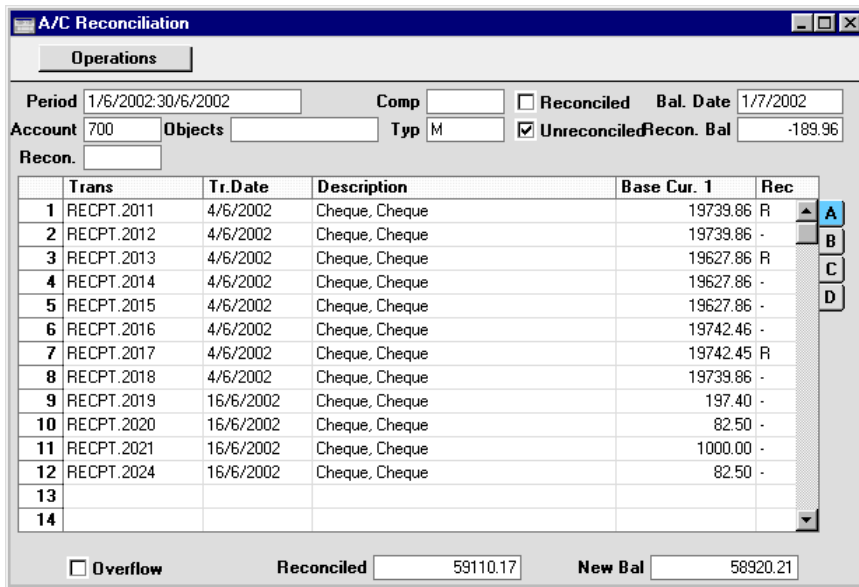
This register will most commonly be used to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in Hansa. To carry out this task, follow these steps—

1. Select 'AC Recon' from the Registers menu in the Nominal Ledger or click [A/C Reconciliation] in the Master Control panel. The 'A/C Reconciliation' window is opened.
2. Enter a Period, using 'Paste Special' if necessary to access a list of reporting periods. The Period should be large enough to cover all likely Transactions against the Bank Account.
3. Enter the Account Number representing your bank account. If necessary, specify an Object as well.
4. Click the Unreconciled check box. All unreconciled Transactions for the specified Account/Object combination will be listed. The figure in the Recon. Bal field shows the balance previously reconciled and should equal the opening balance on the bank statement.

If you have entered a Company and/or a Transaction Type, only those Transactions for the specified Account with that Company/Transaction Type combination (on flip E of the Transaction screen) will be listed.

If the number of unreconciled Transactions is greater than 300, Hansa will check the Overflow box at the bottom of the window. If this happens, enter a shorter Period to reduce the number of Transactions in the list.

The list is in chronological order. Select 'Sort on amount' from the Operations menu to sort the list by amount (largest first).



- Compare the list of Transactions with the bank statement. Where a transaction is correctly shown on the statement, enter an “R” to the Rec field. The Transaction value will be added to the Reconciled total, which shows the total reconciled in this session, and to the New Bal figure, which represents the closing balance for the account.

Flip A shows Transaction values in Base Currency 1 (usually your home Currency). If your bank statement is in Euros, use flip B (which shows Transaction values in Base Currency 2). Flip C shows values in any foreign Currency that may have been used in a Transaction.

- If a Transaction appears in the bank statement but not in the list of unreconciled Transactions, it should be added to the Transaction register. Examples of such Transactions might be payments into or out of your account by standing order, or bank charges.

This can be done without closing the ‘A/C Reconciliation’ window. Click the [Transactions] button in the Master Control panel or select ‘Transactions’ from the Registers menu and enter the Transaction following the usual procedure described in the section entitled ‘The Transaction Register’ earlier in this chapter. Once it has been saved, return to the ‘A/C Reconciliation’ window and select ‘Update’ from the Operations menu. The new Transaction will be added to the list of unreconciled Transactions.

7. If the value of a Transaction shown in the 'A/C Reconciliation' list differs from that shown in the bank statement, a correcting Transaction should be entered to the Transaction register. Refer to the section earlier in this chapter entitled 'Correcting Transactions' for full details. Once this has been done, return to the 'A/C Reconciliation' window, select 'Update' from the Operations menu and mark both the original Transaction and the correction as reconciled.
8. You can assign an arbitrary code to the Transactions reconciled on a particular day so that you can identify them later. Enter the code in the Recon. field in flip D. You can also enter the code in the Recon. field in the header before checking the Unreconciled box. The code will be applied to all Transactions.
9. Once all the Transactions on the bank statement have been checked, its closing balance should be the same as the figure in the New Bal field.

Note that nothing has been saved yet and clicking [Save] now would have the effect of losing the reconciliation information entered in this session. To save this information, select 'Commit' from the Operations menu before closing the 'A/C Reconciliation' window by clicking [Save].



Closing the 'A/C Reconciliation' window without having selected 'Commit' will lose all changes made.

In order to ease the task of bank reconciliation, it is recommended that, in the Purchase Ledger, separate Payment records are entered to represent each cheque issued and, in the Sales Ledger, all cheques paid into the bank on the same paying-in slip should be entered on the same Receipt record. This will ensure that single Transactions will match single lines on the bank statement.

You should also think about the Separate Row per Customer on Bank A/C check box in the Account Usage S/L setting, and the equivalent Separate Row per Supplier on Bank A/C check box in the Account Usage P/L setting. If these check boxes are off, when you enter a Receipt or Payment with several rows, the resulting Nominal Ledger Transaction will contain a single posting to the Bank Account. If these check boxes are on, such Transactions will contain separate postings to the Bank Account for each Receipt or Payment row. The Description in each posting will show the Invoice Number and Customer Name (or Purchase Invoice Number and Supplier Name), so you should use these options if you want this information to appear in the Account Reconciliation register and report.

The Account Register

Please refer to the 'System Module' chapter in Volume 1 of these manuals for full details of this register.

The Object Register

Please refer to the 'System Module' chapter in Volume 1 of these manuals for full details of this register.

The Budget Register

The Budget register allows you to enter a budget for the company - Account for Account, Object for Object.

Hansa provides various budgeting models, which can be combined in different ways. For example—

- absolute amounts, budgets with values for each month
- annual basis with key values - a budget showing how the annual values are distributed over months.

It is possible to change a budgeted value during the current accounting year. This may be tempting, if actual balances differ very much from those budgeted. It is, however, advisable to leave the budget unchanged, to enable a realistic evaluation of the quality of the budgeting process. Budgeting is a way of guessing about the future, and learning to become a good guesser is an important quality of a manager.

If it is necessary to make changes to budgets during the current year, they should be made in the Revised Budget register, provided for this purpose and described later in this chapter.

Entering Budgets

1. In the Nominal Ledger module, select 'Budgets' from the Registers menu (or click [Budgets] in the Master Control panel).

The 'Budget - Accounts: Browse' window is opened, showing those Accounts for which Budgets have already been entered. A separate Budget record should be created for each Account for a particular fiscal year. If you are using Objects, separate Budget records can be entered for each Account/Object combination: this can be useful if the Objects represent different departments which have separate budgets.

Account	Object	Date	Comment
100		1/1/2002	Sales Type 1
105		1/1/2002	Sales Type 1 EU
107		1/1/2002	Sales Type 1 Outside EU
110		1/1/2002	Sales Type 2
115		1/1/2002	Sales Type 2 EU
117		1/1/2002	Sales Type 2 Outside EU
120		1/1/2002	Sales Type 3
127		1/1/2002	Sales Type 3 Outside EU
130		1/1/2002	Sales Type 4
190		1/1/2002	Carriage and Packing

- Click [New] in the Button Bar or highlight a Budget record similar to the one you want to enter and click [Duplicate] in the Button Bar.

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

Account: 200 Comment: Purchases Type 1

Object:

Base Value: 6000.00 Period: 1/1/2003 - 31/12/2003

Budg. Key: SE

	Date	Values	Budget
1	1/1/2003		238.10
2	1/2/2003		285.71
3	1/3/2003		357.14
4	1/4/2003		595.24
5	1/5/2003		1071.43
6	1/6/2003		952.38
7	1/7/2003		714.29
8	1/8/2003		595.24
9	1/9/2003		476.19
10	1/10/2003		357.14
11	1/11/2003		238.10
12	1/12/2003		119.05
13			
14			
15			
16			
17			
18			
19			

Budget Sum: 6000.00

Account	Paste Special	Account register, Nominal Ledger/System module
		Enter the number of the Account for which you want to enter a Budget.
Comment		The Account name will be placed in this field by Hansa.
Object	Paste Special	Object register, Nominal Ledger/System module
		If you are creating the Budget for a certain Object, enter its Object Code here. This allows you easily to create Budgets for different departments.
Period		Enter the first and last date of the budget period.
Base Value		<p>The expected total for the budget period. Remember to enter sales and income values, liabilities and equity as negative (credit) values, and assets and costs as positive (debit) values.</p> <p>The figure entered here can be treated as a control total for the period. If the period is a year, for example, the figure can be broken down into monthly or quarterly totals in the grid area. These can be entered manually, working to the Base Value as a target, or they can be calculated from the Base Value using a Budget Key, specified in the next field.</p>
Budg. Key	Paste Special	Budget Keys setting, Nominal Ledger
		<p>The Budget Key is a useful tool for breaking an annual budget figure down to monthly totals if that process can be carried out using a formula. For example, experience may show that sales of a particular product always follow a set pattern with a certain percentage in each month. Alternatively, and more simply, a Budget Key can be used to break an annual rent figure down into twelve equal divisions.</p> <p>The setting up of Budget Keys is fully described in the 'Settings' section earlier in this chapter.</p> <p>To apply a Budget Key to a Budget record, it is first necessary to enter a figure to the Base Value field. This figure should represent the budget for the whole period (perhaps a year). Then, specify an appropriate Budget</p>

Key and enter the start dates of each month or quarter on separate rows in the grid area. You should have the same number of period divisions (i.e. rows in the grid) as you have entered for the Budget Key. Then, choose 'Recalculate' from the Operations menu. For each row, a total (i.e. a monthly or quarterly total) will appear in the grid area. These will be calculated by apportioning the Base Value according to the ratios in the Budget Key. Finally, save the record.

Date

In the grid area, enter the start date for each of the budget periods you want to enter. Any number of periods can be used, but, if you are using a Budget Key, you should have the same number as you have entered for the Budget Key. If the Budget and Budget Keys have different numbers of periods, the Base Value and Budget Sum figures will not match after the 'Recalculate' function has been used.

A date must be entered for each budget period. To save labour and reduce the chance for error, the easiest way to enter Budget records is to use the [Duplicate] button to copy a Budget record with the dates already entered.

Values

Enter absolute values for each period.

If no Budget Key has been specified, these Values will be moved to the right-hand column as soon as you select 'Recalculate' from the Operations menu.

If a Budget Key and Base Value have been specified, these Values will be treated as extra amounts to be added to the calculated figures in the right-hand column when the 'Recalculate' function is used.

Budget

Hansa will calculate this value for you when you select the 'Recalculate' command from the Operations menu.

Budget Sum

This field shows the total budget for the year. Unlike the figure entered to the Base Value field, this figure is calculated by Hansa as a sum of the Budget figures in the grid. Therefore, if the Budget is revised and recalculated using the 'Recalculate' function on the Operations menu, the Base Value will remain unchanged, so some comparison can be made between the original budgeted figure and the final one. The

Budget Sum will also take into account any extra amounts in the Values column.

If the difference between the Base Value and the Budget Sum cannot be explained, the probable cause is that the Budget has a different number of periods (rows in the grid) to the Budget Key.

3. When Values have been entered for all rows in the grid, or a Budget Key has been chosen, select 'Recalculate' from the Operations menu and click [Save] to save, or [Cancel] to cancel.
4. Repeat steps 1 to 3 to set Budgets for all Account/Object combinations. Use the [Duplicate] button to assist with the data entry. Only one Budget record can be saved for each Account/Object/Period combination.



For Budget figures to appear in Nominal Ledger reports for comparison purposes, at least one entry with a date must be made to the grid area of the Budget screen.

5. Once this has been done, you might want to set an overall Budget for each Account (i.e. the sum of the separate Budgets for each Object). To do this, create a new Budget record and enter the Account and Period. Save the record and then select 'Calculate Sum from Account-Object Budget' from the Operations menu. Hansa will search for all Budgets featuring the Account with the various Objects that fall in the relevant Period and calculate an overall Budget by adding them together.
6. Three reports can be used to compare Budgets and Revised Budgets with actual figures: the Balance Sheet, the Object/Quantity report (which provides this analysis separately for each Object/Account combination) and the Profit & Loss report. These are all described in the 'Reports' section later in this chapter.

Inspecting or Changing Budgets

1. Open the 'Budget - Accounts: Browse' window by selecting 'Budgets' from the Registers menu or by clicking the [Budgets] button in the Master Control panel. Find the Budget record you want to change, using the Search field if necessary.
2. Double-click the selected record.

The 'Budget - Account: Inspect' window is opened.

Go through the record and change the items as required. When you make an alteration, the window title will change to 'Budget - Account: Update'. When you have finished, remember to select 'Recalculate' from the Operations menu to update the Budget Sum.

You can delete the whole record using the 'Delete' function on the Record menu. Remember that you can not undo a deletion of a record.

Printing Budget Definitions

It is possible to print a list of Budget definitions. Follow these steps—

1. Select 'Reports' from the File menu or click [Reports] in the Master Control panel.
2. Double-click 'Budget Journal' in the list.
3. In the following window, enter the required report period and press [Run].
4. A list of Budgets is printed. If you chose the Detailed option, the list will include all monthly or quarterly totals.

The Revised Budget Register

With this register, you may define a forecast for your business. The Revised Budget feature makes it possible to adjust the annual budget, in order to better evaluate the current operations in the light of changing circumstances.

A forecast can be adjusted at any time, while a Budget should be left unchanged to document your original expectations.

1. In the Nominal Ledger, click the [Rev Budgets] button in the Master Control panel or select 'Revised Budgets' from the Registers menu. The 'Rev Budget - Accounts: Browse' window is opened.
2. Select the Revised Budget entry you are interested in and double-click its row. The record is opened in a new window with the title 'Rev Budget - Account: Inspect', ready for modification. Alternatively, click [New] to enter a new record.

In this window you can work in the same way as in the 'Budget - Account: New' window described in the section entitled 'The Budget Register' above. When you enter your forecast, you key in your expectations for each Account, just as when you enter Budget data.

Use the % Budget field to make a comparison with the Budget record for the same Account/Object combination of the same period. Entering "10" to this field, for example, will add 10% to the Budget figure, while entering "-10" will subtract 10%. After entering a value to this field, specify Dates in the grid. These should match those in the Budget record. Then, select 'Recalculate' from the Operations menu to update the budget figures. If the Dates in the grid do not match those in the Budget record, the 'Recalculate' function will take this into account and unexpected results may be obtained.

Once this has been done, you might want to set an overall Revised Budget for each Account (i.e. the sum of the separate Revised Budgets for each Object). This can be done using the 'Calculate Sum from Account-Object Budget' function on the Operations menu in the same way as for Budgets.

Rev Budget - Account: New

Operations New Duplicate Cancel Save

Account 200 Comment Cost Type 1

Object

% Budget -10.00 Period 1/1/2003 - 31/12/2003

	Date	Values	Budget
1	1/1/2003		214.29
2	1/2/2003		257.14
3	1/3/2003		321.43
4	1/4/2003		535.72
5	1/5/2003		964.29
6	1/6/2003		857.14
7	1/7/2003		642.86
8	1/8/2003		535.72
9	1/9/2003		428.57
10	1/10/2003		321.43
11	1/11/2003		214.29
12	1/12/2003		107.15
13			
14			
15			
16			
17			
18			
19			

Budget Sum 5400.01

- Click [Save] to save any changes you have made or [Cancel] to revert to saved (or to discard the record if you were entering a new one). Close the window using the close box.



For Revised Budget figures to appear in Nominal Ledger reports for comparison purposes, at least one entry with a date must be made to the grid area of the Revised Budget screen.

- One of three reports can be used to compare Budgets and Revised Budgets with actual figures: the Balance Sheet, the Object/Quantity report (which provides this analysis separately for each Object/Account combination) and the Profit & Loss report.

The Brought Forward Balances Register (Opening Balances)

This register holds the opening balances for all Accounts. The register works in the same way as the Transaction and Simulation registers.

1. In the Nominal Ledger, select 'BW Balances' from the Registers menu or click the [B/FW Balances] button in the Master Control panel.
2. Double-click the record you want to work with or click [New].

Brought Forward Balances: Inspect

No. Trans.Date Simulation

Description

Objects

	A/C	Name	Base 1 Debit	Base 1 Credit
1	700	Bank Current Account	12500.00	
2	710	Bank Deposit Account	352.00	
3	720	Petty Cash	125.45	
4	750	S/L Control	78500.00	
5	800	P/L Control		22580.00
6	830	VAT Outputs Payable		12522.00
7	831	VAT Inputs Receivable	5894.00	
8	825	Sundry Creditors		12500.00
9	950	Share Capital Issued		20000.00
10	960	Profit/Loss B/Fwd		29769.45
11				
12				
13				
14				
15				
16				
17				
18				
19				

Base 1 Difference Total
 Base 2 Difference Total

3. Enter data as with Transactions. If the Object field is filled, the balances will be valid for the Object. Check the Simulation box if you want the Brought Forward Balance to be treated as a simulated transaction: it will then only appear in reports if the Include Simulations option is checked.
4. The Base 1 Debit and Credit fields should be used for values in your home Currency. If you are using the Dual-Base currency conversion system you should already have defined which Currencies are to be used

as Base Currencies 1 and 2. Usually, the Euro or Dollar will be used as Base Currency 2. To record values in Euros or other second Currency, use the Base 2 Debit and Credit fields on flip B. If you are using the Dual-Base system because your country is going through the transitional process whereby its Currency is being replaced by the Euro, you must enter figures in both Base Currencies because all values must be expressible in both Currencies (this is an EMU requirement). To record values in a foreign Currency, use the fields on flip C. All values should be entered manually: no Currency conversion will take place because different users will have various methods of converting opening balance figures.

5. Click [Save] to save the record.

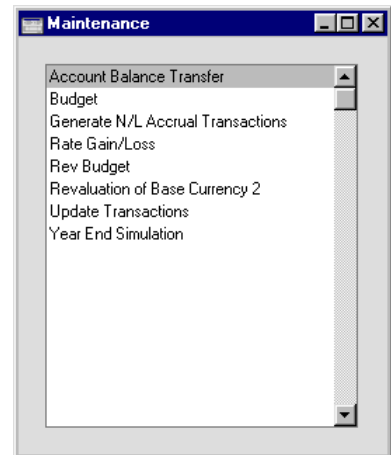
Check the data by printing the Trial Balance report. The Total Balance on the last line should show 0.00 in the opening balance column.

For a more detailed description about opening balances and the B/FW Balances register, please refer to the 'Starting Work' chapter in Volume 1 of these manuals.

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 eight such functions available in the Nominal 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.

Account Balance Transfer

Please refer to the section earlier in this chapter describing the Account Transfer setting for a description of this function.

Budget, Rev Budget

These functions can be used to delete information from records in the Budget and Revised Budget registers. Note that they set all amounts to zero: they do not delete the records themselves. Each function can be applied to all records in the appropriate register, or all records featuring a specified Object.

Generate N/L Accrual Transactions

Please refer to the section earlier in this chapter describing the Account Transfer setting for a description of this function.

Rate Gain/Loss

Please refer to the 'Multi-Currency' chapter later in this Volume for full details of this function.

Revaluation of Base Currency 2

Please refer to the 'Multi-Currency' chapter later in this Volume for full details of this function.

Update Transactions

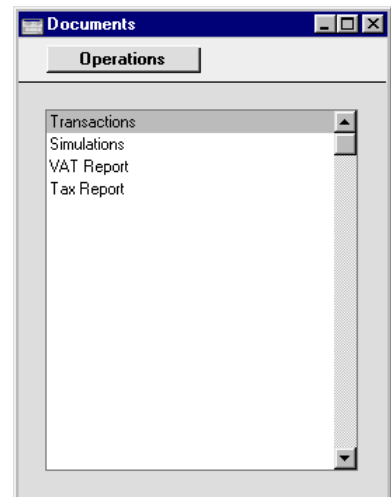
Please refer to the 'Multi-Currency' chapter later in this Volume for full details of this function.

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 Nominal 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 Transactions 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 Nominal Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
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.
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.

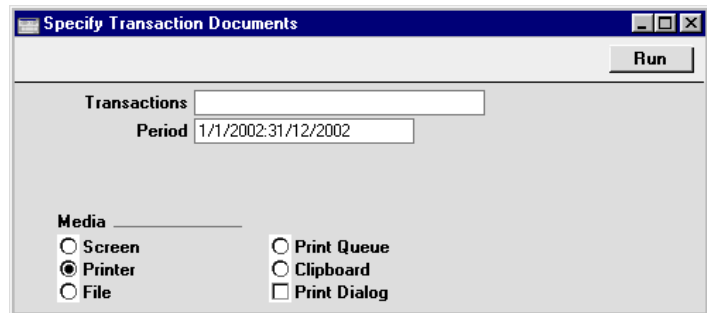
Where specified below, it is often possible to report on a selection range, such as a range of Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Transactions 001 to 010, enter "001:010" in the Transaction Number field. Depending 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.

Transactions, Simulations

These two documents are very similar, and simply provide a printed document for each transaction.

To print Transactions or Simulations, follow this procedure—

1. Select 'Documents' from the File menu or click the [Documents] button in the Master Control panel.
2. Double-click either item in the list as required (the procedure described below is the same for each).
3. A window is shown where you can specify which Transactions or Simulations are to be printed—



4. Enter the Transaction or Simulation number, or a range of numbers, separated by a colon (:). When printing Transactions, the Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2002.3" or, for a range, "2002.3:2002.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.020003" or "S/INV.020003:S/INV.020010" for a range.

Enter a period if you need a different one to the default.

5. Click [Run] to print the documents.
6. Close the 'Documents' list with the close box.

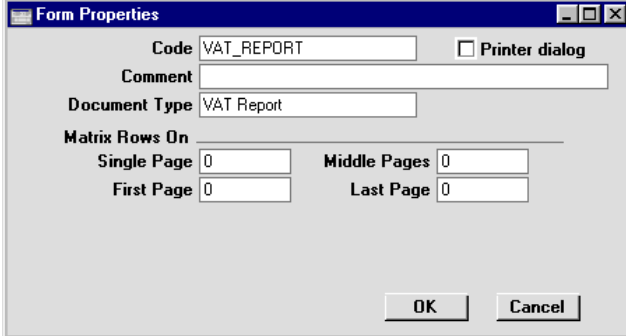
VAT Report

The VAT Report document can be used to submit your VAT return to the relevant authority.

The Design of the VAT Report document

The VAT Report document uses a Form with the Form Code of "VAT_RETURN". To edit this Form, follow these steps—

1. Switch to the System module. Click the [Forms] button in the Master Control panel or select 'Forms' from the Registers menu.
2. The 'Forms: Browse' window is opened, listing Forms already entered. Find the "VAT_RETURN" in the list and double-click.
3. Select 'Properties' from the Operations menu.



The screenshot shows a 'Form Properties' dialog box with the following fields and values:

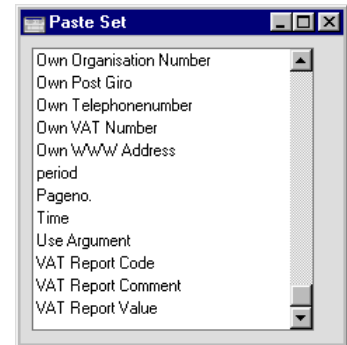
- Code: VAT_REPORT
- Printer dialog:
- Comment: (empty)
- Document Type: VAT Report
- Matrix Rows On:
 - Single Page: 0
 - Middle Pages: 0
 - First Page: 0
 - Last Page: 0

Buttons: OK, Cancel

Using 'Paste Special' from the Document Type field, ensure the Form has been classified as a VAT Report. This will ensure that, you will only be able to include appropriate fields in the design. Click the [OK] button in the dialogue box.

4. Change the design of the Form as appropriate. To include fields, click the [Fields] button and then draw a box on the Form where the field is to appear. It can be moved or resized later if necessary. The 'Field' window opens. Enter the Field Name: use 'Paste Special' to see all available Field Names for the "VAT Report" Document Type.

- Three fields have been provided to ensure the figures in the document are the same as those in the VAT Return report. These are shown at the bottom of the Field 'Paste Special' window—



These three fields contain the information that is shown in the VAT Return report. This is a sample report—

VAT Report
Radio Import/Export Ltd
Last Reg Date 11/11/2002

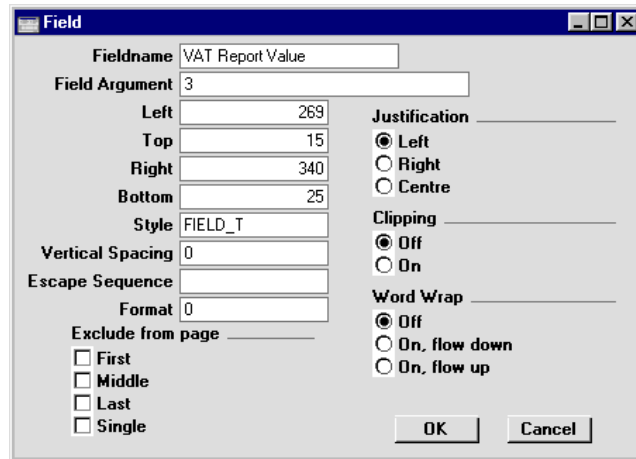
Hansa, Print date: 8/1/2003 14:32
 Period 1/10/2002 : 31/12/2002
 Preliminary transactions included

OUT	Output Tax	3,137.00
ACQ	VAT on EC Acquisitions	0.88
NET	Net Output Tax	3,137.88
INP	Input Tax	1,760.31
PAY	Net VAT due to/from C&E	1,377.57
.	NET SALES	
SAL0	Net Sales (Zero Rate)	0.00
SAL1	Net Sales (Std Rate)	17,928.94
SAL2	Net Sales (Export)	0.00
SAL3	Net Sales (EU - Zero)	0.00
SAL4	Net Sales (EU - Std)	0.00
SALE	Net Sales (Exempt)	0.00
SALT	Total Net Sales	17,928.94
.	NET PURCHASES	
PURS	Net Purch (Std)	10,053.96
PURZ	Net Purch (Zero)	0.00
PURU	Net Purch (EU Acq)	0.00
PURI	Net Purch (Oth/Imp)	0.00
PURE	Net Purch (Exempt)	0.00
PIRN	Net Purch (Std - Net Reg)	0.00

The text in the first column is stored in the VAT Report Code field, that in the second column is stored in the VAT Report Comment field and that in the third column is in the VAT Report Value field.

You can include each column in its entirety in your Form design or you can pick out individual pieces of information. This is done using the

Field Argument. Entering a number such as 3 (as in the illustration below) indicates that the field will show the information from the third row (for the VAT Report Value, 3,137.88 in the report shown above).

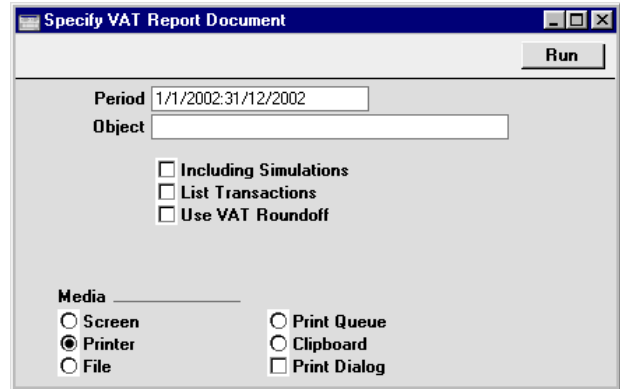


If the Field Argument is left blank, the field will show all the values in the report in a column. Use the Spacing field to prevent the figures being superimposed on one another. In the case of 10 point Times, a Spacing of at least 10 points is recommended.

6. Click the [OK] button in the dialogue box to save the Field specifications, and repeat steps 4 and 5 as necessary until the design is complete.
7. Click the [Save] button in the Button Bar to save the Form.
8. Change to the Nominal Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
9. Highlight 'VAT Report' in the list and select 'Define Document' from the Operations menu. Ensure that "VAT_RETURN" is specified in the Form field. Click [Save] to save and close this window.

Printing the VAT Report document

1. Select 'Documents' from the File menu or click the [Documents] button in the Master Control panel.
2. Double-click 'VAT Report' in the list.
3. Specify the period to be covered in the document. Enter an Object Code if you wish to produce a VAT Report for a particular department, using 'Paste Special' if necessary.



4. Click [Run] to print the document.
5. Close the 'Documents' list with the close box.

Tax Report

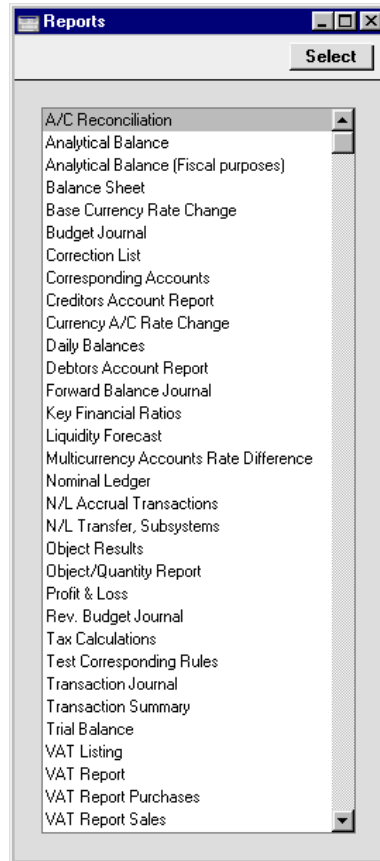
Please refer to the section earlier in this chapter describing the Tax Reports setting for a description of this document.

Reports

Introduction

As with all modules, to print a report in the Nominal 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 Nominal Ledger—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Transactions in the database. If it is necessary to restrict the

coverage of the report, use the fields as described individually for each report.

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

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. You can also print the report to disk as a text file. This will be useful if you want to format the report in your house style before printing.

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

Definition of Nominal Ledger Reports

The appearance and format of some Nominal Ledger reports can be changed to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, Key Financial Ratios, Profit & Loss Report and VAT Report.

To change a report definition, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions window is described in the section covering the particular report below.



If you have modified the standard Chart of Accounts or imported your own, you must change the Nominal Ledger report definitions accordingly.

Drill-down

Hansa has a unique drill-down feature in some of the reports when they are printed to screen. For example, when you have a Profit & Loss statement on the screen, you may click on any of the Account numbers in the report. Subject to you having the necessary access rights, the Nominal Ledger report for the same Account and period is then opened in a separate window, listing the Transactions that contribute to the account balance on the P&L statement. If you then click on one of the Transaction Numbers in the Nominal Ledger

report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below—

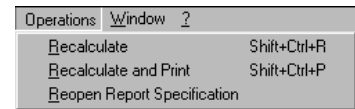
The screenshot displays three overlapping windows from the Hansa Financials software:

- Profit & Loss:** Shows a summary for Radio Import/Export Ltd for the period 1/1/2002 to 31/12/2002. It includes a search bar and a 'Search' button.
- Nominal Ledger:** Shows a detailed view for Account 199 (Sundry Income) for the period 1/1/2002 to 31/12/2002. It lists transactions with columns for Trans No, Trans Date, Text, Debit, Credit, and Balance. The transaction 2002.6048 is underlined.
- Transaction: Inspect:** Shows a detailed view of transaction 960003 dated 6/1/2002. It includes a table with columns for Account, Objects, Description, Base 1 Debit, Base 1 Credit, and V-Cd. The text '001 Against All Odds Trading Co' is underlined.

Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1 750		S/L Control	65.80		
2 199		Sundry Income		56.00	1
3 830		VAT Outputs Payable		9.80	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
Total			65.80	65.80	
Total			104.44	104.44	

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

The Operations Menu



When a report window is active on the screen, the Operations menu is available. The 'Recalculate' command will immediately cause the recalculation of the report, including all changes made in any Transactions, Budget records etc. since the report was last calculated. The 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

A/C Reconciliation

This report will most commonly be used to aid the task of bank reconciliation, which is done using the Account Reconciliation register. The report is a list of Transaction rows (i.e. individual account postings) for the report period, showing for each the Account, Transaction Number and Date, Amount in either Base Currency (as selected), Amount in foreign Currency (where appropriate) and whether it has been reconciled.

Specify A/C Reconciliation Report [Run]

Period: 31/12/2002:31/12/2002

Account: _____

Objects: _____

Balance Date: _____

Recon. Code: _____ Exclude with Code

Reconciled
 Unreconciled

Values in: _____ Print: _____

Base Currency 1 Comments
 Base Currency 2 Objects

Media: _____

Screen Print Queue
 Printer Clipboard
 File Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		All Transaction rows whose date falls in the period entered here will be included in the report. The default value is the first period in the Reporting Periods setting.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Use this field to limit the report to Transaction rows posting to a certain Account, or range of Accounts. Usually you will need to specify your Bank Account(s) or other reconcilable Account here, otherwise the report will be much longer than necessary.
Objects	Paste Special	Object register, Nominal Ledger/System module
		Specify an Object to list only those Transaction rows featuring that Object in the report. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be shown.
Balance Date	Paste Special	Current Date
		Two totals are shown for each Account: the total reconciled during the report period and the total reconciled before a certain date. Specify that date here.
	Recon. Code, Exclude with Code	
		If you want to list reconciled Transaction rows with a particular Recon. Code (entered on flip D of the A/C Reconciliation screen), enter that Recon. Code here. To list all reconciled Transaction rows except those with a particular Recon. Code, check the Exclude With Code box as well.
		This field and check box have no effect if you are only listing unreconciled Transaction rows.
Reconciled		Check this box to include reconciled Transaction rows in the report.
Unreconciled		Check this box to include unreconciled Transaction rows in the report. At least one of the Reconciled and

Unreconciled boxes must be checked or the report will be blank.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Print

You can choose to show Object Codes or Comments in the report. If the Comment option is chosen, the Description from the Transaction row is shown together with the Text from the Transaction header.

Analytical Balance

This report is similar to the Trial Balance, but with the addition of debit and credit balances for each Account. The paper printout in addition shows the accumulated balances for the financial year.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period to be covered by the report. The default value is the first period in the Reporting Periods setting.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a single Account, or range of Accounts.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object here if you want the balances in the report to be calculated from Transactions with that Object only. If you enter a number of Objects separated by commas, balances will only be calculated from those Transactions featuring all the Objects listed.
Fwd Bal Date		Specify here the date for which the Forward Balances are to be calculated. The default is the first date of the period specified for the report.
Sub A/C Length		This field is used together with the Sub A/C Totals check box. Please refer to the description of that check box below for details.
Object Type	Paste Special	Object Types setting, Nominal Ledger
		Enter an Object Type here if you want the balances in the report to be calculated from Transactions with Objects belonging to a certain Object Type only.
Show Objects		Usually the report shows total debit and credit balances for each Account. Check this box if you would like subtotal balances for each Object to be shown as well.
Groups Only		With this option on, the report will only show subtotals for groups of Accounts, grouped using the first digit of the Account Code. If the option is off, balances for each Account are shown together with the group subtotals.
List Transactions		With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period,

together with debit and credit totals, will be listed at the bottom of the report.

Sub A/C Totals This option takes the group totalling described for the Groups Only check box above a stage further. It displays subtotals for groups of Accounts with the same initial digits. The number of initial digits that are the same is entered to the Sub A/C Length field above. For example, if the Sub A/C Length is 3, the balances for Accounts 4011, 4012 and 4014 will be shown as a subtotal. The single-digit group total (for Accounts starting with 4 in the example) will be shown as well.

Don't print Groups

By default, the report lists balances for each Account together with the group subtotals (subtotals of balances of Accounts with the same initial digit). If you don't want to print the group subtotals, check this box.

Don't print Header

Check this box if you want the report to be printed without a header.

Opening Statement

This box can only be used together with the With Group Accounts option described below. This combination produces a report showing Balance Sheet Accounts only.

For Fiscal Purposes

This option prints the figures without the thousands separator (i.e. 1,000.00 is printed as 1000.00). This format is required by the fiscal authorities in Portugal.

Cut Account Names

This option prints abbreviated versions of each Account Name.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Include Simulations

Choose one of these options if you want to include simulated transactions in the report. If you choose the All option, Simulation rows of “Invalid” or “Transferred” Status will not be included.

Presentation Two versions of this report can be produced—

Standard This version of the report shows standard Accounts only.

With Group Accounts

This version of the report is designed for use in Portugal. It includes the hierarchical report headings (together with subtotals) defined using the Group Account check box on the Account screen. Please refer to the description of this check box in the section covering the Account register in the ‘System Module’ chapter in Volume 1 of these manuals for full details.

If the Opening Statement box above is checked, the report will show Balance Sheet Accounts only.

Analytical Balance (Fiscal Purposes)

This report is the same as the Analytical Balance with the For Fiscal Purposes option selected. Please refer to the description of the Analytical Balance above for full details.

Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with Hansa, or you can define your own, possibly editing the standard definition to suit your needs.

Setting up a Balance Sheet

You can define the structure of the Balance Sheet to suit your requirements. The following example illustrates the set-up process.

To change the report definition of the Balance Sheet, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of Balance Sheet: Browse' window is opened.

No.	Text
10	Fixed Assets
20	Current Assets
25	Cash in Hand & at Bank
30	Stocks
35	Debtors
40	Total Current Assets
50	Current Liabilities
55	Trade Creditors < 1 year
56	Other creditors
60	Net Current Assets
70	Long Term Liabilities
80	Total NET Assets
90	Equity
100	
105	Profit/Loss this YTD
110	Total Equity & Reserves

The window shows the Balance Sheet row by row, as it has been presented up to now. The rows are numbered 10, 50, etc., so there is room to insert new rows in between.

Double-click the first row, "10: Fixed Assets".

The 'Definition of Balance Sheet: Inspect' window is opened, showing the current definition of the row.

The number identifies the row in the Balance Sheet, and the Text "Fixed Assets" is printed as a heading for a group of Accounts when the report is sent to the screen or to the printer.

Language	Text
1	
2	
3	
4	
5	
6	

In the Accounts field a sequence of Account numbers has been entered. An alpha sort is used so, in the example illustration above, "600:69999" effectively means that all Accounts whose first digit is "6" are to be used.

Of the four Type options, "Accounts" has been selected to indicate that each of the Accounts in the number interval will be presented individually. After the last Account in the group, a total for the group will be printed.

The Account Type is "Asset". The Account Type concept is explained in the section describing the Account register in the 'System Module' chapter in Volume 1.

The Side and Active/Passive options are described in the 'Special Features of the Balance Sheet' section below.

The table can be used to enter various translations of the Text (i.e. the report heading or sub-heading). 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. When printing the report, you can specify which Language is to be used.

The Extra Code is used in Russia where the Balance Sheet is printed using a standard report design that includes line numbers: use this field to specify the correct line number for this row of the report. The Extra Code only appears on the report when it is produced using the No Comparison option.

The Accounts field consists of three rows, with room for a definition 300 characters long. As alternatives to specifying a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If a range of Accounts is entered with the highest number first, the Accounts in that range will be presented in reverse order. For example, the sequence “605:601,626,651:655” will appear as follows in the printed report—

Balance Sheet		Hansa, Print date: 2/1/2003 19:53		
Radio Import/Export Ltd		Period 1/1/2002 : 31/12/2002		
Last Reg Date 2/1/2003		Values in GBP		
		Exact Notation		
		Net Change		
		All used accounts		
Reverse order example				
605	FA - Cost of Motor Vehicles	0.00	11,200.00	11,200.00
604	FA - Cost of Fixt/Fittings	0.00	2,788.00	2,788.00
603	FA - Cost of Plant & M/C	0.00	2,510.00	2,510.00
601	FA - Cost of Office Eqmnt	0.00	5,000.00	5,000.00
651	FA - Depn of Office Eqmnt	0.00	-1,598.34	-1,598.34
653	FA - Depn of Plant & M/C	0.00	-2,093.55	-2,093.55
654	FA - Depn of Fixt/Fittings	0.00	-900.00	-900.00
655	FA - Depn of Motor Vehicles	0.00	-5,000.00	-5,000.00
Total Reverse order example		0.00	11,906.11	11,906.11

If you click the [Next Record] button (on the left-hand side of the Button Bar) or select 'Next' from the Record menu, the next definition row, number 25, "Cash in Hand & at Bank", is shown. This definition contains a range of Accounts — 700 to 739999. This row is of the type "Accounts", and of the "Asset" Account Type.



If you move from record to record by clicking the [Next Record] or [Previous Record] buttons, remember that any changes you make will be saved. If you don't want to save the changes, you must use the close box, or click [Cancel].

	Language	Text
1		
2		
3		
4		
5		
6		

Click forward to number 40, “Total Current Assets”. Here the values of rows 25, 30 and 35 are added together, and the result is shown on line 40 with the heading “Total Current Assets”. The Type is “Sum” and the Account Type is still “Asset”.

Definition of Balance Sheet: Inspect

No. 40

Text Total Current Assets Extra Code

Accounts 25+30+35

Type Account Type Side Active/Passive

Accounts Asset Normal Normal

Sum Liability Debit Only Debit

Text Equity Credit Only Credit

Page break Income Expense

	Language	Text
1		
2		
3		
4		
5		
6		

In this way the Balance Sheet is designed, row by row.

When you have finished with the last row, if you want to save your changes, click [Save], or else close the window with the close box. Then, close the list of definitions using the close box once again.

The new Balance Sheet report is now ready to print.



Hansa comes with a standard Chart of Accounts and a set of Report Definitions. This is a well structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by yourself or your financial adviser.

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But

remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

Inserting a Row in the Balance Sheet

1. Open the 'Reports' list window and highlight 'Balance Sheet'. Select 'Define Report' from the Operations menu. The 'Definition of Balance Sheet: Browse' window is opened.
2. Click [New] or highlight a row similar to the one you are creating and click [Duplicate]. An empty form or a copy of the highlighted row is opened.
3. Enter the information for the new row. Remember to give the new row a number that will insert it in the right place in the Balance Sheet. (e.g. if you want to insert a row between rows 30 and 40, you can use 35.)
4. Click [Save] and close the window, or click the close box to cancel. You will be returned to the 'Definition of Balance Sheet: Browse' window, where the new row is shown in its proper place in the list.

Deleting a row from the Balance Sheet

1. Open the 'Reports' list window and highlight 'Balance Sheet'. Select 'Define Report' from the Operations menu. The 'Definition of Balance Sheet: Browse' window is opened.
2. Double-click the row you want to remove, to show its definition window.
3. Select 'Delete' from the Record menu. The row is deleted from the Balance Sheet and the definition for the following row is shown in its place.
4. Close the window. You will be returned to the 'Definition of Balance Sheet: Browse' window.



You cannot undo the deletion of a row in the Balance Sheet.

Printing a Balance Sheet

Open the 'Reports' list window and double-click 'Balance Sheet'. The 'Specify Balance Sheet' window is opened.

- | | | |
|---------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period | Paste Special | Reporting Periods setting,
System module |
| | | Enter the period for the Balance Sheet you want to print. Hansa will suggest the first period in the Reporting Periods setting as a default. |
| Header | | Specify a title for the report here. |
| Object | Paste Special | Object register, Nominal
Ledger/System module |
| | | Enter an Object Code in this field if you want to limit the report to Transactions with a certain Object. If the field is empty, all Transactions, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transactions featuring all the Objects listed will be shown. |

Object Type	Paste Special	Object Types setting, Nominal Ledger
		Enter an Object Type Code in this field if you want to limit the report to transactions for Objects of a certain Object Type.
	Including Unspecified	Check this box if, for each Account, you want to show a balance figure for Transactions for Objects of a certain Object Type and a second balance for all other Transactions.
Currency	Paste Special	Currency register, System module
		If a Currency is entered here, all amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.
		A foreign Currency should be entered here. To produce a report with figures in Base Currency 1 or 2, leave this field blank and choose which Base Currency is to be used using the Values In options described below.
Language	Paste Special	Languages setting, System module
		The Balance Sheet can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record and for each report heading and sub-heading from the report definition (see above).
Accounts		Select how you want the Accounts printed in the report.
	All	This option will show all Accounts that have been included in the Balance Sheet definitions.
	Used only	This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.
	Groups only	This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Balance Sheet definitions.

Used Groups only This option only shows balances for rows as entered in the Balance Sheet definitions that have been used.

Notation Select the printing format for the values in the Balance Sheet.

Exact Shows the balances as stored in the Transactions.

No Decimals Rounds the balances up or down to the nearest whole number.

Thousands, Millions

Divide the balances by 1,000 or 1,000,000.

Comparison in % Only valid if Budget or Rev Budget is chosen as the Comparison option.

Comparison Choose to compare with Net Change, Budget, Revised Budget or the previous year.

If you are using the Budget or Revised Budget option, Budget or Revised Budget records will only be included in the report if they have at least one entry in the grid area of the screen complete with date.

The No Comparison option simply shows the balances brought forward and those for the report period. It is appropriate for users in Russia where the Balance Sheet is printed using a standard report design including line numbers. The line numbers are specified using the Extra Code field in the Balance Sheet definitions.

Including Simulations

Check this box to include simulated transactions in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header Check this box if you want the report to be printed without a header.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If a foreign Currency is entered in the Currency field above, these options will be ignored and the amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.

When you click [Run], the Balance Sheet is printed as you have specified it.

When printed to screen, the Balance Sheet has Hansa's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section has no relevance for those companies that practise standard western accounting conventions.

Side _____	Active/Passive _____
<input checked="" type="radio"/> Normal	<input checked="" type="radio"/> Normal
<input type="radio"/> Debit	<input type="radio"/> Only Debit
<input type="radio"/> Credit	<input type="radio"/> Only Credit

In the Balance Sheet definition, there are two groups of options which need a special mention. This design has been made in order to facilitate certain accounting and reporting requirements in various countries. The easiest way to explain the usefulness of these facilities is with the help of an example. In most companies, there are a number of reconciliation or suspense accounts, either assets or liabilities, which alternately can hold debit or credit balances. The accounting conventions of some countries only allow "pure" debit or credit accounts, and when a balance sheet is produced, it becomes necessary to move individual accounts back and forth between the active or the passive groups, depending on the current positive or negative balance.

To complicate things even further, in some countries it is customary to distinguish between four different "states" of a book entry: Debit+, Debit-, Credit+ and Credit-. In modern western accounting systems, a book entry is either debit or credit, regardless of the class of the account, i.e. we have a simple arithmetic definition of balances.

In those environments where all these special rules are used, the preparation of balance reports tends to become complicated and labour consuming. These special functions of Hansa allow the far-reaching automation of many of these routine tasks. This is how it works.

Let us start with the following Nominal Ledger report, showing the actual debit and credit balances for two Accounts.

Account 702 - Bank Current Account 2—

ACCOUNT 702 Bank Current Account 2					
Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
SIM:2	18/7/2002			125.00	-125.00
SIM:2	18/7/2002			-110.00	-15.00
SIM:3	18/7/2002		1,000.00		985.00
SIM:3	18/7/2002		5,000.00		5,985.00
		Total	6,000.00	15.00	
		Fwd balance			0.00
		Net Change	5,985.00		
		Balance			5,985.00

Account 703 - Bank Current Account 3—

ACCOUNT 703 Bank Current Account 3					
Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
SIM:2	18/7/2002		125.00		125.00
SIM:2	18/7/2002		-110.00		15.00
SIM:3	18/7/2002			1,000.00	-985.00
		Total	15.00	1,000.00	
		Fwd balance			0.00
		Net Change		985.00	
		Balance			-985.00

Account no. 703 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account no. 702 has a normal debit balance, but on this account two negative values have been entered, one in debit and one in credit. If the Accounts are used in a report definition in the normal way, with the buttons Side:Normal and Active/Passive:Normal selected, the balance of Account no 703 will be shown as a negative asset value.

With the buttons Side:Debit and Active/Passive:Only Debit options selected, the debit column total for Account 702 will be shown, because the Account balance is in debit—

Special Features example				
702	Bank Current Account 2	0.00	6,000.00	6,000.00
703	Bank Current Account 3	0.00	15.00	15.00
Total Special Features example		0.00	6,015.00	6,015.00

With Side:Credit and Active/Passive:Only Credit selected, the balances from both the Accounts' credit columns will be shown, because both are negative.

Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

With Side:Credit and Active/Passive:Only Debit selected, nothing will be shown, because the credit column of Account 702 has a positive value, and 703 has a overall debit balance.

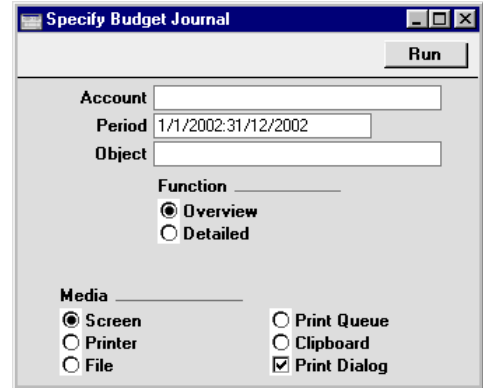
With Side:Debit and Active/Passive:Only Credit selected, once again nothing will be shown.

The combination Side:Credit and Active/Passive:Normal shows the credit column balances for both Accounts—

Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

Budget Journal

This report lists the records in the Budget register.



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

Range Reporting Alpha

Specify the Account or range of Accounts for which Budgets are to be printed.

Period **Paste Special** Reporting Periods setting, System module

Enter the start and end date of the period whose Budgets are to be shown in the report. The first record in the Reporting Periods setting is used as a default.

All Budgets that are relevant to the report period will be listed in the report. For example, if the report period is June 1st to June 30th, Budgets starting or ending in June will be included, and Budgets starting before June and ending after June will also be shown.

Object	Paste Special	Object register, Nominal Ledger/System module
		To list Budgets with a particular Object, enter that Object here.
Function		Use these options to determine the level of detail to be included in the report.
Overview		This option gives a report with one line per Budget, showing Account Number and Name, Object, Start and End Date and Sum.
Detailed		In addition to the information shown in the Overview, this option also lists the monthly or quarterly totals in each Budget.

Base Currency Rate Change

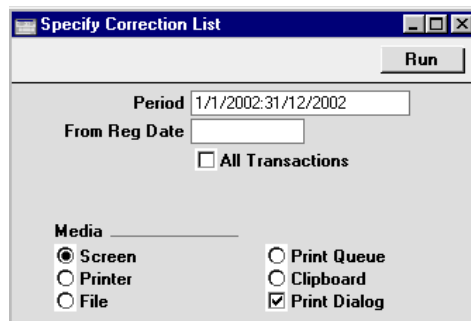
Please refer to the 'Multi-Currency' chapter elsewhere in this Volume for full details of this report.

Correction List

The Correction List lists the Transactions that fall in the specified period that have been corrected (using the 'Correction Mark' function) or updated (using the 'Update Mark' function). You cannot change the definition of this report.

When printed to screen, the Correction List has Hansa's Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

Double-clicking 'Correction List' in the 'Reports' list opens the following window—



Period	Paste Special	Reporting Periods setting, System module
		Enter the report period in the format 01-02-02:28-02-02. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value.
From Reg. Date		This is the registration date (the entry date), not the Transaction Date.
All Transactions		By default, this report only shows corrected or updated Transactions that fall within the report period. If you would like to list all Transactions, perhaps to gain an impression of the proportion that have been changed, check this box.

Click [Run] to print the Correction List.

Corresponding Accounts

This report shows how each Account posting in the selected period has been balanced. For example, where an Account has been used on the credit side of a Transaction, this report will show the Account(s) used on the debit side, with amounts posted. The balancing Accounts are termed 'Corresponding Accounts'.

In complex transactions, where, for example, the first two lines are debit Accounts and there are then several credit lines, correspondence is established manually using the Corr field of each Transaction row.

Period	Paste Special	Reporting Periods setting, System module
		Specify the period to be covered by the report.
Main Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Specify here the Accounts whose correspondence you wish to analyse.
Corr. Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Use this field if you are only interested in viewing specific corresponding Accounts.
Balances Only		With this box checked, for each main Account, each corresponding Account is listed on a single row, with, as appropriate, debit and credit balances for the report period. With the box not checked, for each main Account, all Transactions for each corresponding Account are shown individually.
	List Transaction Nos	
		With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Creditors Account Report

This report satisfies a specific requirement of users in Russia. Please refer to your Hansa representative for more details.

Currency A/C Rate Change

Please refer to the 'Multi-Currency' chapter elsewhere in this Volume for full details of this report.

Daily Balances

This report provides daily debit, credit and overall balances for all used Accounts.

Period **Paste Special** Reporting Periods setting, System module

Specify the period to be covered by the report. To obtain balances for a particular day, simply enter the date.

If a report period of greater than one day is entered, for each Account individual daily balances are shown only for those days on which the Account was used.

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

Range Reporting Alpha

Specify the Account or range of Accounts whose balances are to be shown in the report.

Balance for Object as well

Paste Special Object register, Nominal Ledger/System module

If you need to show for each Account a balance for a particular Object as well, specify that Object here. If you enter a number of Objects separated by commas, a single

balance for Transactions featuring all the Objects listed will be shown.

Show Transactions in Period

With this box checked, the Transaction Numbers of each Transaction that falls within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Debtors Account Report

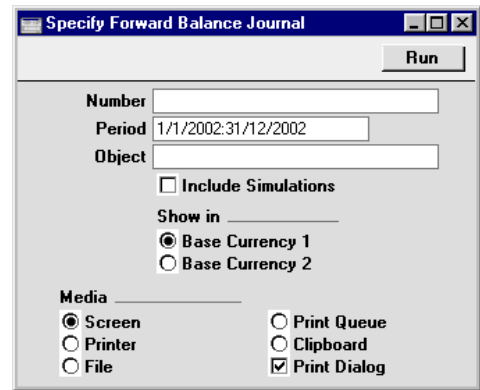
This report satisfies a specific requirement of users in Russia. Please refer to your Hansa representative for more details.

Forward Balance Journal

This report lists the records in the Brought Forward Balance register.

For each record, the report shows the Serial Number, Date, Object and Description. The individual debit and credit postings to each Account are listed, together with the Currencies of the balances.

When printed to screen, the Forward Balance Journal has Hansa's Drill-down feature. Click on any serial number in the report to open an individual Brought Forward Balance record.



- Number** **Range Reporting** Numeric
- Enter a Serial Number or a range of Numbers to show particular Brought Forward Balance records, or leave blank to include all such records.
- Period** **Paste Special** Reporting Periods setting, System module
- Enter the start and end date of the period whose Brought Forward Balance records are to be shown in the report. The first record in the Reporting Periods setting is used as a default.
- Object** **Paste Special** Object register, Nominal Ledger/System module
- To list Budgets with a particular Object, enter that Object here.
- Include Simulations**
- Check this box if you would like to include in the report Brought Forward Balance records whose Simulation boxes have been checked. These records will be marked as Simulations in the report.
- Show in**
- If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.
- If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Key Financial Ratios

When a company, its situation and prospects are evaluated, the Key Financial Ratios report is a useful tool.

Hansa allows you to create your own Key Ratios, to improve the analysis. Examples might be sales per sq. ft. for retail outlets, or the relation between salaries and debited time for consultants. Some Key Ratios are used in other reports: the Turnover % option in the Profit & Loss report requires that there be a Key Ratio defining 'turnover', for example.

Defining Key Ratios

1. To change the report definition of the Key Financial Ratios report, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then highlight 'Key Financial Ratios' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of Key Financial Ratios: Inspect' window is opened.
2. Enter the definitions for your Key Ratios.

The following illustration shows a sample list of defined Ratios. In this list, all the functions available for use in defining Key Ratios are illustrated.

Code	Comment	Definition
1	TURN0 Turnover Period (Result)	-result(100:1999)
2	BAL Turnover YTD (Balance)	-balance(100:1999)
3	PURCH Purchases	result(200:2999)
4	CR Cash ratio	balance(799:720+750)/(800+825)
5	EMP No of employees	6
6	GP Gross Profit	-result(100:1999)-result(200:2999)
7	GPP Gross Profit %	key(GP)/key(TURN0)*100
8	VATSR VAT Result, Sales (Total Du ▶	-vatresult(1,100:1999)
9	VATPR VAT Result, Purchases (Tot.▶	vatresult(S,200:2999)
10	VATC VAT Credit Postings, VAT Cr▶	-vatcredresult(1,100:1999)
11	VATD VAT Debit Postings, VAT Cc▶	vatdebrresult(S,200:2999)
12		

The fields on the screen are as follows—

Row Each Ratio is defined on its own numbered row in this window.

Code	A unique code identifying each Key Ratio: this can be used to refer to the Key Ratio when calculating others (see the illustration).
Comment	The name of the Ratio, to be shown on the report.
Definition	The formula used to calculate the value of this Key Ratio.

Several commands are available for use by formulae in the Definition field. They are not case sensitive.

RESULT(Account Code)

This command returns the net change during the period for the Account specified in the brackets. Some examples of the use of this command are as follows—

RESULT(100) Returns the net change in Account 100 for the specified period.

RESULT(100:1999)

Returns the sum of the net changes in Accounts 100 to 1999 for the specified period. The Accounts used are determined using an alpha sort, rather than a numeric one. Thus Account 1000001 will be included in the example range, while Account 200 will not.

-RESULT(100:1999)

As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in Hansa. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures in the report.

RESULT(100+120:1999)

Takes the net change in Account 100 and adds it to the sum of the net changes in Accounts 120 to 1999.

BALANCE(Account Code)

This command returns the closing balance for the Account specified. It therefore differs from the RESULT command in that balances brought forward from previous periods are taken into account.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

KEY(Code)

The value of another Key Ratio can be included in the calculation. The Key Ratio referred to must already have been defined. If not, a zero value is used. Therefore, in the example illustration, the GPP line must appear below the GP and TURNO lines.

Note that although the KEY command itself is not case sensitive, the reference to another Key Ratio is. Thus, in the example illustration, key(TURNO) and KEY(TURNO) are relevant, but key(turno) is not.

VATRESULT(VAT Code, Account Code)

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only postings with the specified VAT Code are taken into account.

The reference to the VAT Code is not case sensitive.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

VATBALANCE(VAT Code, Account Code)

This command returns the closing balance for the Account specified, with only Transactions with the specified VAT Code taken into account. It therefore differs from the VATRESULT command in that balances brought forward from previous periods are taken into account.

VATCREDRESULT(VAT Code, Account Code)

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

VATDEBRESULT(VAT Code, Account Code)

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

APDUE(Number of days)

This command returns the total in the Purchase Ledger that is overdue for payment by the specified number of days. The last day of the report period is used as the due date. For example, APDUE(20) will return the total that became due 20 days or more before the end of the report period (i.e. that was overdue by at least 20 days on the last day of the period). A number must be specified: use APDUE(0) if the total is to include all overdue Purchase Invoices.

ARDUE(Number of days)

This command is the Sales Ledger equivalent of APDUE above.

3. When you have finished defining Key Ratios, click [Save]. You are returned to the 'Reports' list window.

The illustration of the Key Ratio definitions shows examples of the various methods of calculating a Key Ratio. There are a few things to remember.

As the calculation uses Hansa's internal values, balances on e.g. sales Accounts will be shown as negatives, since they normally are in credit. You solve this simply by reversing the sign for all such calculations: an example of this is in Key Ratio No. 1 in the illustration. The examples also show how to group different Accounts.

The value of a well-structured Chart of Accounts is easily noticed here. If all income related Accounts are found in a consecutive series, summing them all up becomes simple.

Printing the Key Financial Ratios report

Open the 'Reports' list window and double-click 'Key Financial Ratios'. The 'Specify Key Ratios' window is opened.

- | | | |
|---------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period | Paste Special | Reporting Periods setting,
System module |
| | | Enter the report period, in the format “01-02-02:28-02-02”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value. |
| Object | Paste Special | Object register, Nominal
Ledger/System module |
| | | Enter the Object (if any) for which you want to calculate Key Ratios. |
| Keys | | If you do not want to show all Key Ratios in the report, specify here which ones are to be included. If specifying more than one, they should be separated by commas (e.g. “TURNO,CR,EMP”). |
| Header | | Specify a title for the report here. |

Display Values in Paste Special

Currency register, System module

Specify the Currency that is to be used in the report. Leave the field empty to use the home Currency (Base Currency 1).

Including Simulations

Check this box if you want to include simulated transactions in your report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

No Header

Check this box if you want the report to be printed without a header.

Click [Run] to calculate the Key Ratios.

Key Financial Ratios		Hansa, Print date: 8/1/2003 14:41
Radio Import/Export Ltd		Period 1/10/2002 : 31/12/2002
Last Reg Date 11/11/2002		
TURNO	Turnover Period (Result)	17,959.71
BAL	Turnover YTD (Balance)	33,068.15
PURCH	Purchases	10,156.08
CR	Cash ratio	10.87
EMP	No of employees	6
GP	Gross Profit	7,803.63
GPP	Gross Profit %	43.45
VATSR	VAT Result, Sales (Total Outputs)	17,928.94
VATPR	VAT Result, Purchases (Total Inputs)	10,053.96
VATC	VAT Credit Postings, VAT Code 1	18,085.94
VATD	VAT Debit Postings, VAT Code S	10,161.96

Liquidity Forecast

This report presents a forecast of all actual and future payments to and from the firm during a specified period. The forecast is based on the Due Dates of Purchase and Sales Invoices. Also included are any records in the Simulation register affecting the Cash and Bank Accounts specified in the Payment Mode setting in the Sales and Purchase Ledgers. These simulated transactions would be entered in advance to reflect payments that do not occur in the

Function Choose between the Detailed option, showing each Transaction, and the Overview, showing a single line summary for each day.

Registers By default, the report contains the Debtors' and Creditors' forecasts and Simulations containing any of the Accounts used in the Payment Modes setting. You can exclude any of these sections from the report by clicking in these boxes. If you have the Cheques module, you can also include sections for Cheques and Own Cheques.

Status Purch. Inv. You can choose to exclude those Purchase Invoices for which payment has been prevented (those whose Hold check box has been switched on).

Receipts, Payments

Select an alternative for the payment pattern to be used in calculating the Receipt and Payment schedule.

Net This option assumes that payment will be received or issued on the Due Date.

Discount This option assumes that invoices with a cash discount term will be paid by the Discount Date in order to qualify for the cash discount.

X days late This option allows you to assume that all Invoices will be paid on average a specified number of days later than the Due Date.

Cut Names If you are using the Detailed option, the Customer or Supplier Name will be shown for each Invoice, and each Simulation comment will be printed in full. Check this box if you would like to cut these Names and Comments so that the first 25 characters only are printed.

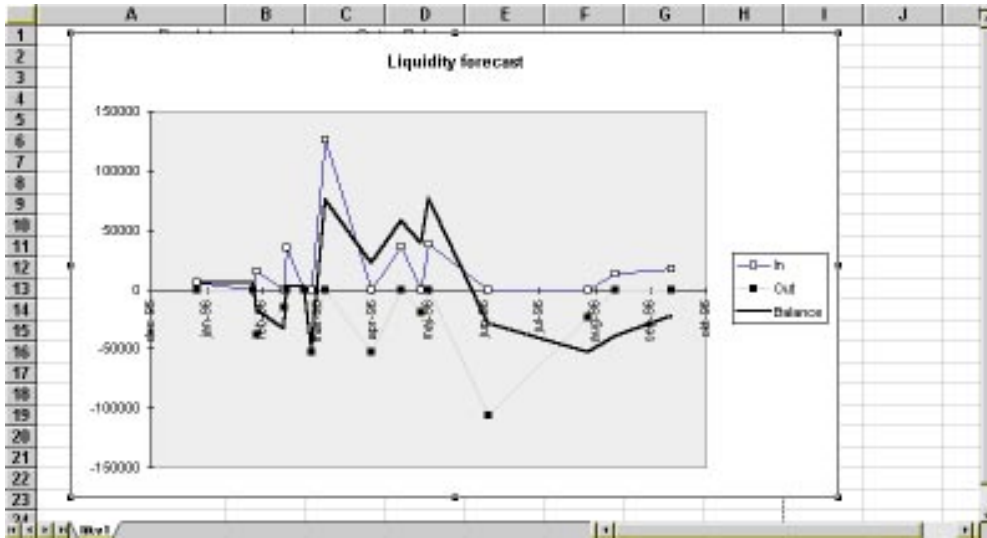
Cut Decimals Check this box if you would like whole numbers only to be shown in the report. For example, an amount of 5.88 will be shown as 5 if this box is checked.

Skip Disputed Invoices

Check this box to exclude from the report Sales Invoices marked as Disputed.

This report can be a very useful tool in your liquidity management. Like all Hansa's reports it can be exported as a text file. Import the data to an Excel

model, and use Excel's excellent graphing capabilities to produce a graph of the money flowing through your business.



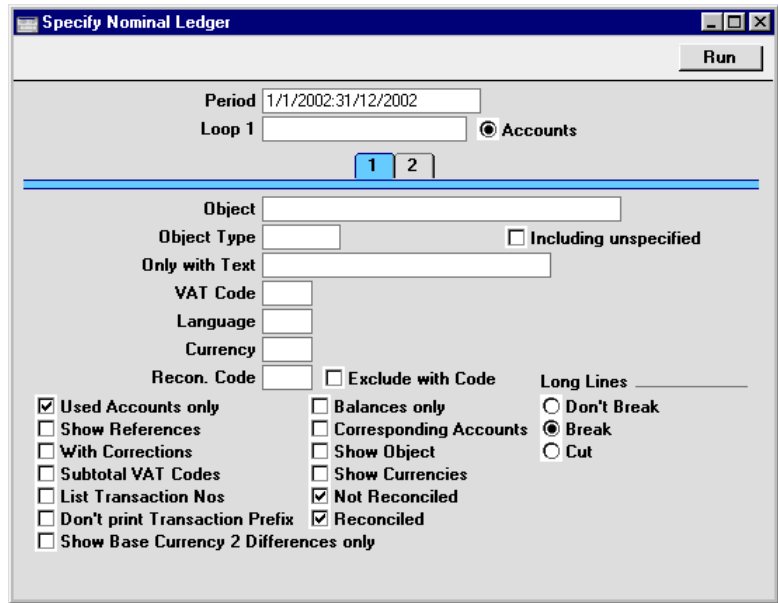
Nominal Ledger

The Nominal Ledger report is a list of the Transaction rows entered during the report period (i.e. it is a list of the amounts posted to each Account in that period).

This report offers exceptionally powerful multi-level Object analysis. You can search for Transaction rows with several different Objects, and you can control subtotalling. For example, if you have Object Types of DEPT (Departments) and PERS (Persons), you can create a report with the Transaction rows sorted by Account and department and with subtotals per person within each department. These features are illustrated in detail in the 'Examples' section towards the end of the description of this report.

When printed to screen, the Nominal Ledger report has Hansa's Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking 'Nominal Ledger' in the 'Reports' list opens the following window—



Header

Period **Paste Special** Reporting Periods setting, System module

Specify a report period, in the format “01-02-02:28-02-02”. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Loop 1, Loop 2, Loop 3

(Loop 2 and Loop 3 are on card 2.)

You can enter a range of Accounts, a range of Objects or an Object Type to each of these fields. The following examples illustrate how these fields can be used—

Eg	Entry	Report contains
1	Loop 1: 100:199 (Accounts)	Transaction rows posting to Accounts in the range 100:199, sorted by Account
2	Loop 1: SALES (Object)	Transaction rows with the SALES Object, sorted by Object
3	Loop 1: DEPT (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type, sorted by Object
4	Loop 1: 100:199 (Accounts) Loop 2: DEPT (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type and posting to Accounts in the range 100:199, sorted by Account then Object
5	Loop 1: DEPT (Object Type) Loop 2: 100:199 (Accounts)	As 4 but sorted by Object then Account
6	Loop 1: 100:199 (Accounts) Loop 2: DEPT (Object Type) Loop 3: PERS (Object Type)	Transaction rows with Objects belonging to the DEPT Object Type and to the PERS Object Type and posting to Accounts in the range 100:199, sorted by Account, by DEPT Objects and finally by PERS Objects

You must make an entry in the Loop 1 field before using Loops 2 and 3, or the report will be blank.

Please refer to the 'Examples' section towards the end of the description of this report for more information about how to use these fields.

Accounts

Next to each Loop field there is an Accounts radio button. This should be selected if you wish to enter an Account or range of Accounts in the corresponding Loop field, for two reasons—

1. If the Accounts radio button is selected, Hansa will assume that what has been entered in the Loop field is an Account or range of Accounts and search for matching Transaction rows accordingly. If the Accounts radio button is not selected, Hansa will assume that the Loop field contains an Object, a range of Objects or an Object Type.
2. If the Accounts radio button is selected, you can use 'Paste Special' from the Loop field to open a list of Accounts from which the appropriate one can be selected. If the Accounts radio button is not selected, 'Paste Special' will open a list of Objects.

Card 1

Object

Paste Special Object register, Nominal Ledger/System module

Enter an Object Code in this field if you want the report to list Transaction rows with a certain Object. If the field is empty, all Transaction rows, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transaction rows featuring all the Objects listed will be shown.

Object Type

Paste Special Object Types setting, Nominal Ledger

Enter an Object Type Code in this field if you want the report to list Transaction rows with Objects belonging to a certain Object Type.

Including Unspecified

Check this box if you want to show Transaction rows with Objects belonging to the Object Type specified above, and all other Transaction rows as well. You should also switch on the Show Object check box (below), so that those Transaction rows with Objects belonging to the chosen Object Type can be distinguished from the others.

- Only with Text** Enter a search string in this field to list Transaction rows with certain Descriptions. Thus, assuming that the default entries to the Description field have been used, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: “Sales” finds “Sales Type 1”, “Sales Type 2”, etc.
- VAT Code** **Paste Special** VAT Codes setting, Nominal Ledger
Enter a VAT Code here to list Transaction rows with a particular VAT Code.
- Language** **Paste Special** Languages setting, System module
The Nominal Ledger report can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the ‘Texts’ card of the Account record.
- Currency** **Paste Special** Currency register, System module
If a Currency is entered here, the report will only list those Transaction rows with that Currency shown on flip C. The amounts shown in the report will be taken from flip C of those Transaction rows: i.e. they will be in the chosen Currency. If the field is blank, all Transaction rows will be included in the report with their amounts taken from the Base 1 or Base 2 Debit or Credit fields on flip B (choose which Base Currency is to be used using the Values In options described below).

Recon. Code, Exclude with Code

If you want to list reconciled Transactions with a particular Recon. Code (entered on flip D of the A/C Reconciliation screen), enter that Recon. Code here. To list all reconciled Transactions except those with a particular Recon. Code, check the Exclude With Code box as well.

The Reconciled box (below) must be checked if you want to use this field and check box.

Used Accounts only

Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.

Show References By default, the report shows the Text of each Transaction. Use this option if you would like the Reference and the Text to be shown.

With Corrections Check this box if you want all corrections in the Transactions to be shown.

Subtotal VAT Codes

Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Don't Print Transaction Prefix

Transaction Numbers are usually shown in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are shown as "2002.3" while those created from a Sub System are shown as, for example, "S/INV.020003". If you do not want these prefixes to be shown in the report, check this box.

Show Base Currency 2 Differences only

If this option is checked, the report will consist of a list of those Transaction rows where the value in Base Currency 2 is not correct, according to the Exchange and Base Rate for the Transaction Date. This may be because an *ad hoc* Exchange or Base Rate was used for the Transaction row in question, or because an Exchange or Base Rate record was changed some time after it was entered. This latter action is not recommended.

This option cannot be used if you want to calculate values in Base Currency 2 by applying current Exchange

and Base Rates to old Transactions rows. To do this, use the Base Currency Rate Change report.

Balances only Use this option if you only need to show a balance for each Account, instead of having every Transaction row listed.

Corresponding Accounts

Check this box if you want the Corresponding Accounts of each Transaction row printed in the report. The Object column will be replaced with one showing the Corresponding Accounts.

Show Object Check this box to print the Objects used in each Transaction row.

Show Currencies In the case of Transaction rows in a foreign Currency (i.e. not Base Currency 1 or 2), check this box if you want to show amounts in Currency as well as in the home Currency.

Not Reconciled Check this box to include in the report Transaction rows that have not been reconciled using the A/C Reconciliation register.

Reconciled Check this box to include in the report Transaction rows that have been reconciled using the A/C Reconciliation register.

Long Lines Three options are available for dealing with long descriptions when printing on paper. The Don't Break option is always used when printing to screen. If you preview the report to screen, choose 'Recalculate and Print' from the Operations menu to invoke the Long Lines option (i.e. do not click the Printer icon).

If a landscape Page Setup is used and/or the page magnification is reduced, the space available for long descriptions (i.e. the width of the description column) is increased.

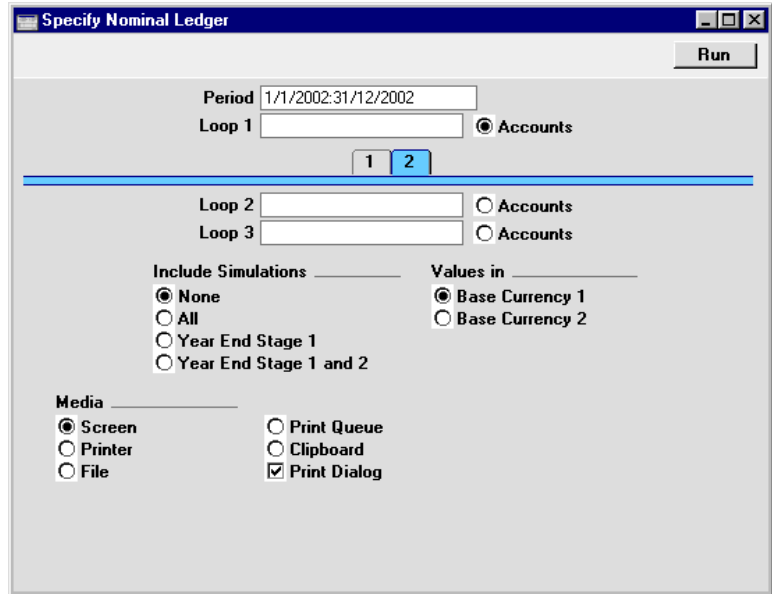
Don't Break The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line.

Break The full length of the description is printed, spread over several lines if necessary.

Cut

The final characters of the description are not printed, so that it fits onto one line in the allocated column.

Card 2



Include Simulations

Choose one of these options if you want to include simulated transactions in the report. If you choose the All option, Simulation rows of “Invalid” or “Transferred” Status will not be included.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If a foreign Currency is entered in the Currency field above, the amounts in the report will be in that Currency.

Click [Run] to print the Nominal Ledger report as you have specified it.

Examples

In this section, we will illustrate the features offered by this report, using the Transactions resulting from a day’s invoicing. Each Invoice carries an Object representing the sales person and one representing the office making the sale. The Objects representing the sales people belong to the “PERS” Object Type, while those representing the offices belong to the “OFF” Object Type.

The Transactions involved are as follows—

Trans No	Account	Objects	Debit	Credit
5013	750 S/L Control		408.50	
	110 Sales Type 2	NB,TALL		64.00
	100 Sales Type 1	NB,TALL		284.00
	830 VAT Outputs Payable			60.50
5014	750 S/L Control		306.68	
	110 Sales Type 2	IP,TALL		48.00
	100 Sales Type 1	IP,TALL		213.00
	830 VAT Outputs Payable			45.68
5015	750 S/L Control		715.58	
	110 Sales Type 2	JM,LOND		112.00
	100 Sales Type 1	JM,LOND		497.00
	830 VAT Outputs Payable			106.58
5016	750 S/L Control		102.23	
	110 Sales Type 2	FF,LOND		16.00
	100 Sales Type 1	FF,LOND		71.00
	830 VAT Outputs Payable			15.23

First, the Nominal Ledger report is used to list the journal postings to each Sales Account (i.e. to list Transaction rows with Sales Accounts)—

The screenshot shows the 'Specify Nominal Ledger' dialog box with the following settings:

- Period: 22/8/2002:22/8/2002
- Loop 1: 100:199
- Accounts (radio button selected)
- Object: (empty text box)
- Object Type: (empty text box)
- Including unspecified: (checkbox unchecked)
- Only with Text: (empty text box)
- VAT Code: (empty text box)
- Language: (empty text box)
- Currency: (empty text box)
- Recon. Code: (empty text box)
- Exclude with Code: (checkbox unchecked)
- Long Lines: (empty text box)
- Used Accounts only: (checkbox checked)
- Show References: (checkbox unchecked)
- With Corrections: (checkbox unchecked)
- Subtotal VAT Codes: (checkbox unchecked)
- List Transaction Nos: (checkbox unchecked)
- Don't print Transaction Prefix: (checkbox unchecked)
- Show Base Currency 2 Differences only: (checkbox unchecked)
- Balances only: (checkbox unchecked)
- Corresponding Accounts: (checkbox unchecked)
- Show Object: (checkbox checked)
- Show Currencies: (checkbox unchecked)
- Not Reconciled: (checkbox checked)
- Reconciled: (checkbox checked)
- Don't Break: (radio button unchecked)
- Break: (radio button selected)
- Cut: (radio button unchecked)

The range of Sales Accounts (100:199) is entered to the Loop 1 field in the header. 'Paste Special' can be used. As with all the examples in this section, the Show Object box has been checked so that Objects are shown in the illustrations.

This is the resulting report—

Nominal Ledger						
Operations			Search			
Nominal Ledger Radio Import/Export Ltd Last Reg Date 2/1/2003 Values in GBP			Hansa, Print date: 3/1/2003 16:13 Account 100:199 Period 22/8/2002 : 22/8/2002 Acc Period 1/1/2002 : 22/8/2002 Preliminary transactions included Not Reconciled Reconciled			
ACCOUNT 100 Sales Type 1						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			-37.06	
S/INV_5013	22/8/2002	NB,TALL 001 Against All Odds Trading Co, GBP		284.00	-321.06 1	
S/INV_5014	22/8/2002	IP,TALL 001 Against All Odds Trading Co, GBP		213.00	-534.06 1	
S/INV_5015	22/8/2002	JM,LOND 001 Against All Odds Trading Co, GBP		497.00	-1,031.06 1	
S/INV_5016	22/8/2002	FF,LOND 001 Against All Odds Trading Co, GBP		71.00	-1,102.06 1	
		Total	0.00	1,065.00		
		Fwd balance			-37.06	
		Net Change		1,065.00		
		Balance			-1,102.06	
ACCOUNT 110 Sales Type 2						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			-990.01	
S/INV_5013	22/8/2002	NB,TALL 001 Against All Odds Trading Co, GBP		64.00	-1,054.01 1	
S/INV_5014	22/8/2002	IP,TALL 001 Against All Odds Trading Co, GBP		48.00	-1,102.01 1	
S/INV_5015	22/8/2002	JM,LOND 001 Against All Odds Trading Co, GBP		112.00	-1,214.01 1	
S/INV_5016	22/8/2002	FF,LOND 001 Against All Odds Trading Co, GBP		16.00	-1,230.01 1	
		Total	0.00	240.00		
		Fwd balance			-990.01	
		Net Change		240.00		
		Balance			-1,230.01	

The report is a list of Accounts. For each Account, opening and closing balances are shown together with the net change over the report period. The postings to each Account are listed in date order.

In the next example, Transaction rows with Objects belonging to a particular Object Type are listed. The Sales Account range is again entered in the Loop 1 field, and the “PERS” Object is entered to the Object Type field, with the aim of listing all Transaction rows that have an Object representing a sales person—

Specify Nominal Ledger [Run]

Period: 22/8/2002:22/8/2002
 Loop 1: 100:199 Accounts

1 | 2

Object: _____
 Object Type: PERS Including unspecified
 Only with Text: _____
 VAT Code: _____
 Language: _____
 Currency: _____
 Recon. Code: _____ Exclude with Code

Used Accounts only Balances only Don't Break
 Show References Corresponding Accounts Break
 With Corrections Show Object Cut
 Subtotal VAT Codes Show Currencies
 List Transaction Nos Not Reconciled
 Don't print Transaction Prefix Reconciled
 Show Base Currency 2 Differences only

Since every Transaction row in this example has an Object belonging to the “PERS” Object Type, the result is the same as the first report—

Nominal Ledger						
Operations			Search			
Nominal Ledger Radio Import/Export Ltd Last Reg Date 2/1/2003 Values in GBP			Hansa, Print date: 3/1/2003 16:22 Account 100:199 Period 22/8/2002 : 22/8/2002 Acc Period 1/1/2002 : 22/8/2002 Object Type PERS Person Objects Preliminary transactions included Not Reconciled Reconciled			
ACCOUNT 100 Sales Type 1						
Trans No	Trans Date	Object	Text	Debit	Credit	Balance
			Fwd balance			
S/INV_5013	22/8/2002	NB	001 Against All Odds Trading Co, GBP		284.00	-284.00 1
S/INV_5014	22/8/2002	IP	001 Against All Odds Trading Co, GBP		213.00	-497.00 1
S/INV_5015	22/8/2002	JM	001 Against All Odds Trading Co, GBP		497.00	-994.00 1
S/INV_5016	22/8/2002	FF	001 Against All Odds Trading Co, GBP		71.00	-1,065.00 1
			Total	0.00	1,065.00	
			Fwd balance			
			Net Change		1,065.00	
			Balance			-1,065.00
ACCOUNT 110 Sales Type 2						
Trans No	Trans Date	Object	Text	Debit	Credit	Balance
			Fwd balance			
S/INV_5013	22/8/2002	NB	001 Against All Odds Trading Co, GBP		64.00	-64.00 1
S/INV_5014	22/8/2002	IP	001 Against All Odds Trading Co, GBP		48.00	-112.00 1
S/INV_5015	22/8/2002	JM	001 Against All Odds Trading Co, GBP		112.00	-224.00 1
S/INV_5016	22/8/2002	FF	001 Against All Odds Trading Co, GBP		16.00	-240.00 1
			Total	0.00	240.00	
			Fwd balance			
			Net Change		240.00	
			Balance			-240.00

If you want subtotals for each Object belonging to the “PERS” Object Type, do not use the Object Type field. Instead, go to card 2 of the specification window and enter “PERS” in the Loop 2 field—

The screenshot shows the 'Specify Nominal Ledger' window with the following settings:

- Period:** 22/8/2002:22/8/2002
- Loop 1:** 100:199, Accounts
- Loop 2:** PERS, Accounts
- Loop 3:** (empty), Accounts
- Include Simulations:**
 - None
 - All
 - Year End Stage 1
 - Year End Stage 1 and 2
- Values in:**
 - Base Currency 1
 - Base Currency 2
- Media:**
 - Screen
 - Printer
 - File
 - Print Queue
 - Clipboard
 - Print Dialog

In one sense, entering “PERS” in the Loop 2 field is the same as entering it in the Object Type field in the previous example: it ensures that only Transaction rows with Objects belonging to the “PERS” Object Type will be listed in the report. But, in addition, it instructs Hansa that within each Account the postings are to be sorted by sales person. This means that subtotals will be provided for each sales person within each Account.

In general terms, Loops 1, 2 and 3 are used to impose a sort order on the report. The Account range has been entered to the Loop 1 field, so this is the top level sort order. The “PERS” Object Type has been entered to the Loop 2 field, so the second level sort order is by the Objects belonging to that Type. Subtotals are provided at the lowest level of sorting. So, in this case, the report is sorted by Account and then by Object, with subtotals for each Object—

Nominal Ledger					
Operations			Search		
Nominal Ledger Radio Import/Export Ltd Last Reg Date 2/1/2003 Values in GBP			Hansa, Print date: 3/1/2003 16:30 Account 100:199 Period 22/8/2002 : 22/8/2002 Acc Period 1/1/2002 : 22/8/2002 Preliminary transactions included Not Reconciled Reconciled		
ACCOUNT 100 Sales Type 1					
Object: FF Francoise French					
Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
<u>SINV_5016</u>	22/8/2002	FF,LOND			
		001 Against All Odds			
		Trading Co, GBP		71.00	-71.00 1
		Total	0.00	71.00	
		Fwd balance			0.00
		Net Change		71.00	
		Balance			-71.00
Object: IP Ingrid Peterson					
Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
<u>SINV_5014</u>	22/8/2002	IP,TALL			
		001 Against All Odds			
		Trading Co, GBP		213.00	-213.00 1
		Total	0.00	213.00	
		Fwd balance			0.00
		Net Change		213.00	
		Balance			-213.00
Object: JM Jean Marais					
Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
<u>SINV_5015</u>	22/8/2002	JM,LOND			
		001 Against All Odds			
		Trading Co, GBP		497.00	-497.00 1
		Total	0.00	497.00	
		Fwd balance			0.00
		Net Change		497.00	
		Balance			-497.00
Object: NB Neil Brooker					
Trans No	Trans Date	Text	Debit	Credit	Balance

The Loop 3 field can be used if you want to sort through three levels. For example, you might want to report on the range of Sales Accounts, by office,

with subtotals per sales person within each office. The “OFF” Object Type (for Objects representing the offices) is entered to the Loop 2 field, and the “PERS” Object Type is entered to the Loop 3 field—

Specify Nominal Ledger

Run

Period 22/8/2002:22/8/2002

Loop 1 100:199 Accounts

1 2

Loop 2 OFF Accounts

Loop 3 PERS Accounts

Include Simulations _____ Values in _____

None Base Currency 1

All Base Currency 2

Year End Stage 1

Year End Stage 1 and 2

Media _____

Screen Print Queue

Printer Clipboard

File Print Dialog

The Loop 2 and Loop 3 fields are both used as search criteria (only Transaction rows with Objects belonging to both Object Types will be listed in the report). Also, because an entry has been made to the Loop 3 field, subtotals will be provided at this level.

Again, the resulting report is structured on an Account-by-Account basis (i.e. the top level sort is by Account). This time, within each Account the postings are sorted first at the Loop 2 level (i.e. by office) and then at the Loop 3 level (i.e. by sales person). Within each Loop 2 Object (i.e. within each office) subtotals are provided for each Loop 3 Object (i.e. for each sales person)—

Nominal Ledger						
Operations			Search			
Nominal Ledger Radio Import/Export Ltd Last Reg Date 2/1/2003 Values in GBP			Hansa, Print date: 3/1/2003 16:40 Account 100:199 Period 22/8/2002 : 22/8/2002 Acc Period 1/1/2002 : 22/8/2002 Preliminary transactions included Not Reconciled Reconciled			
ACCOUNT 100 Sales Type 1						
Object: LOND		London Office				
Object: FF		Francoise French				
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/NV_5016</u>	22/8/2002	FF,LOND 001 Against All Odds				
		Trading Co, GBP		71.00	-71.00 1	
		Total	0.00	71.00		
		Fwd balance			0.00	
		Net Change		71.00		
		Balance			-71.00	
Object: JM Jean Marais						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/NV_5015</u>	22/8/2002	JM,LOND 001 Against All Odds				
		Trading Co, GBP		497.00	-497.00 1	
		Total	0.00	497.00		
		Fwd balance			0.00	
		Net Change		497.00		
		Balance			-497.00	
Object: TALL Tallinn						
Object: IP		Ingrid Peterson				
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/NV_5014</u>	22/8/2002	IP,TALL 001 Against All Odds				
		Trading Co, GBP		213.00	-213.00 1	
		Total	0.00	213.00		
		Fwd balance			0.00	
		Net Change		213.00		
		Balance			-213.00	
Object: NE Neil Brooker						
Trans No	Trans Date	Text	Debit	Credit	Balance	

Finally, you can change the structure of the report from Account-by-Account to Object-by-Object. This time, within each Object subtotals are provided for each Account. In the example, this has the effect of listing the Sales Accounts

used by each sales person, so that it can be seen what each one has sold. To do this, enter the “PERS” Object Type in the Loop 1 field and the range of Sales Accounts in the Loop 2 field. Select the Accounts radio button next to the Loop 2 field, because this now contains Account Numbers and not Objects—

Specify Nominal Ledger

Run

Period 22/8/2002:22/8/2002

Loop 1 PERS Accounts

1 2

Loop 2 100:199 Accounts

Loop 3 Accounts

Include Simulations Values in

None Base Currency 1

All Base Currency 2

Year End Stage 1

Year End Stage 1 and 2

Media

Screen Print Queue

Printer Clipboard

File Print Dialog

This is the report, sorted by Object (level 1) and then by Account (level 2), with subtotals provided for each Account within each Object—

Nominal Ledger						
Operations			Search			
Nominal Ledger Radio Import/Export Ltd Last Reg Date 2/1/2003 Values in GBP			Hansa, Print date: 3/1/2003 16:54 Account PERS Period 22/8/2002 : 22/8/2002 Acc Period 1/1/2002 : 22/8/2002 Preliminary transactions included Not Reconciled Reconciled			
Object: FF Francoise French						
ACCOUNT 100 Sales Type 1						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/INV.5016</u>	22/8/2002	FF,LOND 001 Against All Odds				
		Trading Co, GBP		71.00	-71.00 1	
		Total	0.00	71.00		
		Fwd balance			0.00	
		Net Change		71.00		
		Balance			-71.00	
ACCOUNT 110 Sales Type 2						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/INV.5016</u>	22/8/2002	FF,LOND 001 Against All Odds				
		Trading Co, GBP		16.00	-16.00 1	
		Total	0.00	16.00		
		Fwd balance			0.00	
		Net Change		16.00		
		Balance			-16.00	
Object: IP Ingrid Peterson						
ACCOUNT 100 Sales Type 1						
Trans No	Trans Date	Text	Debit	Credit	Balance	
		Fwd balance			0.00	
<u>S/INV.5014</u>	22/8/2002	IP,TALL 001 Against All Odds				
		Trading Co, GBP		213.00	-213.00 1	
		Total	0.00	213.00		
		Fwd balance			0.00	
		Net Change		213.00		
		Balance			-213.00	
ACCOUNT 110 Sales Type 2						
Trans No	Trans Date	Text	Debit	Credit	Balance	

N/L Accrual Transactions

This report is used to preview the Transactions that will be created by the subsequent running of the 'Generate N/L Accrual Transactions' Maintenance function. The specification windows used for the report and Maintenance

function are the same: please refer to the description of the 'Generate N/L Accrual Transactions' Maintenance function above for details.

N/L Transfer, Subsystems

The integration between Hansa's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. This feature is controlled using the Sub Systems setting.

If you are not using this feature, this report, which lists transactions in the selected register or Sub System (e.g. Invoices entered in the Sales Ledger), can be used as a basis for entering equivalent Nominal Ledger Transactions manually.

The report shows all transactions of the specified type in the specified period, irrespective of whether equivalent Nominal Ledger Transactions have already been created. Only approved transactions are shown.

The screenshot shows a dialog box titled "Specify N/L Transfer". It has a "Run" button in the top right corner. Below the title bar, there is a "Period" field containing the text "1/1/2002:31/12/2002". Underneath, there are two columns of radio button options. The first column is labeled "Subsystem" and includes: Invoices (selected), Receipts, Purchase Invoices, Payments, Deliveries, Goods Receipts, Cash In, Cash Out, Stock Depreciation, and Stock Movements. The second column is labeled "Function" and includes: Overview and Detailed (selected). At the bottom, there is a "Media" section with radio buttons for Screen (selected), Printer, and File, and checkboxes for Print Queue, Clipboard, and Print Dialog (checked).

Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end date of the report period, separated by a colon (:).

Subsystem	Select one subsystem for the report.
Function	Use these options to control the level of detail shown in the report.
Overview	This option will produce a list with a single row for each transaction (Invoice, Payment etc.) including a total amount for each. At the end, a list of the Account/Object combinations used by the transactions listed above is printed, showing for each the total amounts debited and credited. This allows the summarising of the listed transactions listed into a single Nominal Ledger Transaction.
Detailed	This option shows the Account/Object combinations used by each transaction, allowing a separate Nominal Ledger Transaction to be entered for each Sub System transaction. As with the Overview option, a summary of the movements in each Account/Object combination is shown at the end of the report.

Object Results

This report shows the profit/loss for the selected Objects. A comparison with the previous month, quarter or year is possible.

Period	Paste Special	Reporting Periods setting, System module Enter the first and last date of the report period, separated by a colon (:).
Account	Paste Special	Account register, Nominal Ledger/System module Range Reporting Alpha Select one Account, a range of Accounts, or leave blank to include all Accounts.
Object	Paste Special	Object register, Nominal Ledger/System module Range Reporting Alpha Enter an Object Code to limit the report to just one Object.
Object Type	Paste Special	Object Types setting, Nominal Ledger Enter an Object Type to limit the report to Objects in that group.
Compared period	Paste Special	Reporting Periods setting, System module If you want the report to include a comparison with a different period, enter that period here. The default is to a period one year earlier than the main reporting period. The Include Compared Period box (below) must be checked).

Including Simulations

Check this box to include simulations in the report. Simulation rows of “Invalid” and “Transferred” Status will not be included.

List Transactions

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of Object usage.

Only with Balance

Only Objects used in the period will be listed.

Include Compared Period

If you want the report to include a comparison with a different period, check this box and specify that period in the Compared Period field (above).

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Object/Quantity Report

This report provides a detailed analysis of Object usage during the report period. Sorted by Object, the report shows balances for each Object/Account combination for the report period. For comparison purposes, Budget and Revised Budget figures for the report period are also shown.

Period	Paste Special	Reporting Periods setting, System module The reporting period. Enter the first and last date separated by a colon (:).
Object	Paste Special	Object register, Nominal Ledger/System module Range Reporting Alpha Enter an Object Code to limit the report to just one Object.
Object Type	Paste Special	Object Types setting, Nominal Ledger Enter an Object Type to limit the report to Objects in that group.

Object Group Length

This field is used together with the Show Group Sub Accounts option. Please refer to the description of this option below for details.

Show Sub Accounts

This report can show subtotals for groups of Accounts or Objects with the same initial characters. Use these option to control this feature.

Don't Show Use this option if you don't want to use the group subtotalling feature.

Show Sub Accounts

Use this option if you would like the report to show subtotals for groups of Accounts, grouped using the first character of the Account Code.

For example, if your Sales Accounts are in the range 100-199, the report will show a separate balance for each Account and a balance for all Sales Accounts (because they share the same initial character, "1"). These balances are all per Object.

Show Group Sub Accounts

Use this option if you would like the report to show subtotals for groups of Objects, grouped

using the initial characters of the Object Code. Specify the number of initial characters that are to be the same using the Object Group Length field above.

For example, if the Object Group Length is 2, the report will contain individual sections for Objects 010, 011, 012 etc. and a separate section for these Objects grouped together (i.e. all Objects with the initial characters of "01").

This option also provides subtotals for groups of Accounts, as described for the Show Sub Accounts option above.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

New page for each Object

Check this box if you would like each Object to have a separate page. This applies when the report is printed to a printer only.

Profit & Loss

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

When printed to screen, the Profit & Loss report has Hansa's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

Definition

The contents of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above for full details.

Printing a Profit & Loss Report

Open the 'Reports' list window and double-click 'Profit & Loss'. The 'Specify Profit & Loss Report' window is opened.

- Period** **Paste Special** Reporting Periods setting, System module

The report period. Enter first and last date. The first period in the Reporting Periods setting is the default.
- Header** Enter your own title for the report.
- Objects** **Paste Special** Object register, Nominal Ledger/System module

Enter an Object Code to reduce the scope of the report. If the field is empty, all Transactions, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transactions featuring all the Objects listed will be included.

Object Type	Paste Special	Object Types setting, Nominal Ledger
		Enter an Object Type Code in this field if you want to limit the report to transactions for Objects of a certain Object Type.
	Including Unspecified	Check this box if, for each Account, you want to show a balance figure for Transactions for Objects of a certain Object Type and a second balance for all other Transactions.
Currency	Paste Special	Currency register, System module
		If a Currency is entered here, the Profit & Loss report will be calculated using only those Transaction rows with the Currency shown on flip C. The amounts shown in the report will be taken from flip C of those Transaction rows: i.e. they will be in the chosen Currency. If the field is blank, all Transaction rows will be included in the report with their amounts taken from the Base 1 or Base 2 Debit or Credit fields on flip A (choose which Base Currency is to be used using the Values In options described below).
Language	Paste Special	Languages setting, System module
		The Profit & Loss report can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record and for each report heading or sub-heading from the report definition (please refer to the 'Balance Sheet' section above for full details).
Accounts		Select how you want the Accounts printed in the report.
	All	This option will show all Accounts that have been included in the Profit & Loss report definitions.
	Used only	This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.

Groups only This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Profit & Loss report definitions.

Used Groups only

This option only shows balances for rows as entered in the Profit & Loss report definitions that have been used.

Notation There are six options to control the presentation of amounts in the report.

Exact Shows the balances as stored in the Transactions.

No Decimals Rounds the balances up or down to the nearest whole number.

Thousands, Millions

Divide the balances by 1,000 or 1,000,000.

% Turnover Shows each account balance as a percentage of overall turnover. This option requires that 'turnover' be defined as a Key Ratio using the code "TURNO". Please refer to the section above describing the Key Financial Ratios report for details about how to do this.

Comparison in % Only valid if Budget or Rev Budget is chosen as the Comparison option.

Comparison Select one option for the comparison column in the report.

Accumulated This option compares the report period with the Year To Date.

Previous Year This compares the report period with the same period last year.

Previous Result This compares the report period with the previous financial year.

Budget, Rev Budget

These options compare the report period with the Budget or Revised Budget figures for the same period. Note that for each Budget or Revised Budget record there must be at least one entry in

the grid area of the screen complete with date before they will be included in the report.

Comparison in % This option, in the Notation area causes the comparison values to be expressed as percentages.

Including Simulations

Check this box to include simulation transactions in the report. Simulation rows of “Invalid” and “Transferred” Status will not be included.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header

Check this box if you want the report to be printed without a header.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If a foreign Currency is entered in the Currency field above, the amounts in the report will be in that Currency.

Revised Budget Journal

This report lists the records in the Revised Budget register.

Account	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Specify the Account or range of Accounts for which Revised Budgets are to be printed.
Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the period whose Revised Budgets are to be shown in the report. The first record in the Reporting Periods setting is used as a default.
		All Revised Budgets that are relevant to the report period will be listed in the report. For example, if the report period is June 1st to June 30th, Revised Budgets starting or ending in June will be included, and Revised Budgets starting before June and ending after June will also be shown.
Object	Paste Special	Object register, Nominal Ledger/System module
		To list Revised Budgets with a particular Object, enter that Object here.

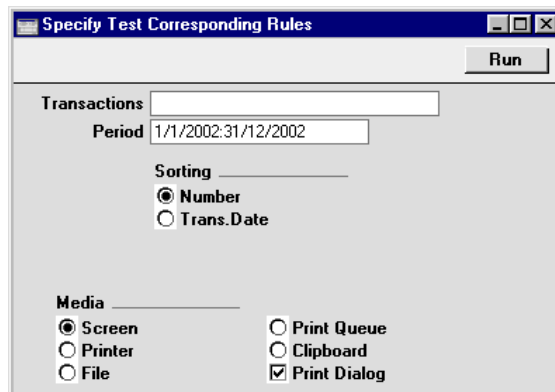
Function	Use these options to determine the level of detail to be included in the report.
Overview	This option gives a report with one line per Revised Budget, showing Account Number and Name, Object, Start and End Date and Sum.
Detailed	In addition to the information shown in the Overview, this option also lists the monthly or quarterly totals in each Revised Budget.

Tax Calculations

Please refer to the section describing the Tax Reports setting for a description of this report.

Test Corresponding Rules

Hansa contains a feature whereby the Accounts used on each side (debit/credit) of a Transaction can be subject to certain rules (corresponding rules). These are described in detail in the section earlier in this chapter covering the Transaction Settings setting: they ensure that it is clear which debit postings are balanced by which credit postings in each Transaction. If you are not using this feature, you can use this report to list the Transactions that would not comply with these rules (i.e. those which would not be permissible were the option being used).



Transactions Range Reporting Numeric

If you only want to print a certain range of Transactions, enter the first and the last transaction number, separated

by a colon. If you leave the field blank, the whole journal will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2002.3" or, for a range, "2002.3:2002.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.020003" or "S/INV.020003:S/INV.020010" for a range.

Period

Paste Special

Reporting Periods setting,
System module

Specify the period to be covered by the report.

Sorting

The report can be sorted by Transaction Number or Date.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of all entries made in the ledger. Its definition cannot be changed.

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

Open the 'Reports' list window and double-click 'Transaction Journal'. The 'Specify Transaction Journal' window is opened.

Transactions Range Reporting Numeric

If you only want to print a certain range of Transactions, e.g. those entered today, you can select this range using the Transactions field. Enter the first and the last Transaction Number, separated by a colon (:). If you leave the field blank, all records in the Transaction register from the selected period will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2002.3" or, for a range,

“2002.3:2002.10”. To print a Transaction that was created from a Sub System, enter, for example, “S/INV.020003” or “S/INV.020003:S/INV.020010” for a range.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period to be covered by the report.
Only VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		You may limit the report to Transactions that include postings with a particular VAT Code.
Report Header		Specify the report title here. If none is specified, ‘Transaction Journal’ is used.
Legal Ser No.		In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. If that is the case, enter the first number in the series here and check the Don’t Print Transaction Prefix box below. Each Transaction will be given a number in the specified series, in place of the usual Transaction Number.
Fwd Turnover		If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.
Language	Paste Special	Languages setting, System module
		The Transaction Journal can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the ‘Texts’ card of the Account record.
Sorting		The report can be sorted by Transaction Number or Transaction Date.
Values in		If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.
		If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

List Transactions With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Transactions included in the report will be listed.

Don't show Account description

Use this option if you don't wish Account Descriptions for each Transaction row to be shown.

List Accounts With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Accounts affected by the Transactions shown will be listed.

List VAT Codes With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Skip VAT Codes on the Rows

If a Transaction row has a VAT Code, this is usually shown in the report. Check this box if this is not needed.

Don't print Registration Date

The report usually shows both the Transaction Date (that shown in the Transaction header) and the Registration Date (the date the Transaction was entered to Hansa). If you do not wish to show the Registration Date, check this box.

Don't print Transaction Prefix

Transaction Numbers are usually shown in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are shown as "2002.3" while those created from a Sub System are shown as, for example, "S/INV.020003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2002." and "S/INV."), check this box.

If this box is checked and an entry is made in the Legal Ser. No. field above, each Transaction will be given a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number.

Click [Run] in the Button Bar. The Transaction Journal is printed.

Transaction Summary

This report is very similar to the Transaction Journal described above. Like that report, it lists each Transaction in the report period, showing the Accounts debited and credited, together with the amounts.

Unlike the Transaction Journal, this report does not show the usual Transaction Numbers. Instead, each Transaction is given a sequential number in a single number series, irrespective of their nature.

As well as listing the Transactions in the report period, up to four summary sections can be printed at the end of the report. These show the debit and credit totals for each Account used in Transactions resulting from Invoices, Receipts, Purchase Invoices and/or Payments in the report period.

Period **Paste Special** Reporting Periods setting, System module

Enter the period to be covered by the report.

Start of Legal Nos This report does not show Transaction Numbers, as stored in the Transaction register. Instead, the Transactions are renumbered to follow a single number series, irrespective of their nature. Enter the first number

in the series here. If no number is entered, the sequence will start at 1.

Sum Transactions for

Up to four summary sections can be printed at the end of the report, showing debit and credit totals for each Account used in Transactions resulting from Invoices, Receipts, Purchase Invoices and/or Payments in the report period. Use these options to choose which summary sections are to be printed.

Sorting

Three sort options are offered—

- Number** The Transactions are listed in Transaction Number order, as stored in the Transaction register. If included in the report, the four summary sections are printed at the end.
- Trans. Date** The Transactions are listed in Transaction Date order. If included in the report, the four summary sections are printed at the end.
- Monthly Sumup** The Transactions are listed in Transaction Date order. Instead of printing the four summary sections at the end of the report, this option provides those summaries per month and prints them in the appropriate places in the list.

Don't print Transaction Prefix

When listed in the 'Transactions: Browse' window, Transaction Numbers are shown together with prefixes that indicate the type of the transaction. Transactions entered directly to the Nominal Ledger, for example, are shown as "2002.3" while those created from a Sub System are shown as, for example, "S/INV.020003".

Although this report does not print Transaction Numbers, their prefixes are printed as an indication of the type of Transaction. If you do not want these prefixes to be shown in the report, check this box.

Trial Balance

The Trial Balance is a report showing all individual Account balances. It is mostly used for reconciliation. You cannot alter the definition of the Trial Balance report, but you can determine which Transactions are to be included.

When printed to screen, the Trial Balance has Hansa's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

The totals of the three columns in the report should each be zero, signifying that in your accounts the total debits and the total credits are equal. If this is not the case, there may be an error in one or more of your Transactions that should be corrected immediately.

Open the 'Reports' list window and double-click 'Trial Balance'. The 'Specify Trial Balance' window is opened.

Period

Paste Special

Reporting Periods setting,
System module

Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.

Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a certain Account, or a range of Accounts.
Object	Paste Special	Object register, Nominal Ledger/System module
		Indicate an Object to limit the scope of the report.
VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		Enter a VAT Code here to restrict the report to Transactions with a certain VAT Code.
Currency	Paste Special	Currency register, System module
		If a Currency is entered here, all amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.
		A foreign Currency should be entered here. To produce a report with figures in Base Currency 1 or 2, leave this field blank and choose which Base Currency is to be used using the Values In options described below.
Language	Paste Special	Languages setting, System module
		The Trial Balance can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be taken from the 'Texts' card of the Account record.

Including Simulations

Check this box to include simulated transactions in the report. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Used Accounts only

With this box checked, the report will only show Accounts with Transactions registered during the period, and/or with balances brought forward from a previous period.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of any restrictions in the scope of the report specified in the fields above.

Amounts in Currency

With this option checked, summary totals of each Currency used in the selected Transactions are shown at the bottom of the report.

Include Turnovers

The standard version of this report has three columns showing for each Account the balance brought forward, the net change over the report period and the final balance. Check this box if you would like two additional columns to be included, showing the total debit and credit postings to each Account.

Accounts only

The standard version of this report gives subtotals for groups of Accounts, grouped using the first character of the Account Code. For example, if your Sales Accounts are in the range 100-199, the report will show figures for each Account and for all Sales Accounts (because they share the same initial character, "1").

Check this box if you do not want the report to include subtotals for groups of Accounts.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

If a foreign Currency is entered in the Currency field above, these options will be ignored and the amounts in the report will be converted to the specified Currency using the Exchange Rate for the Transaction Date.

VAT Listing

This report lists the transactions used in calculating the VAT Return (produced using the VAT Report described below). For each transaction, the total including and excluding VAT, the VAT total, the overall VAT percentage and the Currency are shown.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period to be covered in the report. The default value is the first period in the Reporting Periods setting.
Specify		You can choose to have Sales Invoices, Purchase Invoices, Expenses, inward and outgoing cash transactions and/or Nominal Ledger Transactions listed in the report. At least one section must be chosen or the report will be blank. For each section, the list of transactions will be followed by a list of VAT Codes used by those transactions, together with totals. If you don't need the transactions to be listed and just want a single line summary of each section, use the Show Only Totals option.
Select		The report can show all Transactions or just those with or without VAT.

VAT Report

Whenever a VAT Return is due you have to print a VAT Report. The report is used both as a transaction document for the ledger and as the basis for payment.

The report summarises the Input and Output VAT Accounts for the specified period, and also shows the total Inputs (purchases) and Outputs (sales). A positive total indicates that you are liable for VAT, a negative one signifies that you are owed money by the VAT authority.

Once a VAT Return has been printed for a given period, it is recommended that you enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (835 in the Chart of Accounts supplied with Hansa). This Transaction would debit the VAT Outputs Payable Account (830) and credit the VAT Inputs Receivable Account (831), with a balancing posting to the VAT Payments Account. This Transaction must be entered within the period it concerns, preferably as the last Transaction of the period. The amount payable/receivable can then be transferred to your bank account with a further Transaction when payment is made/received.

In certain circumstances only, you can print different VAT Reports for specific Objects, which is useful if your Objects represent different departments with different VAT Numbers. For you to be able to do this, each VAT entity must have its own database or Company. For each, carry out a Consolidation Export (described in the 'Consolidation' chapter in Volume 4 of these manuals), specifying a unique Object in the Cons. Object field. Import these files to a database or Company representing your consolidated accounts and then print a VAT Report for each Cons. Object.

There are two reasons why this procedure must be followed—

1. When Nominal Ledger Transactions are created from Sub Systems, any Objects used are not attached to the VAT posting. The Consolidated Export can impose an Object on each VAT posting for use by the consolidated Company.
2. If hierarchical Object structures are used in a single Company, producing separate VAT Returns for each Object would be prone to error.

Setting up the VAT Report

You can define the VAT Report to determine which Accounts should be included.

To change the report definition of the VAT Report, first select 'Settings' from the File menu and double-click 'Report Settings' in the subsequent list. Then highlight 'VAT Report' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Definition of VAT Report: Browse' window is opened.

	Code	Comment	Definition
1	OUT	Output Tax	-result(830)
2	ACQ	VAT on EC Acquisitions	-result(832)
3	NET	Net Output Tax	KEY(OUT)+KEY(ACQ)
4	INP	Input Tax	result(831+833)
5	PAY	Net VAT due to/from C&E	KEY(NET)-KEY(INP)
6	.	NET SALES	""
7	SAL0	Net Sales (Zero Rate)	-vresult(0,100:199999)
8	SAL1	Net Sales (Std Rate)	-vresult(1,100:199999)
9	SAL2	Net Sales (Export)	-vresult(2,100:199999)
10	SAL3	Net Sales (EU - Zero)	-vresult(3,100:199999)
11	SAL4	Net Sales (EU - Std)	-vresult(4,100:199999)
12	SAL5	Net Sales (Exempt)	-vresult(E,100:199999)
13	SALT	Total Net Sales	key(SAL0)+key(SAL1)+key(SAL2)+key(SAL3)+key(SA▶
14	.	NET PURCHASES	""
15	PURS	Net Purch (Std)	vresult(S,200:899999)
16	PURZ	Net Purch (Zero)	vresult(Z,200:899999)
17	PURU	Net Purch (EU Acqn)	vresult(U,200:899999)
18	PURI	Net Purch (Dth/Impt)	vresult(I,200:899999)
19	PURE	Net Purch (Exempt)	vresult(E,200:899999)
20	PURN	Net Purch (Std - Not Reg)	vresult(N,200:899999)
21	PURT	Total Net Purchases	key(PURS)+key(PURZ)+key(PURU)+key(PURI)+key▶
22	.	EU STATISTICS	""
23	SALEU	Net Sales to EU Countries	KEY(SAL3)+KEY(SAL4)
24	PUREU	Net Purchases from EU Coun▶	key(PURU)

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with Hansa. It can be altered to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own.

Each row in the definitions list represents a line on the VAT Report. Rows can be added, inserted or deleted as necessary. To insert a row, highlight the row above which the new one is to be inserted (by clicking the row number) and press the Return key. To delete a row, highlight it and press the Backspace key.

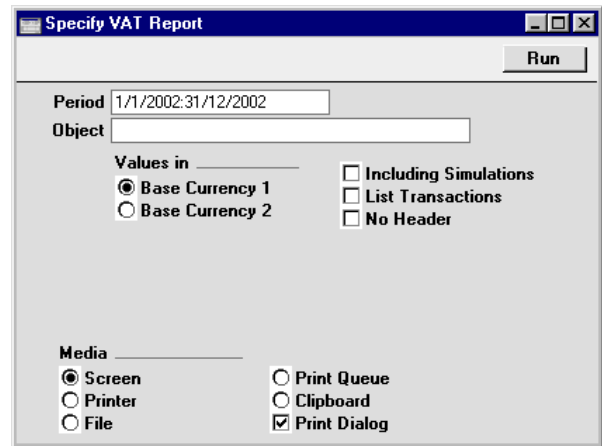
The right-hand field of each row contains a formula by which the figure to be shown is calculated. This formula uses the same definition language as the Key Financial Ratios definition. Please refer to the section of this chapter covering that report for a full description of the commands available.

- Row** Each line of the report is defined on its own numbered row.
- Code** A code identifying a row that may be used in the definitions of other rows.
- Comment** A descriptive text that identifies the line in the finished report.
- Definition** The definition of the row in the report, i.e. which Accounts should be used in calculating the figure to be shown, and the formula of that calculation.

When you have finished defining the VAT Report, click [Save]. You are returned to the 'Reports' list window.

Printing the VAT Report

Open the 'Reports' list window and double-click 'VAT Report'. The 'Specify VAT Report' window is opened.



Period **Paste Special** Reporting Periods setting, System module

Enter the period for which you want to print the report in the format 01/02/02:28/02/02. If you are using four-digit years as in the illustration, the leading digits will be

inserted automatically. The first period in the Reporting Periods setting is the default value.

Object **Paste Special** Object register, Nominal Ledger/System module

Enter one or more Objects to limit the scope of the report.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Including Simulations

Check this box to include simulations in the report. Simulation rows of “Invalid” and “Transferred” Status will not be included.

List Transactions With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

No Header Check this box if you want the report to be printed without a header.

Click [Run] to print the report.

VAT Report Purchases

This report, which can also be found in the Purchase Ledger, satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your Hansa representative for more details.

VAT Report Sales

This report, which can also be found in the Sales Ledger, satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your Hansa representative for more details.

Imports

Introduction

The 'Imports' function provides for the importing of data from tab-delimited text files exported by other Hansa databases or Companies, or from other applications such as spreadsheets. The function is selected using the 'Imports' item on the File menu.

On selecting the function, an 'Imports' list window appears. There are two import options in the Nominal Ledger: double-click either option to start the import. An 'Open File' dialogue box will appear, asking you to locate the file to be imported. Click [Open] and the import will begin.

Transactions as Rows

This import function allows you to import Transactions from text files with the same format as those created by the 'Transactions as Rows' Export function. See below.

SIE (Swedish Std Import/Export)

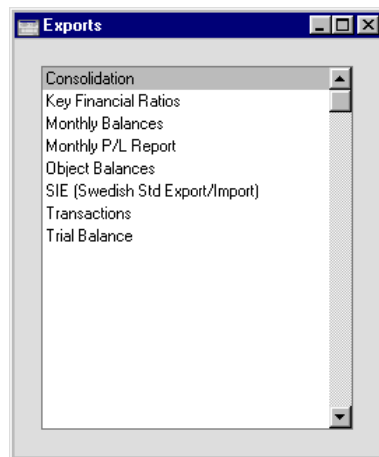
This option is used in Sweden to import accounting information in a standard format from other systems. For more details, please contact your local Hansa representative.

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 Nominal 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 it is to be saved.



Consolidation

Please refer to the 'Consolidation' chapter in Volume 4 of these manuals for full details of this export function.

Key Financial Ratios

Key Financial Ratios are different calculated values, used to evaluate the company and to give a simple indication to how the company is running. Financial Ratios are calculated using formulae, working with Account balances and various constants. Common Ratios are Turnover and Gross Profit.

Key Financial Ratios are user-defined: no samples are supplied with Hansa. They are entered using the 'Define Report' function on the Operations menu of the 'Reports' list window. Please refer to the section earlier in this chapter covering the Key Financial Ratios report for full details.

You can export the Key Financial Ratios either for the whole year or for a certain period.

Open the 'Exports' list window and double-click 'Key Financial Ratios'. The 'Specify Key Ratio Export' window is opened.

Period

Paste Special

Reporting Periods setting,
System module

Enter the period for the Key Ratios you want to export. Hansa will suggest the first period in the Reporting Periods setting.

Object	Paste Special	Object register, Nominal Ledger/System module
		Enter this field if you want to limit the key ratio calculations to Transactions for a certain Object. If the field is empty, all Transactions are included in the calculations.
Display Values in	Paste Special	Currency register, System module
		Specify the Currency that is to be used in the export file. Leave the field empty to use the home Currency (Base Currency 1).

Including Simulations

Click this check the box if you want the export to include simulated transactions. Simulation rows of “Invalid” and “Transferred” Status will not be included.

One Column per Month

Use this option if you would like each month in the selected period to have its own column of data in the file.

Definition

Select one of these options to choose whether all or specific Key Ratios are to be included in the export file.

Click [Run] to proceed with the export, (or cancel using the close box). Hansa will open a dialogue box to let you name the file and select where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter button.

A message window informs you about the progress of the export. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Monthly Balances

Select this command if you want to export the monthly balances of the company - for all or a selection of Accounts. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can limit the export to a certain time period, certain Accounts and an Object.

Double-click 'Monthly Balances' in the 'Export' list to open the 'Specify Monthly Balances Export' window.

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the balances you wish to export. For each month that is included in the period, a separate column will be created in the export file.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Fill out this field if you only want to export the balances for certain Accounts.
Object	Paste Special	Object register, Nominal Ledger/System module
		Fill out this field to export monthly balances for a specific Object. If you leave the field empty, all balances for the period will be exported.

Including Simulations

Check this box if you want to include the balances from simulated transactions in the export file. Simulation rows

of “Invalid” and “Transferred” Status will not be included.

Values in

If you are using the Dual-Base system, you can choose which Base Currency will be used in the export file. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

Confirm by clicking [Run] (or cancel using the close box). Hansa will open a dialogue box where you can name the export file and specify where it is to be saved.

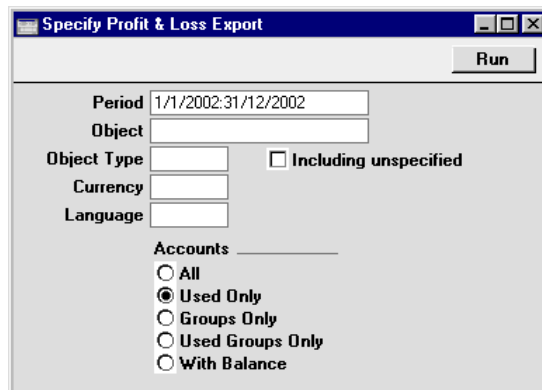
Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Monthly P/L Report

This Export function allows you to export the Profit & Loss report to file. The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

If the export period is greater than one month, the export file will contain separate columns for each month.



Period	Paste Special	Reporting Periods setting, System module
		The report period. Enter first and last date. The first period in the Reporting Periods setting is the default. For each month that is included in the period, a separate column will be created in the export file.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code to reduce the scope of the export. If the field is empty, all Transactions, with and without Objects, are included. If you enter a number of Objects separated by commas, only those Transactions featuring all the Objects listed will be included.
Object Type	Paste Special	Object Types setting, Nominal Ledger
		Enter an Object Type Code in this field if you want to limit the export to Transactions with Objects belonging to a certain Object Type.
Including Unspecified		
		Check this box if, for each Account, you want to export a balance figure for Transactions with Objects belonging to a certain Object Type and a second balance for all other Transactions.
Currency	Paste Special	Currency register, System module
		If a Currency is entered here, the Profit & Loss export will be calculated using only those Transaction rows with the Currency shown on flip C. The amounts included in the export will be taken from flip C of those Transaction rows: i.e. they will be in the chosen Currency. If the field is blank, all Transaction rows will be included in the report with their amounts taken from the Base 1 Debit or Credit fields on flip A.
Language	Paste Special	Languages setting, System module
		The Profit & Loss export can be produced in different Languages: enter the required Language Code here. The appropriate translation for each Account Name will be

taken from the 'Texts' card of the Account record and for each report heading or sub-heading from the report definition (please refer to the 'Balance Sheet' section above for full details).

- Accounts** Select how you want the export file to be formatted.
- All** This option will export all Accounts that have been included in the Profit & Loss report definitions.
 - Used only** This option will only export Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.
 - Groups only** This option does not export balances for individual Accounts. Instead, it simply exports an overall balance for each row as entered in the Profit & Loss report definitions.
 - Used Groups only** This option only exports balances for rows as entered in the Profit & Loss report definitions that have been used.

Confirm by clicking [Run] (or cancel using the close box). Hansa will open a dialogue box where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Object Balances

This export is similar to the ‘Trial Balance’ export described below, but each Account balance is broken down to show subtotals for each Object.

Period	Paste Special	Reporting Periods setting, System module Enter the start and end dates for the period to be covered by the export, separated by a colon.
Accounts	Paste Special	Account register, Nominal Ledger/System module Range Reporting Alpha Use this field to restrict the export to a particular Account or range of Accounts.
Object	Paste Special	Object register, Nominal Ledger/System module Range Reporting Alpha Enter a value in this field if you want the export to contain Account balances for a certain Object. If the field is empty, the balances of all Account/Object combinations are exported. If you just need to export an overall balance for each Account, irrespective of Object, use the ‘Trial Balance’ export described below.
Incl. Simulations		Click this check box if you want the export to include simulated transactions. Simulation rows of “Invalid” and “Transferred” Status will not be included.
Detailed		The standard version of the text file produced by this export function is a list of balances for each

Account/Object combination, sorted by Account. These are balances for the export period. Check this box if you want the export file to include the following additional information for each Account/Object: Balance brought forward from previous years, the total debit and credit postings, and overall total (balance brought forward plus balance for the period).

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

SIE (Swedish Std Import/Export)

This option is used in Sweden to export accounting information in a standard format to other systems. For more details, please contact your local Hansa representative.

Transactions

With this option you may export a selection of Transactions to an archive file. Double-click 'Transactions' in the 'Export' list to open the 'Specify Transaction Export' window.



Transactions

Enter the first and last of the Transaction Numbers you want to export. The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To export a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2002.3" or, for a range, "2002.3:2002.10". To export a Transaction that was created from a Sub System, enter, for example, "S/INV.020003" or "S/INV.020003:S/INV.020010" for a range.

Period **Paste Special** Reporting Periods setting, System module

Specify a period for which Transactions are to be exported.

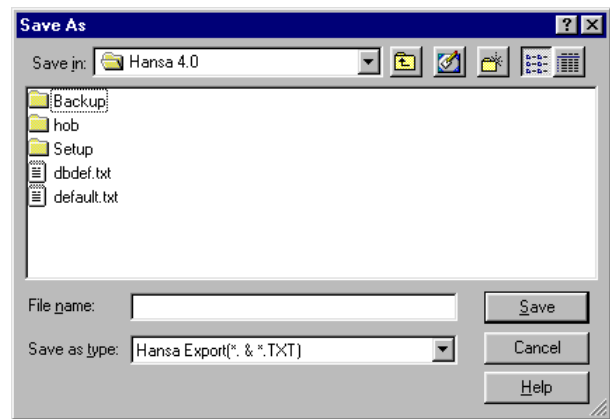
Backup Comment Use this field to enter a description of the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function.

Transactions as rows

Use this option if you are exporting Transactions for the purpose of importing them to another Hansa database.

Normally, Hansa will export Transactions as a data record, consisting of a header followed by the different account credits and debits. When transaction data are used for external analysis or communication by different data base tools, it is often more convenient to use a "flat file" format. The Transactions as Rows option uses a different export format whereby the header information is exported with each Transaction row.

Click [Run] in the Button Bar: Hansa will open a dialogue box where you can name the export file and specify where it is to be saved.



Enter a name for the file, and click [Save] or press the Enter key.

Trial Balance

The Trial Balance is a form of combined Balance Sheet and Profit & Loss report, showing balances for each Account but not debit and credit subtotals. You may export the Trial Balance for the whole year or for an arbitrary part of the year as a tab-separated text file, and it can then be imported for further processing for example by an Annual Report generating program.

Double-click 'Trial Balance' in the 'Export' list to open the 'Specify Trial Balance Export' window.

Period **Paste Special** Reporting Periods setting, System module

Enter the start and end dates for the period to be covered by the export, separated by a colon.

Object **Paste Special** Object register, Nominal Ledger/System module

Enter a value in this field if you want the export to contain Account balances for a certain Object. If the field is empty, the total balances of all Accounts, irrespective of Object, are exported. If you need to export balances for all Accounts, broken down by Object, use the 'Object Balance' export described above.

Including Simulations

Check the box if you want the export to include simulated transactions. Simulation rows of "Invalid" and "Transferred" Status will not be included.

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these

options to choose which Currency is to be used on this occasion.

If you are not using the Dual-Base system, use the Base Currency 1 option to use your home Currency.

Confirm with [Run] (or cancel using the close box). Hansa will open a dialogue box where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Close the 'Exports' list window using the close box when the export has finished.

Hansa Financials
HansaWorld
Multi-Currency

Chapter 2: Multi-Currency

Hansa allows you to record any accounting transaction in foreign currency. A register of Currencies and their respective Exchange Rates for different dates is maintained. Each Supplier and/or Customer can be assigned a default Currency: the one in which they are usually to be invoiced or in which their Invoices are issued. When a Sales or Purchase Invoice is issued or received, Hansa will automatically convert the amount from the foreign to the home Currency, and will create all necessary accounting transactions. The accounts receivable or payable can be reported in either Currency.

Two Currency conversion methods are provided. Either of these can be used exclusively, or they can be used in combination, depending on your requirements. The first method is the simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions.

The second method is the dual-base triangulation system, termed the “Dual-Base system” in this manual. Users of this system fall into two categories—

Voluntary 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.

Transitional The Dual-Base system will also be useful in countries passing through the transitional process of replacing their home Currencies with the Euro. A requirement of this process is that all transactions should be expressible in both the home Currency and the Euro. Direct conversions from the home Currency to any foreign Currency except the Euro are not possible. Instead, the home Currency should first be converted to the Euro, and there should then be a second conversion to the foreign Currency.

At the time of writing, there were no countries undergoing the transitional process, but future enlargement of the EU was imminent. Therefore, where the transitional process is illustrated in this manual, historical data from a hypothetical company in Holland

is used. In this company, the home Currency is NLG (Dutch Guilders) and foreign Currency sales are in FIM (Finnish Markka).

The term “Euro zone” has been used in this manual to refer to those countries that have completed the transitional process described above and now have the Euro as their main Currency. Companies in these countries should use the simple conversion system, unless they are retaining their old national Currency for comparison purposes. In this case they fall into the “voluntary” category described above.

“Transitional” users should use the Dual-Base system exclusively, in order to comply with European Monetary Union (EMU) rules, while “voluntary” users can be more flexible, using Dual-Base and simple conversion systems in combination as required.

Companies outside the Euro zone but trading with it have the choice of using the simple conversion system or the Dual-Base system. This choice will depend on the volume of trade with the Euro zone and on whether they need the ability to produce all reports in both the home Currency and the Euro. Such a use of the Dual-Base system falls into the “voluntary” category described above.

Similarly companies outside the Euro zone and trading with “transitional” countries can choose whether to use the simple conversion system or the Dual-Base system.

Simple Currency Conversions

To set up the simple conversion system, follow these steps—

1. Enter the Currencies used in your business using the Currency register in the System module.
2. Define conversion rates between your home Currency and each foreign Currency using the Exchange Rate register in the System module.
3. As a recommended but optional step, specify that your home Currency is the Default Base Currency in the Base Currency setting in the System module. This will ensure this Currency is offered as a default in all transactions. Apart from this, the Base Currency setting is not used in the simple conversion system.
4. Using card 2 of the Account Usage S/L setting in the Sales Ledger, define Accounts to be used for gains and losses resulting from Currency conversions of Sales Ledger transactions. The Rate Round Off and Bank Fee Accounts on this screen should also be considered.

5. Repeat step 4 for Purchase Ledger transactions using card 2 of the Account Usage P/L setting.

Each of these steps is described in detail below.

Dual-Base System

Users residing in a country that is going through the transitional process of joining the Euro system, or trading with Customers or Suppliers in such a country, should use the Dual-Base system. To set up such a system, follow the steps numbered below—

1. Enter the Currencies used in your business using the Currency register in the System module.
2. Using the Base Currency setting in the System module, define the two Currencies which are to be treated as Base Currencies.

Companies in the Euro zone retaining their old Currency for comparison purposes should have the Euro as Base Currency 1 and the Default Base Currency and the old national Currency as Base Currency 2.

Other voluntary users of the Dual-Base system should have their home Currency as Base Currency 1 and the Default Base Currency and their second Currency (e.g. Euro or US Dollar) as Base Currency 2.

Companies in transitional countries should have their national Currency as Base Currency 1 and the Default Base Currency and the Euro as Base Currency 2.

3. Define conversion rates between the two Base Currencies using the Base Currency Rates setting in the System module.
4. Define conversion rates between your Base Currencies and the foreign Currencies using the Exchange Rate register in the System module.

Voluntary users of the Dual-Base system will usually need Exchange Rates between foreign Currencies and Base Currency 1. However, they can also relate foreign Currencies to Base Currency 2 if necessary. This includes users in the Euro zone retaining their old Currency for comparison purposes.

Users in transitional countries should only enter Exchange Rates between foreign Currencies and the Euro (Base Currency 2). Exchange Rates between the home Currency and foreign Currencies, and between the home Currency and the Euro should not be entered.

5. Using card 2 of the Account Usage S/L setting in the Sales Ledger, define Accounts to be used for gains and losses resulting from Currency conversions of Sales Ledger transactions. The Round Off and Bank Fee Accounts on this screen should also be considered.
6. Repeat step 5 for Purchase Ledger transactions using card 2 of the Account Usage P/L setting.

Each of these steps is described in detail below.

Currencies and Exchange Rates

Currencies

Define the different Currencies used by your Customers and Suppliers using the Currency register in the System module. This should be done by all Multi-Currency users. Click the [Currencies] button in the Master Control panel in the System module to open the 'Currencies: Inspect' window. This shows the Currencies already entered. To add a Currency, click [New] in the Button Bar. The 'Currency: New' window is opened—

The screenshot shows the 'Currency: Inspect' window with the following details:

- Code:** USD
- Name:** Dollar
- Buttons:** New, Duplicate, Cancel, Save
- Table:**

	Currency From	Base Currency 1	Base Currency 2
Default	1.6	1	
Min	1.5	1	
Max	1.7	1	
- Options:**
 - Prevent Base Rate Changes
 - Prevent Foreign Rate Changes
 - Member of the EMU
 - Date:** []
- Limits:**
 - Automatic Round Off Limit: 0.00
 - Automatic Write Off Limit: 0.00
- Text Fields:**
 - Value in Text Name: Dollar
 - Value in Text Name (2-4): Dollars
 - Value in Text Name (5-): Dollars
 - Minor Currency Name: Cents
 - Minor Currency Name (2-4): Cents
 - Minor Currency Name (5-): Cents
- Gender:**
 - Gender: []
 - Masculine
 - Feminine
 - Gender: []
 - Masculine
 - Feminine

Header

- Code** The unique Code by which the Currency will be identified from everywhere in Hansa.
- Name** The name of the Currency.

Span Card

Default

Use these three fields to specify the conversion rates that will be offered as defaults when you enter Exchange Rates for this Currency. These defaults will only be used for foreign Currencies: they will have no effect if specified for Base Currencies 1 and 2. The two Base Currencies are defined using the Base Currency setting described below.

All exchange rates in Hansa are expressed in the form of a ratio, as shown in the illustration. For example, if 66 units of the foreign Currency will buy one unit of the home Currency, enter “66” in the Currency field and “1” in the Base Currency 1 field. Up to six decimal places can be used. In the example illustration, GBP is Base Currency 2. The default has been set so that one GBP buys USD 1.6.

If the simple conversion system is being used, the ratio should be entered using the Currency and Base Currency 1 fields only.

Voluntary users of the Dual-Base system can enter the ratio using the Currency field and the appropriate Base Currency field. For example users in the UK with the Euro as Base Currency 2 will probably enter the ratio using the Currency and Base Currency 1 fields to relate the foreign Currency to the GBP. However, it would be possible to relate the foreign Currency to the Euro using the Currency and Base Currency 2 fields. But a choice must be made: a particular foreign Currency can be related to Base Currency 1 or 2 but not to both.

Users in transitional countries should use the Currency field and the Base Currency 2 field, since this represents the Euro. Wherever a Currency is related to the Euro, the European Monetary Union (EMU) specifications state that the ratio must show how many units of the other Currency can be bought with one Euro.

Min, Max

In a similar manner to the Default fields above, minimum and maximum conversion rates between the foreign Currency and one or both Base Currencies can be defined here. When entering Exchange Rates using the register in the System module (described below),

Hansa will not allow the saving of any record which falls outside this defined range.

EMU Card

Prevent Base Rate Changes, Prevent Foreign Rate Changes

When using Currencies in transactions of any kind (for example, in Invoices or Nominal Ledger Transactions), provision has been made to allow the changing of exchange rates between the two Base Currencies and/or between the appropriate Base Currency and the foreign Currency. Such changes will only apply to the single transaction for which they have been specified. If you do not wish to allow such *ad hoc* changes, switch on either or both of these options as appropriate.

Member of the EMU

When entering a Receipt or Payment, the Invoice being paid can be treated as fully paid, even if the amount received or issued is slightly different to that outstanding. The difference is posted to a Round Off or Write Off Account. In line with EMU requirements, different Round Off and Write Off Accounts can be used, depending on whether the Currency is a member of the EMU.

Round Off Accounts are used when the Receipt or Payment is in a different Currency to the original Invoice. If that Currency is a member of the EMU, the EMU Rate Round Off Account is used, otherwise the Rate Round Off Account is used. These are specified on card 2 of the Account Usage S/L and Account Usage P/L settings.

Write Off Accounts are used when the Received or Sent Currency is the same as that in the original Invoice. If the Received or Sent Currency is a member of the EMU, the EMU Rate Write Off Account is used, otherwise the Write Offs Account is used. These are also specified on card 2 of the Account Usage S/L and Account Usage P/L settings.

Date

The date the Currency was incorporated into the Euro scheme (i.e. the date the transitional process began).

Round Off Card

Automatic Round Off Limit, Automatic Write Off Limit

When entering a Receipt or Payment, the Invoice being paid can be treated as fully paid if the amount received or issued is slightly different to that outstanding, providing that difference is within an allowable margin. These fields are used to determine that margin.

For example, if the Round Off Limit is 0.50 and a cheque is received underpaying an Invoice by 0.35, the 0.35 is written off (posted to a write-off Account) and the Invoice is treated as fully paid. But, if the cheque underpays the Invoice by 0.65, that amount remains outstanding.

The Write Off Limit is used when the Receipt or Payment is in the same Currency as the original Invoice.

The Round Off Limit is used when the Received or Sent Currency is different to that of the original Invoice. A Round Off is posted when the outstanding amount on the Invoice when expressed in the Invoice Currency is less than the Round Off Limit.

In both cases, the figure entered should be in the Currency of the Currency record.

Depending on whether the Currency is a Member of the EMU (see above), any Round Off will be posted to the Rate Round Off or EMU Rate Round Off Accounts, while any Write Off will be posted to the Write Offs or EMU Rate Write Offs Accounts, all as defined on card 2 of the Account Usage S/L and Account Usage P/L settings.

Text Card

		Span	EMU	Round Off	Text
Value in Text Name	Dollar				Gender _____
Value in Text Name [2-4]	Dollars				<input checked="" type="radio"/> Masculine
Value in Text Name [5-]	Dollars				<input type="radio"/> Feminine
Minor Currency Name	Cents				Gender _____
Minor Currency Name [2-4]	Cents				<input checked="" type="radio"/> Masculine
Minor Currency Name [5-]	Cents				<input type="radio"/> Feminine

Value in Text Name

Enter here the name of the Currency as it is to be shown on printed documents such as Invoices or Cheques. The Value in Text Name (2-4) and (5-) fields are used in Languages such as Russian and Lithuanian with more than one plural form, depending on the quantity involved. For more details about including amounts in words in a document, please refer to the section describing the Values in Text setting in the 'System Module' chapter in Volume 1 of these manuals.

Minor Currency Name

The Minor Currency is the one hundredth part of the Currency (for example, pence, cents or öre). Enter here its name as it is to be shown on printed documents such as Invoices or Cheques. The Minor Currency Name (2-4) and (5-) fields are used in Languages such as Russian and Lithuanian with more than one plural form, depending on the quantity involved.

Gender

These options are used in Languages with two genders: use them to signify the genders of the Value in Text Name and the Minor Currency Name.

The Values in Text setting in the System module contains a grid where the words for each number between one and 99 can be entered. This grid has two columns, for the masculine and feminine versions of these words. The appropriate version is used, depending on the gender set here.

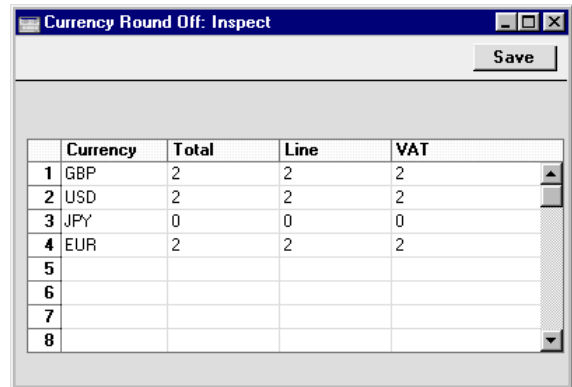
Once the Currency has been entered, click the [Save] button in the Button Bar to save it. To close the window without saving changes, use the close box.

Currency Round Off

This setting allows you to control the way calculations are rounded off in each Currency. The setting is used by Quotations, Sales and Purchase Orders, and Sales and Purchase Invoices. Any amounts lost or gained from the rounding off process are posted to the Round Off Account specified in the Account Usage S/L setting. This Account is used in Transactions generated both from the Sales Ledger and from the Purchase Ledger. If a Currency is

not entered in this setting, its rounding rules will be taken from the Round Off setting in the System module.

To enter rounding rules for each Currency, simply click in the first blank line and enter details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.



Currency

Paste Special

Currency register, System module

The Currency for which you wish to enter rounding rules. This can be your home Currency if this is to have different rounding rules to those set in the Round Off setting.

Total

Specify here the rounding rules to be used for Total figures in Invoices, Orders, Purchase Orders and Quotations in the Currency. Leave this field empty to use the rounding rule set in the Round Off setting in the System module. Enter a value as follows—

- 2** Shows two decimal places in the Total field of any transaction.
- 10** Rounds up or down to the nearest 0.05.
- 1** Rounds to one decimal place in the Total.
- 0** Rounds up or down to the nearest whole unit of the Currency.
- 2** Rounds to nearest 100 units
- 3** Rounds to the nearest 1000 units... and so on.

When Invoices are approved, any amount lost or gained through the rounding process is posted to the Round Off Account specified on card 1 of the Account Usage S/L setting.

Line Specify here the rounding rule to be used for the Sum field in each Invoice, Order, Purchase Order and Quotation row. Enter a value as described for Total above. If this field is left empty, Sums will be rounded to two decimal places.

VAT Specify here the rounding rule to be used for the VAT total in Invoices, Orders and Quotations. VAT in Purchase Invoices and Purchase Orders will also be affected. Enter a value as described for Total above. If this field is left empty, VAT totals will be rounded as specified in the Round Off setting in the System module.

Note that the transaction row sum is rounded as determined in this setting or to two decimal places (whichever is appropriate) before the VAT calculation is carried out.

Base Currency

This setting in the System module is usually only used by the Dual-Base system, although it can also be used to define a default Currency if a simple conversion system is being used.

After entering the Currencies used in your business using the Currency register (described above), you should specify those that are to be used as your two Base Currencies here. Usually, these will be your home Currency and the Euro or US Dollar. You will then enter an exchange rate between the two using the Base Currency Rates setting (described in the next section). Euro rules require that all transactions should be expressable in either Base Currency.

Double-click 'Base Currency' in the 'Settings' list in the System module to open the 'Base Currency: Inspect' window—

The example illustration would be appropriate for a voluntary user of the Dual-Base system. The local Currency (Pounds Sterling) has been specified as Base Currency 1 and the Euro as Base Currency 2. If the Base Currency 1 and 2 fields in this setting contain values, Hansa will use the Dual-Base system, otherwise a simple conversion system will be used.

Users in transitional countries should also complete this setting as shown in the illustration, with their home Currency as Base Currency 1 and the Euro as Base Currency 2.

Users in the Euro zone retaining their old Currency for comparison purposes should have the Euro as Base Currency 1 and their old home Currency as Base Currency 2.

The Default Base Currency is the Currency which will be used where no Currency has been specified for a Customer or Supplier. This field can be used to set a default Currency even if a simple conversion system is being used (i.e. if Base Currency 1 and 2 are blank).

'Paste Special' can be used from all three fields to ensure that the Currency Codes used are correct.

The Security Controls can be used to prevent Exchange Rates being entered relating a foreign Currency to either Base Currency. It is recommended that users in transitional countries should disallow rates in whichever Base Currency represents their home Currency, to prevent the accidental entry of Exchange Rates between their home Currency and other Currencies (all conversions should be *via* the Euro). Voluntary users of the Dual-Base system can set these options depending on their individual requirements (i.e. depending on whether they wish to allow the entering of Exchange Rates between one or both Base Currencies). For example, voluntary users of the Dual-Base system in Britain with the Euro as Base Currency 2 will probably wish to prevent the accidental entry of Exchange Rates between the Euro and

other Currencies. Remember that a particular foreign Currency should be related to Base Currency 1 or 2 but not both.

Click [Save] in the Button Bar to save changes and close the window. To close the window without saving changes, use the close box.

Base Currency Rates

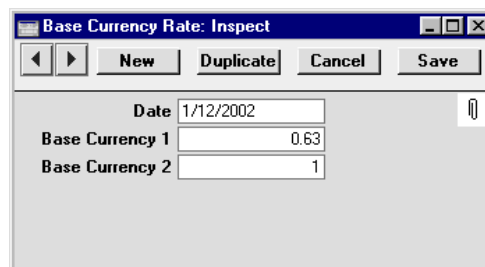
This setting in the System module is only used by the Dual-Base system. Having entered the Currencies used in your business using the Currency register and defined your two Base Currencies using the Base Currency setting, an exchange rate between the two should now be entered.

If there is a fixed exchange rate between the two Currencies, a single record expressing that relationship should be entered to this setting. Otherwise, each time the exchange rate changes, you should enter a new record to the setting rather than modifying an existing record. This ensures an accurate history will be created which will then be used when currency conversions are required when producing reports.

This setting should only be used for exchange rates between the two Base Currencies. All other exchange rates should be stored in the Exchange Rate register in the System module.

Double-clicking 'Base Currency Rates' in the 'Settings' list in the System module brings up the 'Base Currency Rates: Browse' window, showing exchange rates already entered. Click the [New] button in the Button Bar to enter a new record, or select an exchange rate similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Base Currency Rate: New' window is shown, empty if you clicked [New] or containing a duplicate of the highlighted exchange rate. In the case of the duplicate, the Date of the new record will be the date of the copied record.



Base Currency Rate: Inspect	
◀ ▶ New Duplicate Cancel Save	
Date	1/12/2002
Base Currency 1	0.63
Base Currency 2	1

Date	Paste Special	Current Date
		The earliest date for which the exchange rate is valid.
		The current exchange rate is that with the most recent date: this will be used as a default when entering new transactions.

Base Currency 1, Base Currency 2

Use these two fields to specify the exchange rate, which should be entered as a ratio. In the example illustration, 0.63 units of Base Currency 1 (Pounds Sterling) will buy one of Base Currency 2 (the Euro). Note that if either Base Currency is the Euro, EMU regulations state that the ratio must always show how many units of the other Currency can be bought with one Euro.



When an exchange rate changes, always create a new record in the Base Currency Rates setting. Do not change an existing record.

Exchange Rates

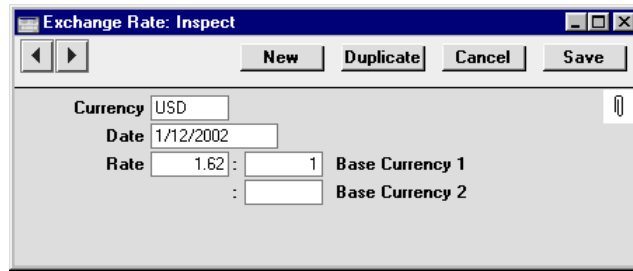
The Exchange Rate register in the System module is used to enter conversion rates between foreign Currencies and the home Currency. If the Dual-Base system is being used, foreign Currencies can be related to either Base Currency (although in transitional countries, foreign Currencies should be related to the Euro only). Each time an Exchange Rate changes, you should enter a new record to the register rather than modifying an existing record. This ensures an accurate history will be created which will then be used when currency conversions are required when producing reports.

This register should be used for all Exchange Rates except those between the two Base Currencies. These should be stored in the Base Currency Rates setting in the System module.

Clicking on the [Exchange Rates] button in the Master Control panel in the System module (or selecting 'Exchange Rates' from the Registers menu) brings up the 'Exchange Rates: Browse' window, showing Exchange Rates already entered. Click the [New] button in the Button Bar to enter a new record, or select an Exchange Rate similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Exchange Rate: New' window is shown, empty if you clicked [New] or containing a duplicate of the highlighted Exchange Rate. In the case of the

duplicate, the Date of the new Exchange Rate will be the current date, not the date of the original Exchange Rate.



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

Enter the Currency Code of the foreign Currency.

Date **Paste Special** Current Date

The earliest date for which the Exchange Rate is valid.

The current Exchange Rate for a particular Currency is that with the most recent date: this will be used as a default when entering new transactions that are in Currency.

When producing reports, a choice is usually offered whereby all transactions can be converted using the current Exchange Rate or using the Exchange Rate current at the time of the transaction.



When an Exchange Rate changes, always create a new record in the Exchange Rate register. Do not change an existing record.

Rate Enter the Exchange Rate here in the form of a ratio. In the example illustration where the simple conversion system is being used, 1.62 units of the foreign Currency (USD) will buy one unit of Base Currency 1 (GBP). Up to six decimal places can be used.

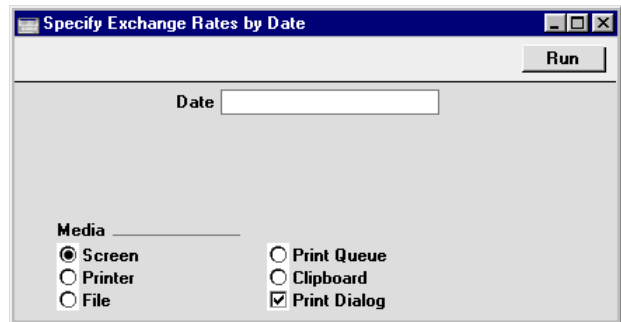
Users in transitional countries should relate foreign Currencies to the Euro only (not the home Currency), so only that Base Currency field representing the Euro (usually Base Currency 2) should be used. Wherever a

Currency is related to the Euro, the ratio must show how many units can be bought with one Euro.

A default Exchange Rate can be offered for each Currency, and minimum and maximum Exchange Rates can be defined. This is done using the 'Span' card of the Currency record.

Reporting on Exchange Rates

It is possible to produce a report listing Exchange Rates for a particular date. In the System module, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. Then double-click 'Exchange Rates' in the 'Reports' list. The 'Specify Exchange Rates by Date' window appears—



Enter the date for which you wish current Exchange Rates to be listed and click the [Run] button in the Button Bar.

Upgrading to the Dual-Base system

If you are using the simple conversion system you can change to the Dual-Base system at any time. Reasons for doing so include—

- Your country of residence embarks on the transitional process whereby the Euro will eventually replace your national Currency.
- Your company begins to carry out a significant level of business in a second Currency.
- You upgrade from a version of Hansa earlier than 3.4. Support for the Dual-Base system was introduced in that version.

If you wish to use the Dual-Base system, the following process will upgrade all the registers in your database to the new system—

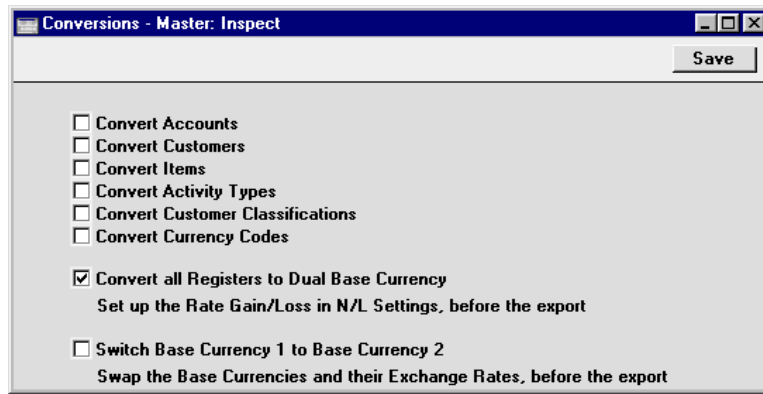
1. Referring to the section entitled 'Upgrading from Previous Versions of Hansa' in the first chapter of Volume 1 of these manuals, upgrade your database to the new version of Hansa.
2. Back up your database in the usual fashion.
3. Print out the Trial Balance, Balance Sheet, Profit & Loss, Sales Ledger and Purchase Ledger reports.
4. Following the instructions earlier in this chapter, ensure that the Currency register contains all Currencies. Complete the Base Currency and Base Currency Rates settings as described. In the Base Currency setting, Base Currency 1 and the Default Base Currency should be set to your home Currency and Base Currency 2 to the Euro or other second Currency, as all Transactions without a Currency will be assumed to be in Base Currency 1. In the Base Currency Rates setting, the more dates you have information on, the better. If possible, you should have an exchange rate between the two Base Currencies from the first date of any transaction in your database, otherwise you will not be able to compare old data with new in Base Currency 2.



For the purposes of the upgrade, the Default Base Currency must be blank or the same as Base Currency 1. Failure to follow this rule will result in all transactions previously without a Currency being given the wrong Currency.

Finally, ensure that Rate Gain and Loss Accounts have been specified in the Rate Gain/Loss setting in the Nominal Ledger and that the Accounts used exist in the Account register (in the Nominal Ledger and the System module). These will be used to ensure that your old Transactions balance in Base Currency 2 as well as in the home Currency (Base Currency 1) and in any foreign Currency if appropriate.

5. Follow steps 3 and 4 for all Companies in the database.
6. Create a database back-up in usual way.
7. Quit Hansa. Move the “Hansa.hdb” file to another folder/directory and rename it so that you know what it contains (e.g. to “Hansabeforeconv.hdb”).
8. Using the “Hansabeforeconv.hdb” file as a guide, make sure that you have enough hard disk space to create a new database.
9. Make sure that there is no “Hansa.hdb” file in the same folder/directory as your Hansa application. Launch Hansa: it will create a new database with a single Company.
10. When the ‘Import files available’ window appears, close it by clicking the close box. Do not import anything yet.
11. In the Conversions - Master setting in the System module, select the option to Convert all Registers to Dual Base Currency.



12. Import the back-up file that you created in step 6 above in the usual manner.

Part of the process is to ensure that each Transaction balances when expressed in either Base Currency. The following illustration, taken from a Dutch company, shows flip B of a Transaction created from an Invoice. It shows the result of upgrading to the Dual-Base system when Holland began the process whereby the home Currency (Dutch Guilder) was replaced by the Euro. In this Transaction, Base Currency 1 is the Dutch Guilder and Base Currency 2 is the Euro. An adjusting posting has been made to the Rate Gain Account to ensure that the Transaction balances when expressed in Euros.

Transaction: Inspect

Operations

No. 960119 Trans.Date 7/4/2000 Reference

Text 012 Helsinki Trading Co, FIM 5.94573:1

	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit
1	750		197.40		89.58	
2	199			168.00		76.23
3	830			29.40		13.34
4	467			0.00		0.01
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

If you have more than one Company, all Companies will be upgraded.

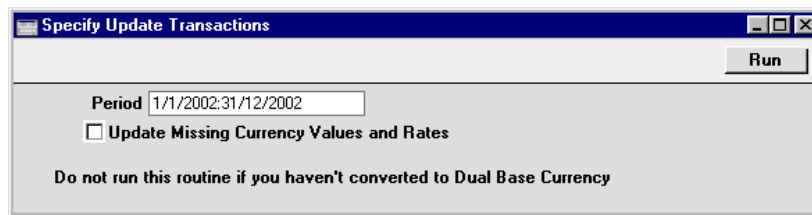
13. Return to the Conversions - Master setting in the System module and turn off the option to Convert all Registers to Dual Base Currency.
14. Print out the Trial Balance, Balance Sheet, Profit & Loss, Sales Ledger and Purchase Ledger reports for each Company and compare them with those printed in step 2 above.

Update Transactions

If you have followed the procedure described in the previous section and discover some Transactions to be missing Currency or exchange rate information, they can be corrected easily without repeating the whole updating process. This situation might arise if the Currency, Base Rate or Exchange Rate information is incomplete, or if you import some Nominal Ledger Transactions without Currency information after the main update.

To do this, follow these steps—

1. Ensure that the Currency, Base Rate or Exchange Rate information that was missing is now present.
2. Select the 'Update Transactions' Maintenance function in the Nominal Ledger. The following window opens—



Specify Update Transactions

Run

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

Update Missing Currency Values and Rates

Do not run this routine if you haven't converted to Dual Base Currency

3. Enter a period that includes all the Transactions to be updated and check the Update Missing Currency Values and Rates box. No Transactions will be updated if this box is not checked.
4. Click [Run] in the Button Bar. The Transactions will be updated and you will be returned to the 'Maintenance' list.

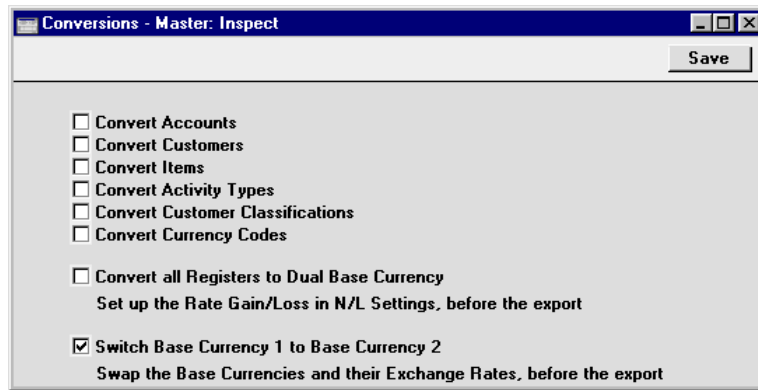


Do not use this function before you have updated your database to use the Dual-Base system.

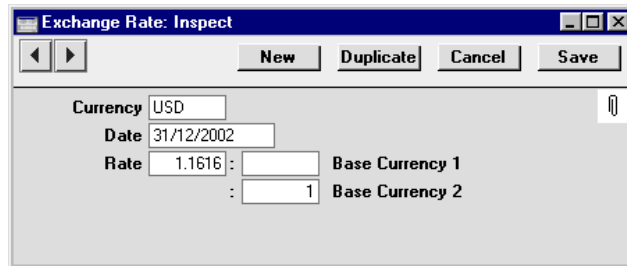
Switching Base Currencies

When the transitional process during which EU countries' home Currencies are phased out in favour of the Euro ends, it will be necessary to move the Euro from Base Currency 2 to Base Currency 1. To do this, follow these steps—

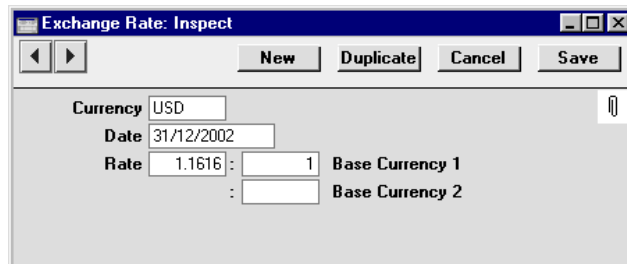
1. Back up your database in the usual fashion.
2. Print out the Trial Balance, Balance Sheet, Profit & Loss, Sales Ledger and Purchase Ledger reports.
3. In the Base Currency setting in the System module, swap the two Base Currencies so that the Euro which was Base Currency 2 is now Base Currency 1. The Default Base Currency should be changed as well.
4. In the Base Currency Rates setting, swap all the exchange rate ratios so that the figures which did appear in the Base Currency 1 field now appear in the Base Currency 2 field. For example, an exchange rate which was 2.204:1 should be changed to 1:2.204.
5. Ensure that a Base Currency Round Off Account has been specified on card 2 of the Account Usage S/L setting and that the Account used exists in the Account register (in the Nominal Ledger). This will be used to ensure that your old Transactions balance in both Base Currencies.
6. Follow steps 2, 3, 4 and 5 for all Companies in the database.
7. Create a database back-up.
8. Create a new database with a single Company. When the 'Import files available' window appears, close it by clicking the close box. Do not import anything yet.
9. In the Conversions - Master setting in the System module, select the option to Switch Base Currency 1 to Base Currency 2.



10. Import the back-up file that you created in step 7 above in the usual manner.
11. Return to the Conversions - Master setting in the System module and turn off the option to Switch Base Currency 1 to Base Currency 2.
12. Where necessary, update the latest Exchange Rates in the Exchange Rate register or add new ones. For example, an Exchange Rate against the Euro will appear as follows—



Since the Euro is now Base Currency 1, the Exchange Rate should be updated to this—



If you have been using the Security Controls in the Base Currency setting, you will need to switch these off or change them first.

Repeat this step in all Companies in the database.

13. Print out the Trial Balance, Balance Sheet, Profit & Loss, Sales Ledger and Purchase Ledger reports for each Company and compare them with those printed in step 2 above.
14. Print the Base Currency Rate Change report in the Nominal Ledger and look for large differences. If you find a large difference, print to screen the Nominal Ledger report for that Account using the Show Base Currency 2 Differences Only option. The report period should start from the first transaction date in the database. Double-click incorrect Transactions in the report and make appropriate changes.

Account Usage

If necessary, losses and gains on Exchange Rate conversions can be posted to separate loss and gain Accounts. Different loss and gain Accounts can also be maintained for Sales and Purchase Ledger transactions. Alternatively, if your requirement is for a simplified Accounts structure, the same Account can be used in each case.

First, ensure that the Account(s) to be used have been added to the Chart of Accounts (please refer to the section of the 'System Module' chapter in Volume 1 describing the Account register for full details of this process). Then, Hansa needs to be informed which Account is to be used in each circumstance. This is done using card 2 of the Account Usage S/L and P/L settings in the Sales and Purchase Ledgers respectively.

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

The Accounts on this screen which are relevant to Multi-Currency users are now described. Except where stated, separate Accounts can be defined for use in a particular circumstance depending on whether the originating transaction comes from the Sales or the Purchase Ledger.

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 or sent 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 or Sent Currency is the same as the Invoice Currency, and the Received or Sent Currency is not a member of the EMU;
- Rate Round Off** if the Received or Sent Currency is different to the Invoice Currency, and it is not a member of the EMU;

EMU Rate Round Off

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

EMU Rate Write Off

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

Please refer to the section above describing the 'EMU' and 'Round Off' cards of the Currency screen for more details of this feature.

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

In the case of Write Offs Account in the Account Usage S/L setting only, this Account is also used for bad debts written off by the 'New Write-off' Operations menu function of the Receipt and by the 'Write off Invoices' Maintenance function.

Base Currency Round Off

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

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

Rate Gain, Rate Loss

There will be occasions where an Invoice is raised or received and the Exchange Rate changes before it is paid. When this happens, the amount paid may no longer be the same as the outstanding amount. Any difference is posted from the Receipt or Payment to one of these Accounts, depending on whether a gain or loss is involved.

Bank Rate Gain, Bank Rate Loss

There will be occasions where the amount paid or received at the bank against an Invoice is not the same as the outstanding amount, because the exchange rate levied by the bank is different to the latest rate in Hansa. Any difference is posted from the Receipt or Payment to one of these Accounts, depending on whether a gain or loss is involved.

If you are unsure, consult with your auditor/accounting adviser or Hansa representative for advice concerning correct Account usage.



Check that the Account numbers used exist in the Chart of Accounts.

Customers and Suppliers

If you are using the currency option, you can assign a Currency to each foreign Customer and Supplier. This is done on the 'Pricing' card of the Customer screen and the 'Company' card of the Supplier screen. The Currency can be entered using the 'Paste Special' function.

Once you have done this, as soon as you enter a Customer or Supplier to a transaction of any type (e.g. Invoice, Receipt, Order, Purchase Invoice, etc), the appropriate Currency and current conversion rates will be brought in by Hansa. You will not be able to change to a different Currency in an individual transaction. However, you will be able to change the conversion rate on an *ad hoc* basis if necessary, although this is usually not recommended. If you wish to prevent this for a particular Currency, switch on the Prevent Base Rate Changes and/or Prevent Foreign Rate Changes options for that Currency.

In the case of Customers or Suppliers in whose name transactions are likely to be in various Currencies (for example, the Customer's or Supplier's home Currency, the Euro or Dollar and your home Currency), leave the Currency field in the Customer or Supplier record blank. You will then be able to enter transactions in any Currency, with the default being your Default Base Currency (defined in the Base Currency setting, described above).

For Customers and Suppliers that use the home Currency, the Currency field can in most cases be left blank. Again, in this situation the Default Base Currency will be used.

Entering Transactions

Invoices

Simple Conversion System

When you create a new Invoice for a Customer with a foreign Currency, the Currency and all conversion rate fields will be filled by Hansa as soon as you specify the Customer. The Currency is shown in the footer, taken from the 'Pricing' card of the Customer record or from the Default Base Currency (defined in the Base Currency setting in the System module). If the Currency came from the Customer, it cannot be changed. Otherwise, any other Currency can be substituted if necessary.

Invoice: New

Operations

No. 1037 Name Yen for Knowledge Ltd
 Customer 013

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 19/12/2002 Our Ref. Salesman SJ
 Pay. Terms 30 Attn.
 Due Date 18/1/2003 Object
 Trans. Date 19/12/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	10105	3 Cassette Deck	6840.40		20521.20
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency JPY Freight 0.00 VAT 0.00 Sub-Total 20521.20
 OK Ext. Tax 0.00 Base 168.00 TOTAL 20521.20

The current conversion rate is shown on the 'Currency' card of the Invoice—

	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							

If the conversion rate is not correct for the Invoice, use the Rate and right-hand Base Currency 1 fields to express the exchange rate between the foreign and home Currencies. Here, the home Currency is US Dollars (USD) and the foreign Currency is Japanese Yen (JPY). JPY 122.15 buys USD 1.00.

Dual-Base System

When you create a new Invoice for a Customer with a foreign Currency, the Currency and all conversion rate fields will be filled by Hansa as soon as you specify the Customer. The Currency is shown in the footer, taken from the 'Pricing' card of the Customer record or from the Default Base Currency (defined in the Base Currency setting in the System module). If the Currency came from the Customer record, it cannot be changed. Otherwise, any other Currency can be substituted if necessary.

Invoice: New
New Duplicate Cancel Save

No.	5068	Name	Helsinki Trading Co
Customer	012		

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
Inv. Date	19/12/2000	Our Ref.		Salesman	JNW	
Pay. Terms	30	Attn.				
Due Date	18/1/2001	Object				
Trans. Date	19/12/2000	Official Ser. No.				

	Item	Qty	Description	Unit Price	%	Sum
1	10105	3	Cassette Deck	151.09		453.27
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Currency	FIM	Freight	0.00	VAT	0.00	Sub-Total	453.27
<input type="checkbox"/> OK		Ext. Tax	0.00	Base	168.00	TOTAL	453.27

The current conversion rate is shown on the 'Currency' card of the Invoice—

Terms	Items	Currency	Delivery	Identifiers	Inv. Address	Del. Address
		Currency FIM		Rate 5.94573		Base Currency 1
		Base Currency 1 2.20371				Base Currency 2
		Base Currency 2 1				

In this historical example, an Invoice has been raised in FIM (Finnish Markka). Base Currency 1 is the home Currency (NLG, Dutch Guilders) 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). Those on the right show the exchange rate between the foreign Currency and Base Currency 2 (taken from the latest record in the Exchange Rate register). The illustration shows the two-stage currency conversion applicable to transactions between two EU countries: the right-hand fields show that FIM 5.94573 buys one Euro (Base Currency 2), while the left-hand fields show that one Euro buys NLG 2.20371 (Base Currency 1, the local Currency), thus establishing a conversion rate between Markka and Guilders.

Both Systems

When you enter the Items in an Invoice, the prices will be converted from the home to the foreign Currency using the conversion rates shown on the 'Currency' card. If you wish to change the conversion rates, you can do so (if so allowed by the Prevent Base Rate Changes and Prevent Foreign Rate Changes options for the Currency in question), but note that this should be done before you enter any Items and that the change will apply to this Invoice only. In general, if the Exchange Rate or Base Currency Rate has changed, you should first go to the System module and enter the relevant Rate before you start the day's invoicing.

The Base field in the footer area of the screen shows the value of the Invoice (including VAT if appropriate) in the home Currency.

In the TOTAL field, the figure will be rounded according to the rounding rules determined for the Currency in the Currency Round Off setting.

If, once you have entered the Items, you realise that the Currency or conversion rate were not correct, there is no need to delete the Items and start again. Change the Currency or rate as appropriate and select the 'Update Currency Price List Items' function from the Operations menu. This will convert the prices of all Items on the Invoice.

Duplicating Invoices

If it is necessary to duplicate an Invoice and the Exchange or Base Currency Rate has changed since it was raised, the up-to-date rate will be shown on the 'Currency' card of the new Invoice. However, the prices of the Items will not be revised. This is correct if the purpose of duplicating the Invoice is to raise a Credit Note, but otherwise save the Invoice and then use the 'Update Currency Price List Items' function from the Operations menu to re-convert the Items' prices.

Sales Orders

The procedure for entering Sales Orders in Currency is the same as that for Sales Invoices as described above.

Purchase Invoices

When you create a new Purchase Invoice for a Supplier with a foreign Currency, the Currency and conversion rate fields will both be filled by Hansa as soon as you specify the Supplier. The Currency is taken from the 'Company' card of the Supplier record or from the Default Base Currency (defined in the Base Currency setting in the System module) and is shown at the bottom of the window. If it came from the Supplier record, it cannot be changed. Otherwise, any other Currency can be substituted if necessary.

The conversion rates are shown on the 'Currency' card, in the same fashion as described above for the Invoice.

All figures should be entered in Currency (i.e. as they appear on the hard copy sent from the Supplier). If a Nominal Ledger Transaction is created from the Purchase Invoice when it is approved, the figures when transferred to that Transaction will be converted to the home Currency using the conversion rates specified.

Receipts

When you enter a Receipt, you can apply a separate Currency to each payment listed in the Receipt record. So, all payments received in a single day can be entered using a single Receipt record, irrespective of Currency (and of Payment Mode and therefore of Bank Account).

As a default, it is assumed that a payment for an Invoice will be received in the same Currency as that in which the Invoice was issued, so entering an Invoice Number in the grid will bring in the appropriate Currency. The

current conversion rates are used and cannot be modified for an individual payment.

Receipt: New

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

Ser. No. 960002 Trans. Date 17/12/2002 Reference
 Pay. Mode Q Comment Cheque

Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1	960092	17/12/2002	GBP	48.02	USD	77.80
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 48.02



In the example illustration, a cheque was received made out in USD (US Dollars, the R. Cur or Receipt Currency) and paid into an GBP (Pounds Sterling) bank account (the B. Cur or Bank Currency). If the Bank Currency is the same for each payment on the Receipt, the Deposited figure at the bottom of the screen shows the sum of the payment amounts in that Currency. As a reminder, the Currency of the original Invoice appears as the I. Cur on flip B.

In normal circumstances, you should not change the Bank Amount and Currency. In the case of partial payments or overpayments, change the Received Value. The Bank Amount will be recalculated automatically by Hansa, using the current Base and Exchange Rates. 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. There is an example later in this section.

You can enter bank charges using the 'New Fee' Operations menu function. The bank charge figure should be entered in the Bank Currency. Such charges will be posted to the Bank Fee Account specified on card 2 of the Account Usage S/L setting, as shown below—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960002 Trans. Date 17/12/2002 Reference

Text Cheque



	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	750		960092 The American Dream Inc		48.02	A
2	700		Cheque	45.17		B
3	500		Bank Charges	2.85		C
4	467		Base Currency Round Off		0.00	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 48.02 48.02

Difference Base 2 0.00 Total 76.23 76.23

Note that a posting to the Base Currency Round Off Account (as specified on card 2 of the Account Usage S/L setting) has been included in the example Receipt Transaction. In the Dual-Base system only, this is used where necessary to ensure that the debits and credits balance when expressed in Base Currency 2, shown on flip B of the Transaction. In this example, Base Currency 2 is the Euro—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960002 Trans.Date 17/12/2002 Reference

Text Cheque



	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit	
1	750			48.02		76.22	A
2	700		45.17		71.70		B
3	500		2.85		4.53		C
4	467			0.00		0.01	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

The following illustration shows the flexibility of the Receipt system. Payment against an Invoice raised in Norwegian Kroner for NOK 224.50 (GBP 197.40) was received in the form of two cheques, one for NOK 224.50 and one for 281.71 Euros. Both were paid into the GBP bank account—

Receipt: New

Operations   New Duplicate Cancel Save

Ser. No. 960004 Trans. Date 23/12/2002 Reference

Pay. Mode Q Comment Cheque

	Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1	960094	004	23/12/2002	GBP	19.92	NOK	224.50
2	960094	004	23/12/2002	GBP	177.48	EUR	281.71
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 197.40

Exchange Rate Fluctuations



Often, the Exchange Rate at the time of Invoice will be different to that at the time of Receipt. Your company will be liable to absorb the profit or loss on the Currency conversion. Because a Receipt always uses the latest Base and Exchange Rates, the calculation of this profit or loss is completely automatic. For example, if you invoice USD 88.56 when USD 1.61 buys one GBP (Base Currency 1), you expect at the time of Invoice to receive 55.01 in the home Currency when the Invoice is paid. However, when you receive the cheque, one GBP buys USD 1.62, so USD 88.56 will then convert to 54.67. When you specify the Invoice Number in the Receipt, 54.67 will be placed automatically in the Bank Amount field—

The screenshot shows a software window titled "Receipt: 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 "Ser. No." (960003), "Trans. Date" (23/12/2002), "Reference", "Pay. Mode" (Q), and "Comment" (Cheque). The main part of the window is a table with the following columns: "Inv. No.", "Cust. No.", "Pay. Date", "B. Cur", "Bank Amount", "R. Cur", and "Received Val". The first row contains the data: 1, 960093, 008, 23/12/2002, GBP, 54.67, USD, 88.56. The table has 21 rows in total. To the right of the table is a vertical scroll bar with letters A through G. At the bottom of the window, there are checkboxes for "OK" and "Cust. Info on Trans.", and a "Currency" field set to "GBP" and a "Deposited" field with the value "54.67".

Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1	960093	008	23/12/2002	GBP	54.67	USD 88.56
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

The loss of 0.34 will be recorded as a Rate Loss and posted to the Rate Loss Account specified on card 2 of the Account Usage S/L setting. This is shown in the Nominal Ledger Transaction generated from the Receipt—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960003 Trans.Date 23/12/2002 Reference

Text Cheque

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	700		Cheque	54.67		
2	750		960093 Mutual of New York		55.01	
3	515		Profit/Loss on Exchange	0.34		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

Exchange Rates at the Bank

There will be occasions where the exchange rate used by the bank is not the same as the one you are using in Hansa. For example, if you invoice USD 110.00 when USD 1.61 buys one GBP (Base Currency 1), you expect to receive 68.32 in the home Currency when the Invoice is paid. However, when you receive the cheque, you discover that the bank will only add 65.00 to your account. When you enter the Invoice Number in a Receipt, the Received Value will default to USD 110.00, and the Bank Amount will default to GBP 68.32—

Receipt: New

Operations

Ser. No. 960005 Trans. Date 29/12/2002 Reference

Pay. Mode Q Comment Cheque

Inv. No.	Cust. No.	Pay. Date	B. Cur	Bank Amount	R. Cur	Received Val
1	960095	008	29/12/2002	GBP	68.32	USD 110.00
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 68.32

Change the Bank Amount to 65.00 (the Received Value will remain USD 110.00)—

Receipt: New [Operations] [New] [Duplicate] [Cancel] [Save]



Ser. No. 960005 Trans. Date 29/12/2002 Reference
 Pay. Mode Q Comment Cheque

	Inv.No.	Cust.No.	Pay.Date	B.Cur	Bank Amount	R.Cur	Received Val
1	960095	008	29/12/2002	GBP	65.00	USD	110.00
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 65.00

When you approve and save the Receipt, the loss of 3.32 will be recorded as a Bank Rate Loss and posted to the Bank Rate Loss Account specified on card 2 of the Account Usage S/L setting—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960005 Trans.Date 29/12/2002 Reference

Text Cheque



	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	700		Cheque	65.00		
2	750		960095 The American Dream Inc		68.32	
3	516		Bank Rate Gain/Loss	3.32		
4	467		Base Currency Round Off	0.00		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 68.32 68.32

Difference Base 2 0.00 Total 112.00 112.00

If you don't need to distinguish gains and losses resulting from bank rate differences from those resulting from exchange rate fluctuations, an alternative method is available. Leave the Bank Amount as 68.32 and enter 65.00 in the B. Cur. 1 field on flip G of the Receipt—

Receipt: New

Operations   New Duplicate Cancel Save

Ser. No. 960006 Trans. Date 29/12/2002 Reference

Pay Mode Q Comment Cheque

Inv. No.	Cust. No.	Comment	B. Cur	Bank Amount	TAX	B. Cur. 1	B. Cur. 2
1	960096	008	GBP	68.32		65	
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 68.32

If you use this method, the resulting Nominal Ledger Transaction will not include a posting to the Bank Rate Gain or Loss Account. Instead, the loss of 3.32 is posted to the Rate Loss Account—

Transaction: Inspect

Operations

No. 960006 Trans.Date 29/12/2002 Reference

Text Cheque

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	700		Cheque	65.00		A
2	750		960096 The American Dream Inc		68.32	B
3	515		Rate Gain/Loss	3.32		C
4	467		Base Currency Round Off	0.00		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

Payments

When you enter a Payment, you can apply a separate Currency to each row in the Payment record. So, all cheques dispatched in a single day can be entered using a single Payment record, irrespective of Currency (and of Payment Mode and therefore of Bank Account).

As a default, it is assumed that a payment for an Invoice will be made in the same Currency as that in which the Invoice was issued, so entering an Invoice Number in the grid will bring in the appropriate Currency. The current conversion rates are used and cannot be modified for an individual payment.

Note that you must enter a Payment Date before specifying a Purchase Invoice Number, so that the correct Exchange Rate can be chosen. If you specify a Purchase Invoice Number and the Bank Amount is not converted to the home Currency, it will be because the Payment Date field is blank.



Enter a Payment Date before specifying a Purchase Invoice Number.

Payment: New

Operations

No. 960004 Pay Date 20/11/2002 Trans Date 20/11/2002

Pay Mode Q Own Bank A/C Cheque Sort Code

Reference Supp. Info on Trans.

Comment

No.	Supplier	Text	B. Cur	Bank Amount	S. Cur	Sent Val
1	960005	508 Tyrell, Inc	GBP	142.26	USD	227.62
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Ordered OK

Currency GBP Withdrawn 149.76

In the example illustration, a cheque was issued in USD (US Dollars, the S. Cur or Sent Currency) but paid out of a GBP (Pounds Sterling) bank account (the B. Cur or Bank Currency). If the Bank Currency is the same for each row on the Payment, the Withdrawn figure at the bottom of the screen shows the sum of the payment amounts in that Currency. As a reminder, the Currency of the original Purchase Invoice appears as the PI. Cur on flip B.

In normal circumstances, you should not change the Bank Amount and Currency. In the case of partial payments or overpayments, change the Sent Value. The Bank Amount will be recalculated automatically by Hansa, using the current Base and Exchange Rates. 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 withdrawn from your bank account. Changing the Bank Amount is therefore

effectively the same as changing the exchange rate for a single Payment row. There is an example later in this section.

You can enter bank charges to the Bank Fee field on flip I, so separate bank charges for each cheque can be registered. The bank charge figure should be entered in the Bank Currency. Such charges will be posted to the Bank Fee Account specified on card 1 of the Account Usage P/L setting, as shown below—

Transaction: Inspect

Operations

No. 960004 Trans.Date 20/11/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		960005 508 Tyrell, Inc	142.26		
2	700		Cheque		149.76	
3	500		Bank Charges	7.50		
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 following illustration shows the flexibility of the Payment system. Payment against a Purchase Invoice made out in Norwegian Kroner for NOK 2526.65 (GBP 224.21) was issued in the form of two cheques, one for NOK 526.65 and one for 281.71 Euros. Both were paid out of the GBP bank account—

Payment: New

Operations

No. 960005 Pay Date 15/12/2002 Trans Date 15/12/2002

Pay Mode Q Own Bank A/C Cheque Sort Code

Reference Supp. Info on Trans.

Comment



	No.	Supplier	Text	B. Cur	Bank Amount	S. Cur	Sent Val
1	960006	510	Oslo Trading Co	GBP	46.73	NOK	526.65
2	960006	510	Oslo Trading Co	GBP	177.48	EUR	281.71
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Ordered OK

Currency GBP Withdrawn 224.21

In this example, a posting to the Base Currency Round Off Account (as specified on card 2 of the Account Usage S/L setting) is included in the Nominal Ledger Transaction resulting from the Payment. This posting will be made when necessary by the Dual-Base system only to ensure that the debits and credits balance when expressed in Base Currency 2, shown on flip B of the Transaction. In this example, Base Currency 2 is the Euro—

Transaction: Inspect

Operations  

No. 960005 Trans.Date 15/12/2002 Reference

Text

	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit	
1	800		46.73		74.18		A
2	700			224.21		355.88	B
3	800		177.48		281.71		C
4	467			0.00		0.01	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

Exchange Rate Fluctuations

Often, the Exchange Rate at the time of the Purchase Invoice will be different to that at the time of Payment. Your company will be liable to absorb the profit or loss on the Currency conversion. Because a Payment always uses the latest Base and Exchange Rates, the calculation of this profit or loss is completely automatic. For example, if you receive a Purchase Invoice for JPY 100000 (Japanese Yen) when JPY 192.867 buys one GBP (Base Currency 1), you expect at that time to pay 518.49 in the home Currency when you issue a payment. However, when you raise the cheque, one GBP buys JPY 193.374, so JPY 100000 will then convert to 517.13. When you specify the Invoice Number in the Payment, 517.13 will be placed automatically in the Bank Amount field—

Payment: New

Operations

No. 960006 Pay Date 15/12/2002 Trans Date 15/12/2002

Pay Mode Q Own Bank A/C Cheque Sort Code

Reference Supp. Info on Trans.

Comment



No.	Supplier	Text	B. Cur	Bank Amount	S. Cur	Sent Val
1	960007	512 Tampopo Noodle Co	GBP	517.13	JPY	100000.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Ordered OK

Currency GBP Withdrawn 517.13

The gain of 1.36 will be recorded as a Rate Gain and posted to the Rate Gain Account specified on card 2 of the Account Usage P/L setting. This is shown in the Nominal Ledger Transaction generated from the Payment—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 960006 Trans.Date 15/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		960007 512 Tampopo Noodle Co	518.49		
2	515		Profit/Loss on Exchange		1.36	
3	700		Cheque		517.13	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 Total

Difference Base 2 Total

Exchange Rates at the Bank

There will be occasions where the exchange rate used by the bank is not the same as the one you are using in Hansa. For example, if you receive a Purchase Invoice for USD 110.00 when USD 1.61 buys one GBP (Base Currency 1), you expect at the time of Invoice to pay out 68.32 in the home Currency. However, when you issue the cheque, you discover that the bank will only take 65.00 from your account. When you enter the Invoice Number in a Payment, the Sent Value will default to USD 110.00, and the Bank Amount will default to GBP 68.32—

Payment: New

Operations

No. 960006 Pay Date 29/12/2002 Trans Date 29/12/2002

Pay Mode Own Bank A/C Cheque Sort Code

Reference Supp. Info on Trans.

Comment



No.	Supplier	Text	B.Cur	Bank Amount	S.Cur	Sent Val
1	960008	508 Tyrell, Inc	GBP	68.32	USD	110.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Ordered OK

Currency GBP Withdrawn 68.32

Change the Bank Amount to 65.00 (the Sent Value will remain USD 110.00)—

Payment: New

Operations   New Duplicate Cancel Save

No. 960006 Pay Date 29/12/2002 Trans Date 29/12/2002
Pay Mode Q Own Bank A/C Cheque Sort Code
Reference Supp. Info on Trans.
Comment

No.	Supplier	Text	B.Cur	Bank Amount	S.Cur	Sent Val
1	960008	508	Tyrell, Inc	GBP	65.00	USD 110.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Ordered OK Currency GBP Withdrawn 65.00

When you approve and save the Payment, the gain of 3.32 will be recorded as a Bank Rate Gain and posted to the Bank Rate Gain Account specified on card 2 of the Account Usage P/L setting—

Transaction: Inspect

Operations New Duplicate Cancel Save

No. 960006 Trans.Date 29/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		960008 508 Tyrell, Inc	68.32		
2	700		Cheque		65.00	
3	516		Bank Rate Gain/Loss		3.32	
4	467		Base Currency Round Off		0.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 68.32 68.32
 Difference Base 2 0.00 Total 108.45 108.45

If you don't need to distinguish gains and losses resulting from bank rate differences from those resulting from exchange rate fluctuations, an alternative method is available. Leave the Bank Amount as 68.32 and enter 65.00 in the B. Cur. 1 field on flip I of the Payment—

Payment: New

Operations New Duplicate Cancel Save

No. 960007 Pay Date 29/12/2002 Trans Date 29/12/2002

Pay Mode Q Own Bank A/C Cheque Sort Code

Reference Supp. Info on Trans.

Comment

	No.	Supplier	B. Cur	Bank Amount	Bank Fee	B. Cur. 1	B. Cur. 2	Coef Val
1	960009	508	GBP	68.32		65		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

Ordered OK

Currency GBP Withdrawn 68.32

If you use this method, the resulting Nominal Ledger Transaction will not include a posting to the Bank Rate Gain or Loss Account. Instead, the gain of 3.32 is posted to the Rate Gain Account—

Transaction: Inspect

Operations

No. 960007 Trans.Date 29/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	800		960009 508 Tyrell, Inc	68.32		A
2	515		Rate Gain/Loss		3.32	B
3	700		Cheque		65.00	C
4	467		Base Currency Round Off		0.00	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

Nominal Ledger Transactions

When Nominal Ledger Transactions are created automatically (for example, from Invoices or Receipts), the conversion rates used will be taken from the Sub System transaction. Figures in the Nominal Ledger are stored in up to three Currencies: the home Currency; Base Currency 2 (if the Dual-Base system is being used); and, if appropriate, any third Currency.

This section describes the entering of Nominal Ledger Transactions directly to the Transaction register. In the case of Transactions solely in the home Currency, flips B, C and D can be ignored, and the amounts should be entered to the Base 1 Debit and Credit fields on flip A.

Note: if it is necessary to duplicate a Transaction and the Exchange or Base Currency Rate has changed since it was entered, the up-to-date rate will not be shown in the new Transaction. This is correct if the purpose of duplicating the Transaction is to reverse it. Otherwise, use the 'Update Currency Rates'

function from the Operations menu to bring in the latest rates and to update all amounts in Base Currency 2 on flip B and, if appropriate, in Currency on flip C.

Simple Conversion System

In Hansa, any Account can be defined to hold balances in another Currency. In the following example the company has a JPY (Japanese Yen) bank account. The home Currency is USD. The following Transaction is entered showing a sales transaction paid in JPY. The Sales Account is a normal sales account in USD.

Account 704 is defined as a Japanese Yen account by entering the Currency in the Account record. In the Transaction, enter the Yen Account number. The Currency and current Exchange Rate are then brought in by Hansa and are visible on flip D. If you wish to change the Currency or Exchange Rate, you can do so (if so allowed by the Prevent Foreign Rate Changes option for the JPY Currency record), but note that this should be done before you enter any amounts and that the change will apply to this Transaction row only. If an Account is used which does not have a Currency specified, you can enter any Currency on flip C and the latest Exchange Rate will be brought in immediately.

Transaction: New

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

No. 6057 Trans.Date 19/12/2002 Reference

Text Sales in JPY



	Account	Objects	Curncy	Base Rate	Base Rate	From Rate	To Rate B.1	To Rate B.2
1	704		JPY			122.15	1	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Difference Base 1 [] Total [] []

Difference Base 2 [] Total [] []

To enter a debit or credit amount, go to flip C and use the Cur. Debit or Cur. Credit fields. A figure converted to the home Currency is placed in the Base 1 Debit or Credit field as appropriate. Alternatively, enter an amount in the Base 1 Debit or Credit field and a figure converted to the foreign Currency will be placed automatically in the Cur. Debit or Cur. Credit field.

Transaction: New

Operations   New Duplicate Cancel Save

No. 6057 Trans.Date 19/12/2002 Reference

Text Sales in JPY

	Account	Objects	Base 1 Debit	Base 1 Credit	Currency	Cur. Debit	Cur. Credit
1	704		66.60		JPY	8135.19	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Difference Base 1 66.60 Total 66.60 0.00

Difference Base 2 66.60 Total 66.60 0.00

Account 100 is a normal Sales Account in the home Currency. On the second row, enter the Account number as usual, and then select 'Balance Transaction' from the Operations menu. The converted USD amount will be added in the Base 1 Credit field (visible on flips A and B)—

Transaction: New

Operations

No. 6057 Trans.Date 19/12/2002 Reference

Text Sales in JPY

	Account	Objects	Base 1 Debit	Base 1 Credit	Currency	Cur. Debit	Cur. Credit
1	704		66.60		JPY	8135.19	
2	100			66.60	USD		
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Difference Base 1 0.00 Total 66.60 66.60
 Difference Base 2 0.00 Total 66.60 66.60

Dual-Base System

Between the two Base Currencies



Transitional and voluntary users of the Dual-Base system will be able to enter Transactions in Base Currency 1 or 2 as required.

In the following example the company has a Euro bank account. The home Currency (Base Currency 1) is the Pound Sterling (GBP) and Base Currency 2 is the Euro. The following Transaction is entered showing a sales transaction paid in Euros. The Sales Account is a normal sales account in GBP.

Account 703 is defined as a Euro account by entering the Currency in the Account record. In the Transaction, enter the Euro Account number and go to flip D to check the conversion rates, which will be brought in by Hansa. In the example, the Base Rate 1 and 2 fields show that one Euro buys GBP 0.63.

If you wish to change the rates, you can do so (if so allowed by the Prevent Base Rate Changes and Prevent Foreign Rate Changes options for the Euro Currency record), but note that this should be done before you enter any amounts and that the change will apply to this Transaction row only. If an Account is used which does not have a Currency specified, you can enter any Currency on flip C and the latest conversion rates will be brought in immediately.

Transaction: New

Operations   New Duplicate Cancel Save

No. 7063 Trans.Date 19/12/2002 Reference

Text



	Account	Objects	Currency	Base Rate	Base Rate 2	From Rate	To Rate B.1	To Rate B.2	
1	703		EUR	0.63	1				A
2									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

To enter a debit or credit amount in Euros, go to flip B and use the Base 2 Debit or Base 2 Credit field as appropriate. A figure converted to Base Currency 1 is placed in the Base 1 Debit or Credit field as appropriate.

Transaction: New

Operations   New Duplicate Cancel Save

No. 7063 Trans.Date 19/12/2002 Reference

Text



	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit	
1	703		63.00		100.00		A
2							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

Account 100 is a normal Sales Account in the home Currency. On the second row, enter the Account number as usual, and then select 'Balance Transaction' from the Operations menu. The converted GBP amount will be placed in the Base 1 Credit column on flip A—

Transaction: New

Operations   New Duplicate Cancel Save

No. 7063 Trans. Date 19/12/2002 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	703		Euro Bank Current Account	63.00		
2	100		Sales Type 1		63.00	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 63.00 63.00

Difference Base 2 0.00 Total 100.00 100.00

Between one Base Currency and a Foreign Currency - Voluntary

Voluntary users of the Dual-Base system will usually have their home Currency as Base Currency 1 and a second Currency such as the Euro or US Dollar as Base Currency 2. Voluntary users in the Euro zone will have the Euro as Base Currency 1 and their old national Currency as Base Currency 2, retained for comparison purposes. In both cases, foreign Currencies will usually be related to Base Currency 1. As a result, to enter a Transaction that uses a foreign Currency, follow the instructions in the 'Simple Conversion System' section above. When the Transaction is complete, you will be able to view the amounts in both Base Currencies on flip B.

Between one Base Currency and a Foreign Currency - Transitional



Transitional users of the Dual-Base system will usually have their home Currency as Base Currency 1 and the Euro as Base Currency 2. EMU rules

require that all foreign Currencies are related to the Euro, not to the home Currency.

In the following historical example the company has a Finnish Markka (FIM) bank account. The home Currency (Base Currency 1) is the Dutch Guilder (NLG) and Base Currency 2 is the Euro. The following Transaction is entered showing a sales transaction paid in FIM. The Sales Account is a normal sales account in NLG.

Account 705 is defined as a Markka account by entering the Currency in the Account record. In the Transaction, enter the Markka Account number and go to flip D to check the conversion rates, which will be brought in by Hansa. In the example, the From Rate and To Rate B 2 fields show that one Euro buys FIM 5.94573, while the Base Rate 1 and 2 fields show that one Euro buys NLG 2.20371. If you wish to change the rates, you can do so (if so allowed by the Prevent Base Rate Changes and Prevent Foreign Rate Changes options for the FIM Currency record), but note that this should be done before you enter any amounts and that the change will apply to this Transaction row only. If an Account is used which does not have a Currency specified, you can enter any Currency on flip C and the latest conversion rates will be brought in immediately.

Transaction: New

Operations   New Duplicate Cancel Save

No. 6057 Trans.Date 19/12/2000 Reference

Text Sales in FIM



	Account	Objects	Currency	Base Rate	Base Rate	From Rate	To Rate B.1	To Rate B.2	
1	705		FIM	2.20371	1	5.94573		1	A
2									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

To enter a debit or credit amount, go to flip C and use the Cur. Debit or Cur. Credit field (Currency Debit or Currency Credit) as appropriate. A figure converted to Base Currency 1 is placed in the Base 1 Debit or Credit field as appropriate. In addition, a figure converted to Base Currency 2 is placed in the Base 2 Debit or Credit field as appropriate, visible on flip B. Alternatively, enter an amount in the Base 1 Debit or Credit field (or the Base 2 Debit or Credit field) and a figure converted to the foreign Currency will be placed automatically in the Cur. Debit or Cur. Credit field (and a figure converted to the other Base Currency will also be shown).

Transaction: New

Operations   **New Duplicate Cancel Save**

No. 6057 Trans.Date 19/12/2000 Reference

Text Sales in FIM



	Account	Objects	Base 1 Debit	Base 1 Credit	Currency	Cur. Debit	Cur. Credit
1	705		37.06		FIM	100.00	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Difference Base 1 **Total**

Difference Base 2 **Total**

Account 100 is a normal Sales Account in the home Currency. On the second row, enter the Account number as usual, and then select 'Balance Transaction' from the Operations menu. The converted NLG amount will be placed in the Base 1 Credit column on flip A—

Transaction: New

Operations   New Duplicate Cancel Save

No. 6057 Trans.Date 19/12/2000 Reference

Text Sales in FIM

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd	
1	705		FIM Bank Current Account	37.06			A
2	100		Sales Type 1		37.06	1	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 37.06 37.06

Difference Base 2 0.00 Total 16.82 16.82

If you wish to view the amounts in both Base Currencies, they are visible on flip B—

Transaction: New

Operations

No. 6057 Trans.Date 19/12/2000 Reference

Text Sales in FIM

	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit
1	705		37.06		16.82	
2	100			37.06		16.82
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

Balancing

All Transactions should balance in both Base Currencies. If a Transaction does not balance in Base Currency 1, you will not be able to save it. If it is balanced in Base Currency 1 but not Base Currency 2, the Base 2 Credit figure in the final row will be adjusted when the Transaction is saved. If you want to prevent this adjustment, add a final balancing row that posts to a Base Currency Round Off Account. This row should—

- have zero amounts in the Base 1 Debit and Credit fields; and
- use a Base Rate of 0 Base Currency 1 to 1 Base Currency 2.

The required Base 2 amount will be shown in the Difference Base 2 field in the bottom left-hand corner: enter this in the Base 2 Credit or Debit field as appropriate after setting the Base Rate to 0:1.

Calculate Field

This function on the Operations menu of the Transaction record will be used for Transactions that are not in the home Currency.

In such cases, if a Currency and conversion rate are specified before an amount is entered in the home Currency to the Base 1 Debit or Credit field on flip A, in Base Currency 2 to the Base 2 Debit or Credit field on flip B or in the foreign Currency to the Cur. Debit or Credit field on flip C, a Currency conversion will take place automatically.

However, if an amount is entered before conversion rates have been specified, or if it is necessary to change the Exchange Rate or Base Currency Rate, further Currency conversions will not occur. They can be forced by using this function.

For example, you are entering a Transaction which includes a Debit posting in Norwegian Kroner. You could use one of the following methods, depending on the nature of the Transaction—

- On flip A, enter the Debit amount in the home Currency. Switching to Flip D, enter “NOK” in the Currency field. An Exchange Rate appears, but no figure appears in flip C’s Cur. Debit field. Move the cursor to that field and select ‘Calculate Field’. An amount in Norwegian Kroner appears.
- On flip D, enter “NOK” in the Currency field. Then, enter an amount in Norwegian Kroner to flip C’s Cur. Debit field. An amount in the home Currency appears in flip A’s Base 1 Debit field. There is no need to use the ‘Calculate Field’ function, unless you now realise that the Exchange Rate or the Currency is incorrect.

Update Currency Rates

This function on the Operations menu of the Transaction record brings in the latest Exchange and Base Currency Rates to all rows of the Transaction. It also updates all amounts in Base Currency 2 on flip B and, if appropriate, in Currency on flip C.

You will usually use this function when you create a new Transaction by duplicating a previous one, or when you change the Date of a new Transaction after having entered some Transaction rows. When you change the Date in a Transaction, the Exchange and Base Currency Rates are not updated automatically. So, having changed the Date, choose this function from the Operations menu to ensure all rates are correct.

The function has no effect once a Transaction has been saved.

Reports

In many reports in the Sales, Purchase and Nominal Ledgers and in the Stock module, it is possible to show amounts in Currency or converted to Base Currency 1. For example, the Sales Ledger report shows what the debtors owe the company.

Specify Sales Ledger [Run]

Customer

Category

Classification

Classification Types

Salesman

Objects

Object Type

Currency

Date

Function

History

Overview

Aged

Detailed Aged

Balance

Rate diff.

Amount

Booked Value

Currency

Status

Open

Due

Sorting

No.

Name

Include Disputed

Include Disputed

Exclude Disputed

Only Disputed

Skip No Reminder

Skip No Collection

Show Prepayment Nos

Show Base Currency 2 Totals

Only Interest Invoices

Show Invoice Comment

Show Debtor Accounts

Show Instalments

Media

Screen

Printer

File

Print Queue

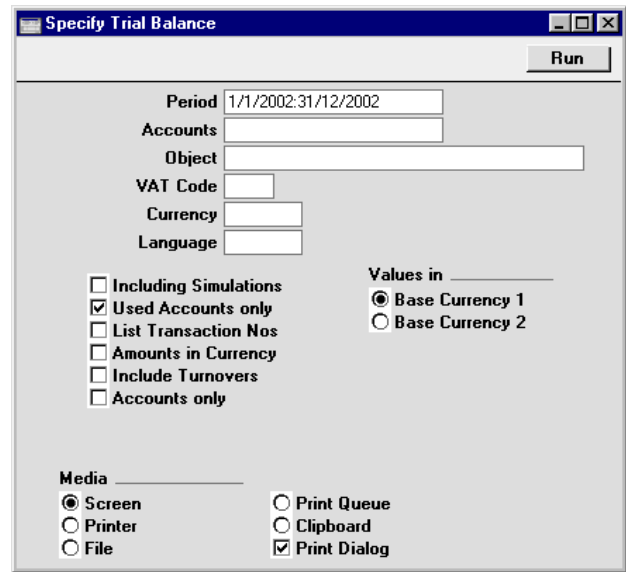
Clipboard

Print Dialog

The specification window for each report contains selection tools to customise your report. If you select the Amount:Currency option, Customers will be shown with amounts in foreign Currency as in the report overleaf.

Sales Ledger						
Operations				Search		
Sales Ledger				Hansa, Print date: 20/12/2002 21:50		
Radio Import/Export Ltd				All Customers		
Unpaid Invoices				Sorted by Number		
Overview				Amounts in Currency		
Status: Include Disputed				All Salesmen		
Customer	Invoice No	Inv Date	Due Date	Days	Remaining	
003	Schmidt GmbH			+49-49 732 40		EUR
	<u>960003</u>	20/2/2002	30 22/3/2002	-273	448.45	EUR
	<u>960090</u>	20/12/2002	30 19/1/2003	30	370.16	EUR
	<u>960091</u>	20/12/2002	30 19/1/2003	30	349.80	EUR
					EUR	1,168.41
					Balance	745.06
					Due	291.49
004	Oslo Trading Co					NOK
	<u>960045</u>	13/6/2002	30 13/7/2002	-160	26.00	NOK
	<u>960052</u>	16/10/2002	30 15/11/2002	-35	200.00	NOK
	<u>960060</u>	6/11/2002	30 6/12/2002	-14	399.00	NOK
					NOK	625.00
					Balance	625.00
					Due	625.00
005	Moscow Trading Co					RUR
	<u>960075</u>	7/12/2002	30 6/1/2003	17	399.20	RUR
					RUR	399.20
					Balance	399.20
006	Estonian Export					EEK
	<u>960050</u>	20/8/2002	30 19/9/2002	-92	307.85	EEK
					EEK	307.85
					Balance	307.85

For users of the Dual-Base system, all reports in the Nominal Ledger can be produced in either Base Currency. The specification window for each report contains options where this choice can be made (shown is that for the Trial Balance)—



Specify Trial Balance

Run

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

Accounts

Object

VAT Code

Currency

Language

Including Simulations

Used Accounts only

List Transaction Nos

Amounts in Currency

Include Turnovers

Accounts only

Values in _____

Base Currency 1

Base Currency 2

Media _____

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Use the Values In options to choose the Base Currency to be used in the report.

Exchange Rate Gains and Losses

In certain businesses it may be necessary to account for gains or losses resulting from changes in Exchange Rates. For example, if a Transaction is entered using the correct Exchange Rate for the Transaction Date and the Exchange Rate then changes significantly, it may be necessary to apply the new Exchange Rate and post a gain or loss.

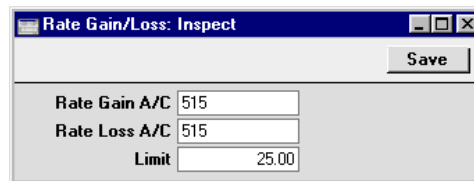
To carry out this task, follow these steps—

1. Use the Rate Gain/Loss setting in the Nominal Ledger to establish which Accounts are to be used to store the gains and losses resulting from changes in Exchange Rates.
2. Run the Currency A/C Rate Change report in the Nominal Ledger to view the effect on past Transactions of recent Exchange Rate changes.
3. Run the 'Rate Gain/Loss' Maintenance function in the Nominal Ledger to create Transactions posting the gains or losses resulting from the application of the new Exchange Rate.

These steps are now described in detail.

Rate Gain/Loss

This setting in the Nominal Ledger is used to determine the operation of the 'Rate Gain/Loss' function described below.



Rate Gain/Loss: Inspect		Save
Rate Gain A/C	515	
Rate Loss A/C	515	
Limit	25.00	

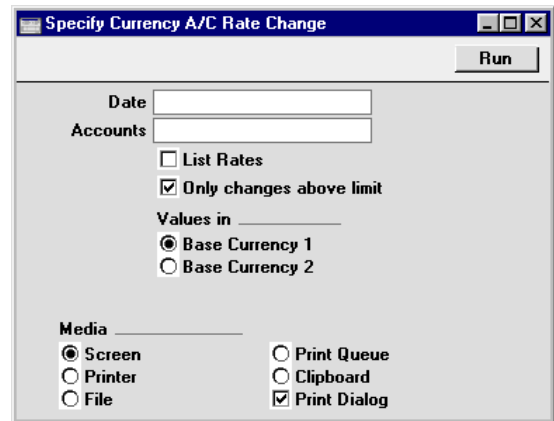
Rate Gain A/C **Paste Special** Account register, Nominal Ledger/System module

Enter here the Account to be credited with any gains that result from the application of current Exchange Rates to old Transactions.

Rate Loss A/C	Paste Special	Account register, Nominal Ledger/System module
		Enter here the Account to be debited with any losses that result from the application of current Exchange Rates to old Transactions.
Limit		If you only need apply the current Exchange Rate to past Transactions if the result is a gain or loss that is greater than a certain amount (in the home Currency), specify that amount here.

Currency A/C Rate Change

This report in the Nominal Ledger shows balances for all Accounts of a certain nature (those with a Currency specified and of Type Asset, Liability or Equity). These balances are shown in Currency, in either Base Currency using the Exchange Rate at the time of the Transactions (or, if appropriate, at the time the 'Rate Gain/Loss' function was last run) and in the Base Currency using the current Exchange Rate. The report can thus be used to analyse any losses or gains that could be achieved by applying current Exchange Rates to old Transactions and should therefore be produced prior to running the 'Rate Gain/Loss' function.



Date	Paste Special	Current Date
		Enter the date of the report. The latest Exchange Rates at that date will be taken to be the current Exchange Rates for the purposes of the report. Note that this date is exclusive: Transactions on the date specified or later will

not be included in the report. If no date is entered, the current date will be used.

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

If you wish to limit the report to a particular Account specify that here. Note that for an Account to be included in the report, two criteria must be met: the Account must have an entry in its Currency field and it must be an Asset, Liability or Equity Account. Income and Expense Accounts will not be included.

To report on several Accounts at once, enter them all to this field, separated by commas.

List Rates Use this option if you want the latest Exchange Rates for all Currencies (i.e. those current at the report date) to be included in a separate list at the top of the report.

Only changes above limit
Use this option if you only want to include in the report Transactions where carrying out a Currency conversion at the current Exchange Rate would produce a gain or loss that is greater than a certain amount (defined in the Rate Gain/Loss setting).

Values in If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion. If you are a transitional user of this system, this complies with the EMU requirement that you should be able to produce Nominal Ledger reports in either your home Currency or the Euro.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Rate Gain/Loss

This function, available through the 'Maintenance' item on the File menu in the Nominal Ledger, will look to all Transactions featuring Accounts of a certain nature (those with a Currency specified and of Type Asset, Liability or Equity) and compare the Exchange Rate used at the time of the Transaction (or that used when the 'Rate Gain/Loss' function was last run) with the current Exchange Rate. If the difference in applying the two Exchange Rates is greater than a certain amount (specified in the Rate Gain/Loss setting), a new Nominal Ledger Transaction will be created. Where the application of the current Exchange Rate results in a loss, that loss will be debited to the Rate Loss Account specified in the Rate Gain/Loss setting and credited to the Currency Account used in the original Transaction. Where a gain results, that gain will be credited to the Rate Gain Account specified in the Rate Gain/Loss setting and debited to the Currency Account used in the original Transaction.

If it is necessary to find out the value of the Transaction that will be created by this function, run the Currency A/C Rate Change report first.

Date	Paste Special	Current Date
		Specify here the Transaction Date of the Transaction to be created by the function. The current Exchange Rate for the specified date will be used. Transactions whose Transaction Date is later than the specified date will not be included in the scope of the function. If left blank, the current date will be used.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		If you wish to apply the function to a particular Account (or range of Accounts) specify that here. Note that for an Account to be considered by the function, two criteria must be met: the Account must have an entry in its

Currency field and it must be an Asset, Liability or Equity Account. Income and Expense Accounts will not be included.

Values in

If you are using the Dual-Base system, values in this report can be shown in either Base Currency. Use these options to choose which Currency is to be used on this occasion. If you are a transitional user of this system, this complies with the EMU requirement that you should be able to produce Nominal Ledger reports in either your home Currency or the Euro.

If you are not using the Dual-Base system, use the Base Currency 1 option to produce a report in your home Currency.

Changes in Base Currency 2

If you are using the Dual-Base system, you may wish to account for gains or losses resulting from changes in Base Rates. For example, if a Transaction is entered using the correct Base Rate for the Transaction Date and the Base Rate then changes significantly, it may be necessary to apply the new Base Rate and post a gain or loss in Base Currency 2.

To carry out this task, follow these steps—

1. Run the Base Currency Rate Change report in the Nominal Ledger to view the effect on past Transactions of recent Base Rate changes.
2. Run the 'Base Currency 2 Revaluation' Maintenance function in the Nominal Ledger to create a Transaction posting the gains or losses resulting from the application of the new Base Rate. Note that this Transaction will only have values in Base Currency 2 as its purpose is to ensure old Transactions balance using the latest Base Rates.

These steps are now described in detail.

Base Currency Rate Change

This report in the Nominal Ledger is part of the Dual-Base system only. It shows balances for all Accounts in Base Currency 1, in Base Currency 2 using the Base Rate at the time of the Transactions and in Base Currency 2 using the Exchange and Base Rates for a specified date. The report can thus be used to analyse any losses or gains in Base Currency 2 that could be achieved by applying specified Exchange and Base Rates to old Transactions and should therefore be produced prior to running the 'Revaluation of Base Currency 2' function.

- | | | |
|------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date | Paste Special | Current Date |
| | | Enter the date of the report. The balances shown in the report will be calculated using Transactions whose Transaction Date is on or before this date. If no date is entered, the current date will be used. |
| Date of Exchange Rate | Paste Special | Current Date |
| | | The Exchange and Base Rates that were in use on the date specified here will be used in recalculating the balances in Base Currency 2. If no date is entered, the current date will be used. |
| Accounts | Paste Special | Account register, Nominal Ledger/System module |
| | | If you want to report on a specific Account, enter its Account Code here. |

List Rates Use this option if you want the Base Rates for all Currencies applicable on the report date to be included in a separate list at the top of the report.

Include Accounts with Zero Balance

Check this box if you want the report to include Accounts with zero balances (i.e. that have not been used).

Include Accounts with Zero Difference

Check this box if you want the report to include Accounts where the application of the specified Exchange and Base Rates makes no difference to the Base Currency 2 balance.

Revaluation of Base Currency 2

This function, available through the 'Maintenance' item on the File menu in the Nominal Ledger, will look to all Transactions compare the Exchange and Base Rates used at the time of the Transaction (or those used when the 'Revaluation of Base Currency 2' function was last run) with the Exchange and Base Rates for a specified date. If the two sets of Exchange and Base Rates result in different values in Base Currency 2, a new Nominal Ledger Transaction will be created. Where the application of the Exchange and Base Rates for the specified date results in a loss in Base Currency 2, that loss will be debited to the Account specified in the specification window and credited to the Account used in the original Transaction. Where a gain results, that gain will be credited to the Account specified in the specification window and debited to the Account used in the original Transaction.

If it is necessary to find out the value of the Transaction that will be created by this function, run the Base Currency Rate Change report first.

The screenshot shows a dialog box titled "Specify Revaluation of Base Currency 2". It has a "Run" button in the top right corner. Below the button, there are four input fields: "Accounts", "Balancing Account", "Transaction Date", and "Date of Exchange Rate".

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

Range Reporting **Alpha**

If you want to apply the function to a specific Account or range of Accounts, specify that here.

Balancing Account

Paste Special Account register, Nominal Ledger/System module

Specify here the Account to be debited with losses and credited with gains in Base Currency 2. An Account must be specified here, otherwise the function will have no effect.

Transaction Date **Paste Special** Current Date

Specify here the Transaction Date of the Transaction that will be created by the function. Transactions whose Transaction Date is later than this date will not be included in the scope of the function. If no date is entered, the current date will be used.

Date of Exchange Rate

Paste Special Current Date

The Exchange and Base Rates that were in use on the date specified here will be used in recalculating the balances in Base Currency 2. If no date is entered, the current date will be used.

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HansaWorld
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